



Southwestern Michigan College Employee Handbook

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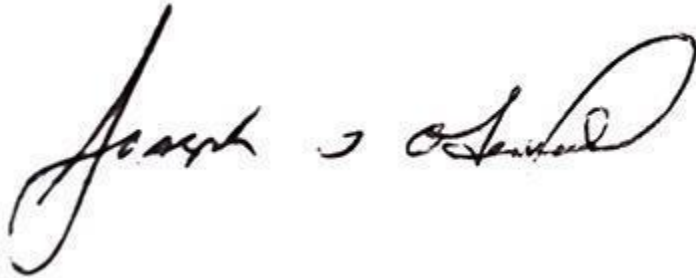
Welcome

Dear SMC Team Member,

Welcome to Southwestern Michigan College! We are delighted to have you as a member of the SMC family. Value Human Capital is identified as a condition for success in our [2024-2026 Strategic Plan](#). The strategic initiatives include building a culture of trust, collegiality, and professionalism; providing more competitive salaries; developing processes to attract a deeper pool of job applicants; and developing a new performance review system.

I welcome your suggestions as we continually strive to improve and refine our policies and procedures, and most importantly to enhance the experience of our students. I trust that you will be a positive and successful employee of the College, and I wish you the best in your tenure at SMC.

All the best,

A handwritten signature in black ink, appearing to read "Joe Odenwald". The signature is written in a cursive style with a large, looping initial "J" and a prominent flourish at the end.

Dr. Joe Odenwald,
President

Mission Statement

The mission of Southwestern Michigan College is to serve our community by providing affordable local access to high quality postsecondary career preparation and college education – including the total college life experience.

Core Values

The core values of Southwestern Michigan College describe the beliefs that direct the College in all that it does.

- "Excellence with a Personal Touch" is a working principle guiding our actions.
- High quality is inherent in all that Southwestern Michigan College does.
- We have a commitment to be responsible managers of college resources: human resources by promoting growth, satisfaction, and empowerment; financial resources by operating with a balanced budget and investing in the future; physical resources by maintaining a high-quality physical plant.
- We believe in "Knowledge for All." As the only institution of higher education in the district, Southwestern Michigan College has the dual responsibilities of providing postsecondary career preparation for those who are seeking immediate employment and college coursework and degrees for those seeking baccalaureate degrees.
- We have a commitment to being a learner-centered college, developing students through a total college life experience and providing them with 21st century services.

Civility Statement

Southwestern Michigan College is committed to the highest standards of academic and ethical integrity. All members of our academic community are encouraged to promote and value an ethic of common respect and civility. SMC defines civility as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work.

Membership in any community is enhanced by a concern for the common good for all who belong to that community. Each individual may possess different ideas as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a college. Because of these differences, respect and civility are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should, therefore, be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the college.

Examples of civility that we wish to foster within our campus community:

- A feeling of shared responsibility to cultivate an environment in which all members feel intellectually respected and physically safe.
- Everyone in the community takes a personal responsibility for creating a productive learning environment.
- The ability to express ideas and thoughts in a respectful manner.

- Respect for another person’s work is also important. This includes acknowledging material, including ideas, images, and language, taken from electronic, language, and visual sources available in print sources and on the internet
- Students behave in a courteous and respectful manner toward their instructors and fellow students by being self-disciplined and responsible for their own learning.
- All members of the college community (faculty, staff, and students) exemplify and model civil behavior, and in so doing, provide direction for each other.

History of SMC

Southwestern Michigan College was founded in 1964 in Dowagiac and began classes in 1966. The first class graduated in 1968. Niles campus was built and opened in 1991 and the Michigan Technical Education Center (M-TEC) at SMC opened in 2001 at the Niles Campus.

SMC is one of 28 community colleges in the state of Michigan and is locally governed by an elected Board of Trustees. SMC's tax paying district includes Cass County and Hamilton and Keeler townships in Van Buren County. The College's service area also includes Berrien County and Northern Indiana.

Human Resources

Mission Statement

The mission of Human Resources is to be a partner with the SMC Community by supporting the employee life cycle with honesty, integrity, and respect.

Core Values

Equal Treatment: We have a commitment to providing equal treatment to all, including accepting and promoting a diverse and inclusive community where people are treated with respect.

Safe Environment: We provide a place where employees are supported and safe.

Growth, satisfaction, and empowerment: We support the employee life-cycle through a holistic approach in the following ways: providing training and supporting professional growth, ensuring satisfaction through comprehensive benefits and wellness programs, and empowering employees by encouraging learning, and supporting knowledge for all.

Student connection: Extend the classroom experience through on campus job opportunities that provide valuable work experience in building additional skills.

Conditions of Employment

Policies governing conditions of employment for staff members of Southwestern Michigan College have been established by the Board of Trustees. These policies can be found within the [Board Policy Manual](#). The Board delegates authority to execute College policies to the President and their cabinet. The President is the officer of the College and the principal spokesperson for the College with the Board of Trustees and the community. Please refer to administrative procedures within each department for guidelines on college operations.

This handbook contains policies applicable to all employees at Southwestern Michigan College except where in conflict with a Collective Bargaining Agreement, in which case the Collective Bargaining Agreement shall take precedence.

This handbook summarizes many, but not all, of the College's employment policies, practices, and benefits. Those actions initiated by a work coordinator, supervisor and/or administrator which affect the employment conditions or status of a staff member will be in accordance with applicable federal and state laws, Board policies and administrative procedures. This handbook serves as a guideline for these topics. Supporting details are provided in the relevant Board policies or administrative procedures on the following pages of text. The handbook should not be viewed as a contract between employees and the College, nor should any statement contained herein be construed to supersede actual Board policy, administrative procedure or established employment precedents. Further, it should be understood that no one other than the President of the College or the Board of Trustees is authorized to enter into any agreements contrary to the policies and procedures in effect at any point in time and such agreement will only be enforceable if it is in writing signed by the President or a Trustee with authority to enter into the document.

Equal Opportunity and Commitment to Diversity

Equal Opportunity Policy

The Equal Opportunity Policy may be found in [Board Policy](#).

Americans with Disabilities Act (ADA) and Reasonable Accommodation

In accordance with the Americans with Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such a disability, be excluded from participation in, or be denied the benefits of the services, programs or activities of Southwestern Michigan College or be subjected to discrimination by Southwestern Michigan College. Nor shall any qualified individual, in regard to job application procedures, the hiring, advance or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment and/or student services be denied any service, program, or activity of Southwestern Michigan College.

Reasonable accommodations will be provided to qualified employees with a disability to enable the employee to perform the job's essential functions unless the accommodation(s) causes the College to incur an undue hardship. Under Michigan law, disabled employees who believe an accommodation is needed to perform the job's essential functions must notify the Human Resources Department in writing of the need for an accommodation within one hundred eighty-two (182) days after the date they knew, or should have known, that an accommodation was needed. The College treats all medical information and records as strictly confidential.

Commitment to Diversity

Southwestern Michigan College is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the college and are valued for their skills, experience, and unique perspectives. This commitment is embodied in college policy, the way we hire, onboard, and train employees, and the way we educate our students.

Anti-Harassment, Discrimination & Retaliation and Complaint Procedure

Southwestern Michigan College does not permit discrimination or harassment in its programs and activities as defined by federal and state law and/or college policy. Anyone who believes they have been subjected to discrimination or harassment in violation of this policy, law or regulation should follow the procedure outlined in this document to report these concerns. Any college community member who believes that they have been subjected to sexual harassment or sexual misconduct of any kind should refer to the College's [Sexual Misconduct Policy](#) and promptly report the violation in accordance with that Policy.

Definitions:

- College Community Member: a student, faculty, employee, or administrator of Southwestern Michigan College.
- Reporting Party: the person who is alleging to have been discriminated or harassed in violation of SMC policy.
- Responding party: the person who is alleged to have discriminated or harassed someone.

Overview of Process: If a college community member alleges a violation of this policy, the college will initiate an investigation that is thorough, reliable, impartial, prompt, and fair. If the investigation determines that a policy violation has occurred, the college will promptly implement an effective remedy designed to end the wrongful conduct, prevent its recurrence and address its effects. To the extent possible, all complaints will be kept confidential. However, it is the primary goal of the College to investigate and resolve all harassment and discrimination complaints. As part of the investigation, it is likely that it will be necessary to reveal certain details and information to certain individuals who have a legitimate need to know. It is also possible that the information gathered during an investigation will be subject to subsequent legal or administrative proceedings which will require disclosure of the contents and results of the investigation.

Interim Remedies/Actions: The Director of Human Resources (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of the responding party (resident student or resident employee (or the alleged victim, if desired))
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

The college may suspend a student, employee or organization on an interim basis pending the completion of investigation and resolution, particularly when, in the judgment of

Director of Human Resources (or designee), the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the responding party, or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Director of Human Resources (or designee) prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show good cause why the suspension should not be implemented.

The Director of Human Resources (or designee) has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension is grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to housing and/or the campus/facilities/events as determined by the Director of Human Resources (or designee). This restriction can include classes and/or all other college activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Human Resources (or designee) alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

Informal Resolution: Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict between SMC community members. Whenever possible, safe, and appropriate, the alleged problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior, conflict, or misconduct. The Director of Human Resources will facilitate such conversations, upon request and monitor them for safety.

The college does not require an impacted party to contact the person involved or that person's supervisor if doing so is impractical, inappropriate, if the impacted party believes that the conduct cannot be effectively addressed through informal means, or if the discrimination/harassment involves violence. If informal efforts are unsuccessful, the formal resolution process may be initiated. Either party has the right to end the informal process and begin the formal process at any time prior to resolution.

Formal Resolution Procedure: The college Director of Human Resources is designated to formally investigate, address inquiries, and coordinate the college's compliance efforts when there is an alleged violation of this policy. The Director of Human Resources may assign other college administrators to assist in these efforts. If an employee is involved in a complaint, one or more members of the Human Resources department will be involved in the formal resolution procedure. If the Director of Human Resources has a conflict of interest, the President shall choose the appropriate college administrator to perform these duties.

Employee complaints taken by a supervisor must be communicated to Human Resources within twenty-four (24) hours.

Any employee who believes they have been subjected to any harassment or discrimination in violation of this policy should file a written complaint on the Harassment, Discrimination or Retaliation Complaint immediately after the incident(s) occurred. Complaints may be submitted to the Director of Human Resources or via the SMC Concerns reporting system provided on the college intranet. All other community members should use the SMC Concerns reporting system to report violations of this policy.

If the reporting party wishes to pursue a formal resolution, or if the college, based on the alleged policy violation, wishes to pursue a formal resolution, trained investigators will be assigned to conduct the investigation once a determination that a resolution should proceed.

All investigations will be prompt, thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. The college may delay its investigation or resolution process when needed to comply with a law enforcement request for cooperation when criminal charges on the basis of the same behaviors that invoke this process are being investigated.

The investigator will take the following steps (not necessarily in order):

- Determine the identity and contact information of the reporting party;
- Initiate any necessary remedial actions;
- Identify the exact policies allegedly violated;
- Meet with the reporting party, if necessary, as part of the initial inquiry;
- Prepare the notice of charges on the basis of the initial inquiry;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party;
- Complete the investigation promptly, and without unreasonable delay;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not) and share that information with the Director of Human Resources.

The Director of Human Resources (employees as respondent) or Student Conduct Director (student as respondent) will then determine what sanctions (if any) will be the result of the finding. They will then share the findings with the responding and reporting party. The Director of Human Resources or Student Conduct Director will also notify the reporting party if sanctions are to occur, but not necessarily the nature of the sanctions.

At any point during the investigation, if it is determined there is no reasonable cause to believe that college policy has been violated, the Director of Human Resources (or designee) has authority to terminate the investigation and end resolution proceedings.

Outcome: Where the investigation determines that, based on a preponderance of the evidence, there has not been a violation of this policy, the investigation will be closed.

Where a violation is found based on the preponderance of the evidence, the college will act to end the wrongful conduct, prevent its recurrence, and remedy its effects on the victim and the college community.

Appeal Procedures: College Community Members who disagree with the findings of the investigation and/or the sanctions may file a written appeal to the Director of Human Resources within seven (7) working days of receiving the notice. The Director of Human Resources will respond in writing within fourteen (14) days of receiving the appeal. The decision of the Director of Human Resources is the final decision of the college.

The only grounds for appeal are as follows:

- A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the investigation, that could substantially impact the finding or sanction. A summary of this new evidence and its potential impact must be included;

- The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

Should the appeal be granted then the case will be remanded to the Human Resources or Student Conduct Director to allow reconsideration of the original determination.

Non-Retaliation: The College not only prohibits discrimination and harassment, but also strictly prohibits any retaliation against any college community member who, in good faith, has registered a complaint. Any college community member who, after an investigation, has been determined to have retaliated against an employee for making a complaint under this policy will be subject to appropriate discipline up to and including discharge. Any college community member who believes they have been retaliated against for exercising the rights guaranteed under this policy, should utilize the complaint procedure or notify the Director of Human Resources or Student Conduct Director.

False Complaints: Any employee who files a complaint which is knowingly false when made will be subject to immediate discipline up to and including discharge. Any student who files a complaint which is knowingly false when made will be subject to immediate discipline up to and including expulsion.

WARNING: Harassment, including sexual harassment and other forms of prohibited conduct, may lead to personal liability. Any person engaged in such conduct may be compelled by a court to pay money damages to victims of harassment.

Criminal Background Checks & Disclosure

Criminal Background Checks

The purpose of this policy is to protect Southwestern Michigan College's employees, students and members of the public who have dealings with the College, from suffering physical, emotional, and financial harm. This policy allows the College to decline hiring any individual with a criminal conviction in relation to the job for which they have applied and its established job relevancy, and that hiring the person would be deemed an unacceptable risk. Furthermore, this policy is designed to comply with federal and state regulations.

All newly hired employees will be subject to a criminal background check. Those employees working with College financial records may be subject to a personal credit check.

The College uses a Consumer Reporting Agency to obtain information in compliance with the Consumer Credit Reform Act of 1996.

All background reports are returned to Human Resources by the Consumer Reporting Agency. If a report includes information about a relevant felony or misdemeanor conviction, information regarding the conviction may be shared, as necessary, with the employee/applicant's immediate supervisor, and/or appropriate Senior Administration.

When considering continued employment, the College will consider felony and misdemeanor convictions to the extent in which they relate to the employee's suitability for employment in the position for which they have been hired. Felony or misdemeanor convictions relevant to the position for which an employee has been hired may be grounds for immediate discharge.

The significance of felony convictions in regard to employment at Southwestern Michigan College will be determined by the President's Office.

If the College elects to terminate employment based on an employee's criminal record, the College will provide the employee with the following information:

- In accordance with the Consumer Credit Reform Act, before taking any adverse action, the College will provide the employee with a copy of the criminal report, a description of the employee's rights under the Act, and a statement notifying the employee that the College is considering taking adverse action based on the report (Notice of Consideration of Adverse Employment Action). The employee will be given an opportunity to submit information to Human Resources disputing the accuracy of the report before a final decision is made regarding continued employment.
- When a final determination of adverse action is made, the College will advise the employee of the determination and direct the employee to the Consumer Reporting Agency. A statement will be issued to the employee (Adverse Action Notification) that the Consumer Reporting Agency did not make the decision regarding adverse action against the employee. The employee will also be notified of his/her right to obtain the report from the Consumer Reporting Agency and guidelines to dispute its contents.

Disclosure of Criminal Convictions

Southwestern Michigan College is committed to maintaining a safe and secure environment for the campus community. To promote a safe and secure environment, employees and volunteers are required to disclose a criminal conviction when occurred after employment or volunteer status is established. Employees and volunteers must submit this disclosure in writing to the Human Resources Department as soon as possible, following the conviction. Those disclosing a criminal conviction must provide truthful, accurate and complete information.

When a conviction is disclosed, the Human Resources Department will review all information provided and perform individualized assessment. The review may require the employee or volunteer to consent to a criminal background check. If, as a result of the review and individualized assessment, it is determined that the conviction impacts the individual's employment with SMC or otherwise threatens the safety and security of the College community, disciplinary action may be taken up to and including discharge.

Conflict of Interest and Confidentiality

Employee Conflict of Interest Policy

The Southwestern Michigan College Board of Trustees Policy Manual states that all college employees who are in a position to authorize or execute purchases or who are in a position to authorize or substantially influence business transactions with the College must adhere to the [Board Policy: Employee Conflict of Interest Policy](#).

Confidential Information

As an employee at Southwestern Michigan College, you will have access to private information as a condition of employment to the extent necessary to perform your duties. This confidential information includes, but is not limited to, transcripts, applications, personnel files, personal and institutional information and other written materials or electronic files. It also includes conversations about confidential information.

You cannot release this information to the public or to other individuals, including but not limited to college employees who have not been authorized or who do not have a legitimate institutional or business need to know.

By virtue of your employment at Southwestern Michigan College, you may have access to records or other forms of individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). Disclosure of this information to any unauthorized person could subject you to criminal and civil penalties imposed by law.

Should an employee breach this confidentiality requirement, there may be disciplinary action up to and including termination.

Employment Recruitment and Hiring

Employee Recruitment and Selection

Southwestern Michigan College is committed to ensuring a consistent, fair, and efficient hiring process through the Human Resources Office. This includes position development, candidate selection, offer, on-boarding, and acclimation of New Hires to the college.

Procedures:

New Position Development: When creating a new position, management will work with Human Resources to develop a job description, including employment classification, title and salary tier placement. Management will also review budgetary restrictions with the Business Office to develop and identify a funding source. The position will be reviewed and approved by the President's cabinet prior to posting.

Position Turnover: When hiring due to position turnover, management will work with Human Resources to review and update the position's job description, as needed. The position will be reviewed and approved by the President's cabinet prior to posting.

Position Posting and Advertising: The Human Resources department will review and approve all postings. All vacant positions will be posted for a minimum of 7 calendar days. Positions can be posted internally or externally. Position postings will be available on the Southwestern Michigan College job page and other applicable job boards to promote a diverse applicant pool. Internal postings will be available on internal communication tools, such as the college intranet. Internal postings will only accept applications from current college employees.

Human Resources will work with the applicable vice president and/or hiring manager to determine an appropriate pay range for the posting by reviewing relevant information including budgetary restrictions, salary tier requirements, and internal equity.

Postings will generally include a scheduled close date. Postings will not be closed prior to the scheduled date unless the search is cancelled and the position will not be filled. Postings will not be closed prior to a scheduled date to expedite the selection process, limit incoming applicants, or other reasons.

Applications: Human Resources will collect employment applications for all posted positions. All applications must be submitted through the college's applicant tracking system. Paper applications, resumes, or other application materials will not be accepted. Incomplete applications will not be accepted and cannot be considered for employment.

Review of Applicants: Human Resources will review all applications for required qualifications and work eligibility, as listed on the job posting. All candidates meeting the

required qualifications will be provided to the hiring manager to determine appropriate steps, including hiring committee selection and interviews. Applicants not meeting the required qualifications will not be considered for hire. When possible, review of applicants and candidate interviews should occur after the posting has closed and all applications have been received.

Interviews may include telephone interviews, video conferencing (Zoom), or face-to-face/on-campus interviews. All interviews must be consistently scheduled for each interview stage; i.e. If video conferencing, all selected candidates must complete a video conferencing interview. The Hiring Manager and/or Hiring Committee must ask the same interview questions of all candidates. Candidates traveling for a face-to-face/on-campus interview must follow the [interview expense guidelines](#). The Hiring Manager may request a benefit review with Human Resources as part of a final interview stage. Benefit reviews are recommended for full-time administrator (FA) and full-time faculty (FF) positions.

The Hiring Manager will coordinate and review with their vice president to allow effective communication throughout the process. The departmental vice president may elect or decline to interview the candidate selected for hire.

Hiring managers are encouraged to adjust application statuses throughout the process, as appropriate. Statuses include: Not Interviewed, Phone Interview, On-site Interview, Interviewed Not Hired, Withdrawn, and Selected for Hire. When a candidate has been selected for hire, the hiring manager will complete a hiring proposal. The hiring manager will create a hire workflow for student positions.

A final candidate cannot be selected for hire or offered a position until after all applications are received and the posting is closed if there is only one vacancy for the position.

Employment Offers and Onboarding

The hiring proposal will be reviewed and approved by the departmental vice president. After the vice president approves the hiring proposal, Human Resources will complete a salary review for the selected candidate.

Salary Review: Human Resources will review relevant information including the selected candidate's experience and education, posting range, comparable internal salaries, and hiring manager's recommendation to determine an initial salary offer. Human Resources will discuss the initial salary with the Hiring Manager and V.P. except for employment pool, student workers, and adjunct faculty.

Offer of Employment: For faculty and staff positions, Human Resources will contact the selected candidate to make a verbal offer of employment. The verbal offer of employment will include the salary offer, scheduled start date, and legal contingencies including, but not limited to, completion of the I-9 form, background check, and reference check.

An offer letter will be sent to faculty and staff positions after verbal offer is accepted.

Onboarding: Human Resources will coordinate onboarding efforts, including background check, new hire paperwork such as I-9 form and W-4 forms, and scheduling new employee orientation.

New Employee Orientation: All new staff and full-time faculty hires will complete a new employee orientation in Human Resources. Adjunct Faculty New Employee Orientations will be held prior to the start of Fall and Spring semesters, typically the week prior to classes starting.

Student employees will be assigned required training in Moodle to be completed within 30 days of their hire date during a scheduled shift.

Human Resources will ensure effective communication throughout the onboarding process and during New Employee Orientation for all pertinent stakeholders.

Employment Relationship

Employment Classifications

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees are employees who are not exempt from the Fair Labor Standards Act's (FLSA) requirements concerning minimum wage and overtime.
- Exempt employees are generally executives, managers, professional, administrative, or instructors who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Job classifications and exemption status can be found on each position's job description.

Southwestern Michigan College Job Classifications

Southwestern Michigan College has established the following categories for both nonexempt and exempt employees:

- **Full-time Administrator** employees are not in a temporary status and are regularly scheduled to work SMC's full-time schedule. This is typically a leadership position. They are exempt employees and eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.
- **Full-time Faculty** employees are not in a temporary status and are regularly scheduled to teach SMC students during fall and spring semesters. They are exempt employees and eligible for the benefits as stated in the applicable Collective Bargaining Agreement, subject to the terms, conditions and limitations of each benefit program.
- **Full-time Professional** employees are not in a temporary status and are regularly scheduled to work SMC's full-time schedule. They are exempt employees and eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.
- **Full-time Classified** employees are not in a temporary status and are regularly scheduled to work SMC's full-time schedule. They are nonexempt employees and eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.
- **Adjunct Faculty** employees are hired one semester at a time to teach SMC students and are regularly scheduled to work less than the full-time schedule. Generally, they are exempt employees and are eligible for some specifically identified benefits offered by SMC, subject to the terms, conditions and limitations of each benefit program.
- **Part-time Administrative** employees are not in a temporary status and are regularly scheduled to work less than the full-time schedule. They are exempt

employees and typically 20 hours each week. They may work up to 1,456 hours from October 1st through September 30th, averaging no more than 28 hours per week during the 12-month period. Regular Part-time Administrative employees are eligible for some specifically identified benefits offered by SMC, subject to the terms, conditions and limitations of each benefit program.

- **Part-time Classified** employees are not in a temporary status and are regularly scheduled to work less than the full-time schedule. They are nonexempt employees and work at least 20 hours each week. They may work up to 1,456 hours from October 1st through September 30th, averaging no more than 28 hours per week during the 12-month period. Regular Part-time Classified employees are eligible for some specifically identified benefits offered by SMC, subject to the terms, conditions and limitations of each benefit program.
- **Employment Pool** employees are hired as on-call, as needed, and/or irregularly scheduled to supplement the workforce or to assist in the completion of a specific project. They are scheduled to work less than SMC's full-time schedule for a limited duration, or up to 1,248 hours from October 1st through September 30th, averaging no more than 24 hours per week during the 12-month period. Employment beyond any initially stated period does not in any way imply a change in employment status. Employment pool employees are eligible for some specifically identified benefits offered by SMC, subject to the terms, conditions and limitations of each benefit program.
- **Student Employees** are enrolled at SMC for at least half time (six credits in the fall and spring or three credits in the summer) or continuing their education with a four-year College partner, on the campus of SMC, and are enrolled at least half time between SMC and the College partner including a minimum of one SMC credit hour. They have a primary goal of pursuing an academic degree. They are nonexempt employees who are appointed to a position designated as "student" and are not eligible for benefits being offered by SMC except as required by law. They generally do not work more than 20 hours per week.

Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, the employee and their supervisor must acknowledge the timesheet attesting to its correctness before forwarding it to Payroll.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work in excess of 40 hours in a 7-day work week. At Southwestern Michigan College the work week begins on Saturday at 12:00 a.m. and ends on Friday 11:59 p.m.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Paid time-off, holidays, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Southwestern Michigan College requires authorization from the employee's supervisor for all hours worked over 40 in a standard work-week. Working overtime without authorization may lead to disciplinary action up to and including discharge.

Attendance and Punctuality

Regular attendance is critical to the College's success as well as the success of its students. As such, unless otherwise prohibited by law, employees are expected to be dependable and reliable. This means to be at work on time as scheduled. A considerable amount of importance is placed upon a person's dependability on the job. Attendance records (absence and tardiness) are a vital factor in employment-related decisions regarding performance, promotions, transfers and discharge. Excessive absenteeism/tardiness is subject to disciplinary action and may result in termination pursuant to the "at-will" relationship.

If an employee is going to be absent, they must notify your supervisor before the beginning of the scheduled shift by using the proper call-in procedure. Failure to notify a supervisor, pursuant to this policy is subject to disciplinary action.

A doctor's certificate may be required before an employee is allowed to return to work after an absence of three (3) or more consecutive work days, or for a previously unscheduled one (1) day absence which occurs on a regular working day immediately prior to or following a holiday or vacation period.

An absence of three (3) or more consecutive working days without notification as set forth above will be considered a voluntary resignation.

Breaks for Nursing Mothers

Nursing mothers will be provided with reasonable breaks to express breast milk and/or to nurse a child. Nursing mothers may take such a break as frequently as needed.

The College will provide a place that is shielded from view and free from intrusion from coworkers and the public for nursing mothers to use to express breast milk.

For more information on this policy, including where nursing mothers may take their break to express breast milk, please contact the Human Resources Department.

Emergency Closings

Southwestern Michigan College is committed to the safety and security of its students, faculty, staff, and guests. As such, there will be occurrences of severe inclement weather that will cause the campus to close, classes to be canceled, and/or other schedule changes or delays.

When classes are cancelled and college campus and facilities are closed, employees are not to report to campus.

When campus is open, but there is inclement weather, those who are unable to come to work or work from home, the hours missed will be deducted from accumulated leave balances. This should be reported on the monthly leave reports or biweekly timesheets and approved by immediate supervisor.

In the event of classes or campus delay, employees may be expected to return to campus when facilities reopen following the direction of their immediate supervisor.

Full-time Staff (Administrative, Professional and Classified): When classes are cancelled and college campus and facilities closed, will receive pay for that day. At the direction of the college president, "selected personnel" (those employees responsible for maintaining parking lots and for providing basic services) will report to campus. Employees who report to campus will receive 8 hours of snow day pay and pay for any hours worked, if "selected personnel" is an hourly non-exempt employee. If "selected personnel" is a salaried exempt employee, then they will receive an additional hour of vacation time for each hour worked up to 8 hours. This additional vacation time must be scheduled and used within the normal SMC vacation guidelines and policies. Employees who are not "selected personnel" may be expected to work from home following the Telecommuting Policy and Procedure. Employees should follow the guidance of their immediate supervisor regarding work expectations while working from home when the college facilities are closed. Employees working from home will not receive additional compensation or vacation hours.

Faculty: When classes are cancelled and college campus and facilities closed, will receive pay for that day. Faculty are expected to, as much as is possible, provide virtual learning or appropriate means to make up the material in all classes missed.

Part-time staff: will be compensated only when they work. Part-time employees may work from home following the Telecommuting Policy and Procedure and direction of the immediate supervisor. All hours worked from home must be recorded on the employee's timesheet.

Student employees: will be compensated only for hours when they work. Student employees are not eligible to work from home or otherwise telecommute

Payroll Deductions and Optional Deductions

The law requires that Southwestern Michigan College make certain deductions from every employee's compensation. Among these applicable are federal, state, and local income taxes. Southwestern Michigan College must also deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Southwestern Michigan College matches the amount of Social Security and Medicare taxes paid by each employee. Southwestern Michigan College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions (i.e., voluntary wage assignments, court orders for payment of child support, wage garnishments) taken by Southwestern Michigan College, usually to help pay off debt or other qualified obligations.

SMC employees may elect to make voluntary contributions. Questions regarding voluntary contributions to the Southwestern Michigan College Foundation, should be directed to the Office for Institutional Advancement. Other voluntary contributions such as donations to the United Way may be organized through the Payroll Office. If you are interested in donating and would like more information about these programs, please visit the Business Office.

Pay Periods and Pay Days

Checks will be distributed to Southwestern Michigan College employees on a bi-weekly basis on Friday. Direct deposit information may be found using Employee Dashboard on SMC Wired.

Employees should carefully review every paycheck and pay stub, which will outline any deductions from pay. If you believe that there has been an error in your pay, please contact the Payroll office immediately. A prompt investigation will be conducted. If the College determines that an error has occurred, it will be rectified immediately.

Pay Increases

Southwestern Michigan College is committed to providing competitive equitable pay for all employees. SMC may provide annual discretionary pay increases to full time employees, part-time classified employees, and adjunct faculty aligning with the fiscal year. Employees that are newly hired or change positions including a pay increase between April 1 and June 30 are not eligible for an annual increase.

Pay Adjustments

An employee's pay may be reviewed and adjusted outside of the annual increase under certain circumstances including position reclassification and equity adjustments.

- **Position Reclassification** occurs when a position's responsibilities, complexity, duties, independent judgement and/or qualifications change to the extent that the existing position changes within the college's pay classification system.
- **Equity Adjustments** occur when an employee or position's pay is determined inequitable when compared to similarly classified positions internally or the external market rates for equivalent positions. Internal equity is comparing similar, or equitable positions, within the college. External equity compares similar, or equitable positions, outside of the college. External equity includes market rate for the position as well as location cost of living.

Procedures: Human Resources will work with the Business Office to periodically review salaries to ensure they remain equitable and competitive. Positions that are identified as internally inequitable or are not market competitive may be submitted for increase.

Immediate supervisors may request a review of a direct report's salary by completing the [Pay Adjustment Request form](#). Supervisors must complete the form including the type of pay adjustment and provide all supporting evidence. Human Resources can support supervisors updating job descriptions and/or reviewing internal and external equity. Completed Pay Adjustment Request forms must be approved by the supervisor's vice president. Human Resources will work with the Business Office to review and analyze all requests.

All increases outside of the annual increase will be submitted to the President for final approval.

Longevity Payments

Southwestern Michigan College appreciates the commitment of its employees. To show this appreciation, SMC will award one-time payments of \$3,000 to Full-Time employees after twenty years of service. A one-time payment of \$5,000 will be awarded to Full-Time employees after thirty years of service. Payments are made at the end of the fiscal year.

Staff Teaching Assignments

When needed, staff may be assigned to teach courses at the college. The employee must be in a Full-Time Professional (FP) and Full-Time Administrative (FA) position and must meet the minimum qualifications for the teaching assignment. The immediate supervisor must approve any assignments which would require teaching duties during their normal scheduled shift. The employee will be paid the appropriate adjunct rate for the contact hours taught.

Cell Phone Stipends

Employees that require a cell phone to perform their essential job duties will receive a stipend to compensate for business use of a personal cell phone. The stipend will be included in the employee's bi-weekly pay and is considered taxable income. The amount of the monthly stipend is \$50.00. The College does not provide cell phones or devices for the use of individual employees.

Employees may qualify for a cell phone stipend as described above if one of the following criteria are met:

1. The position requires the employee to be mobile with direct contact to SMC or department manager
2. The position consistently requires timely and business critical two-way communications for which there is no reasonable alternative
3. The position requires the employee to be available outside normal work hours
4. The position requirements include critical College-wide communication for decision making

The bi-weekly stipend will be charged against the operating budget of the position's respective department. Department managers will review positions that are qualified for stipends annually.

Support for Cell Phones: Cell phones must be secured with a pin or password and must automatically lock after inactivity. Protected data may not be stored on portable devices. The employee's cell phone carrier will provide support for cell phones.

Guidelines for Cell Phone Usage:

- The stipend requires that the personally owned phone is available for business use as required by the department or supervisor.
- Employees that receive a cell phone stipend must maintain active service
- The employee agrees to carry the cell phone with them and keep it charged and in operational condition based on department requirements.
- The employee agrees to use the phone consistent with College policy and all applicable local, state or federal laws.
- Inappropriate or unlawful use of the cell phone and its services and features are prohibited.
- Phone misuse will result in immediate cancellation of the cell phone stipend and/or disciplinary action.
- The employee agrees to be aware of and follow all laws regarding the use of phones while driving.

- Non-exempt employees who use cell phones for College business may not perform any work on their cell phones (e.g., read or send emails) outside of their regularly scheduled working hours without advanced approval from their Department Manager.

Given that cell phones can store and transfer critical data while connected to the internet, all SMC policies are applicable and will be enforced.

Employment Records

To comply with the law, employment records must be kept up to date. If there is a change in mailing address, telephone number, marital or dependent status, etc., information must be submitted to the Human Resources Department by completing an [Employee Change Request Form](#). An employee's record of address on file with the Human Resources Department is the official address. Southwestern Michigan College will adhere to the standards defined by the Bullard-Plawecki Employee Right to Know Act.

Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential.

Access by the Employee: Employee may inspect and review the employee's personnel file. The employee must submit a written request to review the file to Human Resources at hr@swmich.edu. Human Resources will process all personnel file requests and will assemble all personnel file records for review by the employee. Once the request has been processed, Human Resources will contact the employee to schedule the review. In all instances, individuals reviewing documents will be accompanied by an authorized college representative. The review shall take place in Human Resources during normal business hours. If a review during normal business hours would require the employee to take time off work, the employee shall be provided some other reasonable time or opportunity for review. After review, the employee may obtain a copy of some or all of the personnel file, in which case only actual costs may be charged.

Access by College Personnel: Managers, deans, department heads, supervisors, human resource personnel, investigators, or other college personnel with a business need to do so, may review an individual's personnel file upon request with a demonstrated business need.

Access by a Third Party: Personnel files or information from personnel files will be made available to those outside the College only with the consent of the staff member, or as required by law.

Personal Relationship Policy

To ensure that the College remains free from personal conflicts of interest in its hiring practices and in the learning and working environment, the College prohibits individuals who have a personal relationship from working in positions that have a reporting relationship, either directly or indirectly. No individual may participate in or influence, directly or indirectly, decisions having a direct benefit—including but not limited to salary, promotion, performance appraisals, work assignments, or other learning and working conditions—for an individual with whom a personal relationship exists. Exceptions to this policy may occur when assistance is needed for special, temporary, or special short-term projects, typically less than three months. All exceptions require the prior approval of the President.

In addition, it is considered unethical and a conflict of interest for an employee to have any personal relationship with a student:

1. during the time of course/program enrollment in the employee's department,
2. when an employee has oversight responsibilities for a student, or
3. when a significant power differential exists. An example of a power differential would include, but not be limited to, if an employee is in a position to recommend the student for academic or employment opportunities, even after the student has completed courses with the employee.

To avoid a conflict of interest, the definition of personal relationship that is covered by this policy will be interpreted broadly. A personal relationship generally includes relations by blood or marriage, domestic partners, individuals living in the same household, or individuals having a consensual romantic, intimate, or sexual relationship. A personal relationship between an employee and student is also any relationship that is unprofessional and goes beyond the bounds of a teaching-learning or educational focus.

An employee who has a personal relationship with another employee or student must disclose the relationship to the Human Resources department in a timely manner to assess the implications for the learning and working environment and to make arrangements to ensure that decisions are made in an appropriate and unbiased manner. Each employee who is involved in a personal relationship with another employee or student is individually responsible for disclosing the relationship as described in this policy.

Employees who fail to meet the disclosure requirements described in this policy will be subject to appropriate disciplinary action up to and including termination. In addition, because a supervisor bears an affirmative responsibility for sustaining a positive learning and working environment that is conducive to the professional growth of all individuals, supervisors must disclose to Human Resources all personal relationships of which they are aware, even if the supervisor is not involved in the relationship. If a supervisor fails to report a personal relationship, they will be subject to appropriate disciplinary action, up to and including termination of employment, especially if there has been bias, favoritism, or sexual harassment in connection with that relationship.

Any individuals involved in a personal relationship must conduct themselves appropriately in the workplace to avoid offending others or placing others in an uncomfortable position.

Volunteer

The college actively promotes a mutually rewarding relationship with its volunteers who offer their skills and time, and staff who support them in their efforts.

Definitions:

- Volunteer – is anyone, who without compensation, performs a task at the direction of the Department in which they are volunteering. A "volunteer" must be officially registered by the College prior to performance of the task. Volunteers shall not be considered "employees" by Southwestern Michigan College. Volunteers should not be utilized to displace any paid employees from their position(s).
- Employees as Volunteers: The College accepts the services of staff as volunteers. This service is only accepted provided that the volunteer service is:
 - Provided without any coercive nature
 - Involves work which is outside the scope of normal staff duties

Employees as Volunteers: Employees who volunteer their time may not be subject to additional application, screening, and/or maintenance of records when the volunteer work is periodic and lasts less than a week.

Scope of Volunteer Involvement: Volunteers may be utilized in many programs and departments which need a variety of skills and abilities. The scope of volunteer involvement will be determined by the Department Supervisor. As part of a comprehensive volunteer program, the Department Supervisor should provide a general overview prior to the volunteer performing tasks, which should include:

- General responsibilities of volunteers
- Recordkeeping of hours
- Training and orientation prior to performing work

Screening of Volunteers: All Volunteers must complete a Volunteer Application. Where volunteers are placed in direct contact with students, additional screening procedures will be instituted. These procedures may include reference checking and background investigations. Volunteers who refuse permission to conduct these checks or who fail to submit the prior information will not be accepted for placement. The College shall provide a copy of the response from the various checks performed on the prospective volunteer upon request.

Maintenance of Records: A system of records will be maintained on each volunteer, including dates and hours of service and position held. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to Human Resources in a timely manner. Volunteer records will be handled with the same confidentiality and care as employee records.

Confidentiality and FERPA: Access to confidential records will be restricted for volunteers. Some volunteers at the college may be required to complete FERPA training, including those who interact directly with students and/or have access to confidential records. FERPA training will be assigned by the Human Resources department, when needed.

Resignation: Volunteers may resign from volunteer service with the Department at any time. The Department Supervisor must notify Human Resources as soon as possible when a volunteer resigns or intends to take a leave from their volunteer responsibilities.

Staff Requests for Volunteers: Requests for volunteers shall be submitted by the Department Supervisor to Human Resources, complete with a description of the nature of the volunteer duties.

Orientation: All volunteers will receive a general orientation, conducted by the Department Supervisor. As the scope of duties may be different for each volunteer, it will be determined, as appropriate by the Department Supervisor the nature of additional training and orientation activities.

Identification: All volunteers should wear an ID badge indicating their volunteer status. The College will issue a picture ID badge for volunteers who need access to copy codes or areas requiring specific identification. If a picture ID badge is not issued, the Department Supervisor should have available an appropriate ID indicating the volunteer status.

At-Will Employment Relationship & Separation from Employment

Employment with Southwestern Michigan College is voluntary and subject to termination by the employee or Southwestern Michigan College at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with or to

eliminate or modify in any way the employment-at-will status of Southwestern Michigan College employees.

Voluntary Terminations: A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to their supervisor or when an employee is absent from work for three (3) consecutive workdays and fails to contact their supervisor (job abandonment).

Employees are requested to provide a minimum of two weeks' notice of their intention to separate employment. The employee should provide a written resignation notification to their manager and/or Human Resources.

Full-Time Administrators are requested to provide at least twenty-eight (28) days written notice of their intention to separate employment with the College. Administrators are expected to work twenty (20) working days after giving notice.

Full-Time Faculty are requested to give notice by July 1st to terminate their employment for Fall Semester and by November 1st to terminate their employment for Spring Semester. Faculty are required to complete all Fall Semester teaching obligations if they fail to furnish notice of intent to resign by July 1 and are required to complete all Winter Semester teaching obligations if they fail to furnish notice of intent to resign by November 1st.

Employees who fail to provide the requested minimum notice will forfeit any unused vacation and may forfeit rehire eligibility status.

Involuntary Terminations: An involuntary termination of employment, including a layoff of over 30 days, is a management-initiated dismissal.

Inactive Employees: Employees will be considered inactive and will be terminated after 18 consecutive months or three major semesters without receiving pay.

Death of an Employee: A termination due to the death of an employee will be made effective as of the date of death. Upon receiving notification of the death of an employee, the employee's manager should immediately notify Human Resources. Human Resources will process all appropriate beneficiary payments from the various benefits plans. The employee's manager should ensure that the payroll office receives the deceased employee's timecard.

Last Day of Work: Employees may not use vacation, personal time, or sick leave on their last day of work. A staff employee's last day of work will be considered the last day they were present on the job. Faculty's last day of work will be considered the last day of their employment contract, or the separation date provided by the faculty member or the college. An inactive employee's last day of work will be the last date of a payroll period in which they were paid or the date the date their position ended, when applicable.

Final Pay: An employee who resigns or is discharged will be paid through the last day of work, plus applicable unused vacation time, less outstanding loans, advances or other agreements the employee may have with the College, in compliance with state laws. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.

Employees who voluntarily resign from the College will receive payment for up to a maximum of 30 working days' worth of accrued and unused vacation. Employees who are involuntarily terminated will not receive payment for any accrued and unused vacation.

Termination of Benefits: Medical, dental and vision insurance coverage terminates on the last day of the month which employment is terminated. An employee will be required to pay his or her share of insurance premiums through the end of the month. Information about COBRA continuation coverage will be provided.

All other benefits, including life insurance, long term disability, and optional coverages, terminate on the employee's last day of employment with the College.

Return of Property: Employees must return all College property at the time of separation, including uniforms, keys, laptops, and identification cards. Failure to return some items may result in deductions from the employee's final paycheck where state law allows. An employee will be required to sign a wage deduction authorization to deduct the costs of such items from the final paycheck. In some circumstances, Southwestern Michigan College may pursue criminal charges for failure to return college property.

Exit Survey and Interview: The HR department will provide exiting employees with a voluntary Exit Survey. Employees may request to schedule an exit interview with the HR department.

Eligibility for Rehire: Employees who leave Southwestern Michigan College in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position, including any required qualifying exam. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated by Southwestern Michigan College for misconduct or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job may not be considered for rehire.

Procedure: The HR department will coordinate the employee's departure from the College. This process will include the employee's returning all College property, a review of the employee's post-termination benefits status, the employee's completion of an exit survey and/or interview, and completion of a Personnel Action Notice.

Upon receipt of an employee's resignation, the manager will notify the Human Resources department by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work) and complete a Termination Workflow.

Workplace Safety

Drug and Alcohol Abuse Prevention Policy and Program Notice

The College program, policy and additional information may be found on swmich.edu.

Drug and Alcohol Use and Abuse Policy

Drug and alcohol use or abuse may pose a threat to the health and safety of Southwestern Michigan College students, staff and community members, and to the security of our equipment and facilities. The risks associated with the use or abuse of drugs or alcohol are numerous. These include physical and mental impairment as well as effects on professional and personal lives. Use or abuse of drugs, including marijuana in any form or alcohol, can negatively impact job performance, attendance, and can jeopardize continued employment. Southwestern Michigan College is committed to providing an alcohol-free, drug-free, healthy and safe environment. This policy is designed to comply with the requirements of local, state and federal laws and is applicable to all employees except where addressed in a collective bargaining agreement.

While on Southwestern Michigan College premises and conducting business-related activities off of Southwestern Michigan College's premises, no employee may use, possess, distribute, sell or be under the influence of illegal drugs, or be intoxicated. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

To make certain that the work environment is safe and to comply with Federal law regarding drug-free environments, the College may carry out drug and alcohol testing during employment, as set out in this policy. A reliable external agency will carry out the testing. Employees shall:

1. Not be impaired by, or work under the influence of, alcohol when at work or at any College functions on or off campus, while traveling for work, or representing the College in any capacity on or off College property.
2. Not have any level of marijuana or other Controlled Substance in their body detectable by urinalysis when at work or at any College functions on or off campus, while traveling for work, or representing the College in any capacity on or off College property. This is a Zero Tolerance rule for any Controlled Substance listed on Schedules I through V of the Federal Controlled Substances Act.
3. Fully comply with this policy, all phases of testing procedures and not attempt to or actually tamper with, dilute, or substitute any specimen sample or test.
4. Agree that the results of all tests conducted under this policy be released to the College, its agents and professional consultants.
5. Full-time college employees required to live on campus as a condition of employment shall be allowed to use or possess alcohol in their living quarters under the following conditions:
 - a. The employee shall follow all college policies including local, state and federal laws.
 - b. The employee cannot provide alcohol to SMC students or consume alcohol in the presence of SMC students.
 - c. Kegs or other bulk containers of alcoholic beverages are not allowed at any time.
 - d. The employee may not be "on duty" or "on call" when consuming alcohol.
 - e. Intoxication or failure to use alcohol responsibly while on SMC property may result in disciplinary action up to and including termination of employment.

Failure to meet any of the above requirements or other provisions of this policy may lead to immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program at the sole and exclusive discretion of the College.

The College is a substance and drug-free workplace. As such, the College prohibits working under the influence of any level of Controlled Substances or blood alcohol content of .08 or greater. This prohibition includes medical marijuana or recreational marijuana otherwise permitted under Michigan law.

Any drug or alcohol sample collection and testing required by the College will be conducted by a facility/laboratory located within a reasonable distance, which is authorized under State and/or Federal Law and shall be selected at the sole discretion of the College. All expenses related to the testing will be incurred by the College. The College is not required to, and will

not, accept test results provided by any testing facility selected by an employee as a substitute for testing by the College's designated testing facility/laboratory.

If there is reason to suspect that an employee is in violation of this policy, the employee is considered unqualified to work and will be suspended with pay until the results of a drug and/or alcohol test are made available to the College. If the College receives notice that the employee's test results were confirmed positive, at the levels stated in this policy, then the employee will be given the opportunity to explain the positive result. A confirmed positive test at the levels stated in this policy will result in a suspension without pay and a payroll deduction will be made for the entire suspension period until the employee has a meeting with College officials to explain the positive result. Further disciplinary action, up to and including immediate discharge from employment, may occur following the meeting.

Testing will be directed when the College or any of its management staff have reasonable suspicion of the influence, possession or use of alcohol or controlled substances in violation of this policy. Reasonable suspicion will exist when an employee's appearance, behavior, speech, breath, or body odors indicate the influence of Controlled Substance or alcohol use or evidence of possession of alcohol or Controlled Substances is observed.

An employee will be transported to the specimen collection site and tested as directed by the College as soon as possible. The College will attempt to contact a person designated by the employee, to notify the person of the transportation and testing of said employee or make arrangements for other suitable transportation in order to transport the employee home following reasonable-suspicion testing.

Employees shall not:

1. fail or refuse to appear for testing at a designated testing facility/laboratory;
2. fail or refuse to sign any consent or testing forms required by the testing facility;
3. fail or refuse to produce adequate test samples;
4. attempt to or actually tamper with, adulterate or dilute, or substitute test samples;
5. fail or refuse to cooperate with any part of the testing process. Any violations of these provisions shall be considered a refusal to participate in testing under this policy and may lead to immediate termination of employment at the sole and exclusive discretion of the College.

In order to enforce this policy, the College reserves the unlimited right at its sole discretion to inspect any College-owned vehicles, desks, lockers, work areas, file cabinets, containers, computers, computer hardware and software, and electronic messaging systems and records. An employee will be asked to be present at a search and may be asked to remove a personal lock from College-owned property. Employees are hereby notified that locked areas or containers do not prevent a search, and thus employees should understand there is no expectation of privacy on College premises or in any College-owned vehicles. When an employee refuses to remove a personal lock, the College may do so for him/her and compensate the employee for the lock.

Based on reasonable suspicion of a violation of this Policy, the College may conduct searches of any personal property of an employee, including personal containers, purses, briefcases or personal motor vehicles present on College property. Employees shall provide any keys, key fobs, combinations or codes necessary to perform a complete search of personal property. At the time of a search, the employee will be present.

Employees with substance use problems, which have not resulted in or are not the subject of investigation or disciplinary action, may request approval from Human Resources to take unpaid leave to participate in a rehabilitation or treatment program. Leaves may be granted

if the employee agrees to discontinue all use of the problem substance and abides by this Policy. The employee must supply the College with documentation of satisfactory completion of the program issued by the program provider prior to return to work.

Smoke Free Environment

In keeping with Southwestern Michigan College intent to provide a safe and healthful work environment, smoking in the workplace and in all College buildings is prohibited except in those locations that have been specifically designated as smoking areas and are a minimum of at least 25 feet from all buildings. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers will prevail.

This policy applies equally to all employees, students, and visitors.

Commitment to Safety

To assist in providing a safe and healthful work environment for employees, students, and visitors, Southwestern Michigan College has established a workplace safety program. Its success depends on the alertness and personal commitment of all.

Southwestern Michigan College provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, Operations and Processes Meetings or other communications.

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

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or with the Building and Grounds Department. Reports and concerns about workplace safety issues may be made without fear of reprisal.

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

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify a supervisor. These reports are necessary to initiate insurance and workers' compensation benefits procedures.

Prescription Safety Glasses

The college will provide necessary Personal Protective Equipment to employees. Employees who regularly perform duties requiring safety glasses may be reimbursed up to \$200 within a rolling 12-month period for the purchase of prescription safety glasses. The employee must submit an Expense and Travel Report with the receipt of purchase and prescription. The Expense and Travel Report will follow normal procedure including supervisor and Vice President approval.

Dowagiac and Niles Campus Parking Policy

Southwestern Michigan College will strive to provide adequate parking on SMC's campuses.

The basis for the parking policy is to provide the following:

- A fair and open parking system;
- Accessible parking for students, faculty, and staff;
- Adequate parking for disabled individuals;
- Adequate short-term parking for visitors and volunteers to the College;
- Appropriate distribution of vehicles across all lots on campus to avoid parking and traffic congestion; and
- An appropriate enforcement system.

The parking lots of SMC are strictly reserved for students, visitors, volunteers, faculty, and staff of SMC.

College offices and departments that host visitors are responsible for acquainting their guests with the parking regulations.

Types of Parking: Based upon the "need to park" principal, Southwestern Michigan College has four types of parking: regular, accessible, reserved, and designated.

- Regular parking: Faculty, staff, visitors and commuter students may park in any open parking spaces in non-reserved lots.
- Accessible parking: requires a state-issued disability parking placard. Accessible parking is provided in all College parking lots. These accessible spaces are identified with blue stripping and by access parking signs.
- Reserved parking: reserved parking lots are provided for residents and overnight guests of McKenzie, Jerdon, and White Hall residents and require a parking permit. Permits are available at the time residency is established. Overnight guests may park in designated spaces in the reserved lots and display a temporary parking pass.
- Designated parking: As identified to meet the unique parking and delivery needs of specific College entities, service vendors and delivery vehicles. These areas are specifically designated with signs identifying their allowed use.

Hours of enforcement: Enforcement of no-parking zones, fire lanes, accessible parking, metered/visitor and designated parking and overnight parking will be continuous. The parking policy is enforced by the Dowagiac Police, the College's security coordinator and the College's maintenance department. Violators will be towed.

Overnight parking: Normal parking hours are from 7:00 a.m. to 11:00 p.m. Monday through Friday. From 11:00 p.m. to 7:00 a.m. there will be no overnight parking in any lot, with the following exceptions: residence hall students with valid SMC parking permits may park in the McKenzie Hall, Jerdon Hall and White Hall lots. Vehicles parked overnight in other lots or without expressed permission from the Director of Campus Security will be ticketed and/or towed at the owner's expense. This policy will be strictly enforced. Any exceptions will be handled by the Director of Campus Security.

Unauthorized or derelict vehicles: SMC parking lots are strictly reserved for motorized vehicles in working condition. Cars without plates, without proper permits, or in non-working condition will be subject to towing at the owners' expense. Snowmobiles, trailers, campers, etc. are not permitted on campus, and will be subject to towing at the owners'

expense. Boats are permitted on campus only when connected with SMC approved programming.

Unauthorized parking and driving areas include:

- A valid parking space is defined by two yellow parallel lines only, with no other marks or signs within the space.
- Yellow diagonal lines or markings means no parking is permitted except motorcycles.
- Parking is not permitted (whether posted "No Parking" or not) on roads without designated parking spots. Examples: driveways, sidewalks, lawns or grass, non-paved areas, and in front of garbage bins. This includes the cement apron in the front of the Niles Campus front doors.
- Accessible spaces are reserved only for vehicles displaying a disability parking placard from the state of registration.
- Vehicles violating College parking policies are subject to ticketing or towing, at the owner's expense and without notice.

Snow Removal Warning: When snow removal from the parking lots, campus roads and sidewalks becomes necessary during the winter months, heavy snow removal equipment may be operating in these areas day and night. The College reserves the right to issue notice to remove vehicles from any parking lot or roadway at any time during periods of heavy snowfall. It is the vehicle operator's responsibility to look for email notices, notices posted in the buildings, notices posted in parking lots, or notices posted on affected vehicles.

Theft, Vandalism or Damage to Vehicles or Bicycles: Any theft, vandalism or damage to property should be reported immediately to Campus Security (269-783-2970) or the Dowagiac Police Department (269-782-6689). Southwestern Michigan College does not accept or assume responsibility for loss under any circumstances, including theft, vandalism or malicious mischief. It is recommended that parked vehicles be locked at all times.

Tow Away Policy: Vehicles are subject to tow-away by a towing company for the following reasons:

- Abandoned vehicles, including those not having license plates.
- Parking in "No Overnight Parking" areas between 11:00 p.m. to 7:00 a.m.
- Parking in areas which create a danger to safety and welfare of persons and property (i.e. fire lanes, service areas, traffic lanes, walkways, lawns, etc.).
- Parking in non-designated lots during vacation periods.
- Parking in accessible parking spaces.
- When obstructing snow removal operations.

If you believe your vehicle has been towed, contact Campus Security (269-783-2970).

Vehicle Breakdown: If your vehicle breaks down or will not start, notify Campus Security (269-783-2970), SMC Maintenance (269-782-1383), or after-hours assistance (269-782-1234). This can prevent tickets. All disabled vehicles should be moved within 24 hours unless special arrangements have been made.

Security Inspections

Southwestern Michigan College wishes to maintain a work environment that is free of illegal drugs, alcohol, explosives, or other improper materials in accordance with Board Policy. Southwestern Michigan College prohibits the possession, transfer, sale, or use of such materials on its premises. Southwestern Michigan College requires the cooperation of all employees in administering this policy.

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

If you have a need to lock your belongings, Southwestern Michigan College will supply a lock. If a personal lock is used, the employee will be required to remove it upon request. If the employee is not available to remove the lock then a member of SMC Security will remove the lock.

Bloodborne Pathogens Exposure Control Plan Policy

Southwestern Michigan College is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030 (the Standard), "Occupational Exposure to Bloodborne Pathogens."

Procedure: The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Program Administration: The Human Resources Department is responsible for implementation of the ECP. HR will maintain, review, and update the ECP as needed whenever necessary to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The Buildings and Grounds and Nursing Departments will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The Buildings and Grounds and Nursing Departments will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The Buildings and Grounds department and the Director of Campus Security & Conduct will be responsible for ensuring that all medical actions required by the standard are performed. The Human Resources Department will be responsible to maintain the appropriate employee health and OSHA records.

The Human Resources Department will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

Program Contacts: Contacts regarding this program include:

- Human Resources Department, Briegel Building, Room 2016, Phone: 269-782-1365
- Director of Campus Security & Conduct, Building, Room 2104A, Phone: 269-782-1276
- Buildings and Grounds, Maintenance Building, Phone: 269-782-1383
- Nursing Department (Nursing specific PPE and engineering controls), Briegel Building, Room 1104, Phone: 269-782-1303

Employee Exposure Determination: The following is a list of all job classifications at the College in which all employees have occupational exposure:

Job Title	Department/Location
Maintenance	Buildings & Grounds Department
Nursing Instructors	School of Nursing and Health Services
Health Services Instructors	School of Nursing and Health Services
Science Instructors	School of Arts & Sciences
Fitness Center Attendants	Student Activity Center
Fitness Center Supervisors	Student Activity Center
Assistant Director of Campus Life	Student Activity Center
Security	Security Department
Robotics Instructors	Advanced Technology
Welding Instructors	Advanced Technology
Automotive Instructors	Advanced Technology
Construction Trade Instructors	Advanced Technology
Welding Lab Assistants	Advanced Technology

Construction Lab Assistants	Advanced Technology
Athletic Coaches (all sports)	Athletics
Assistant Coaches (all sports)	Athletics
Residence Hall Managers	Campus Life
Executive Director of Campus Life	Campus Life

Methods of Implementation and Control

Universal Precautions: All employees will utilize universal precautions.

Exposure Control Plan: Employees covered by the bloodborne pathogens standard will receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting The Human Resources Department. A copy of the ECP will be provided free of charge and within 15 days of the request.

The Human Resources Department is responsible for reviewing and updating the ECP as necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices: Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Personal protective equipment will be supplied (i.e., gloves, goggles, face shields).
- Engineering controls will be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- Hand washing facilities will be readily accessible; if this is not feasible, antiseptic hand cleaners (towelettes) will be provided.
- Hand washing is required after removing gloves and after exposure to blood or other infectious material. In addition, hand washing will be conducted after all contact, exposure, or whenever the employee feels it is necessary.
- Procedures to minimize needle sticks will be implemented according to the Standard; written procedures shall be developed and enforced in each department (i.e., only disposable sharps, needles, shall be used) including devices with engineered sharps injury protection. Needleless systems will be used whenever possible.
- Containers for reusable sharps must be available and meet the requirements of the Standard.
- No eating, drinking, smoking, or applying makeup in areas with potential exposure.
- No food or drink may be stored where blood or infectious materials are present.
- Procedures must be implemented to reduce incidence of splashing, spraying, or splattering of blood or other infectious material.
- Mouth pipetting/suctioning is PROHIBITED.
- Specimens of blood or other infectious materials must be placed in labeled or color-coded, leak-proof containers during collection, processing, storage, transport or shipping.
- Decontamination of equipment before servicing is required.

Sharps disposal containers are inspected and maintained or replaced monthly or as needed to prevent overfilling.

The College identifies the need for changes in engineering controls and work practices through Supervisor review of job duties/responsibilities, employee injury/illness reports, employee interviews, training and safety committee activities.

New procedures and products are reviewed and evaluated by the supervisor/department head on an as-needed basis. The supervisor/department head will ensure effective implementation of these recommendations.

Personal Protective Equipment (PPE): PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Human Resources Department.

The types of PPE available to employees are as follows:

- Gloves
- Gowns
- Lab Coats
- Face Shields, or Masks with Fluid Shields
- Eye Protection
- Disposable Ventilation Devices

PPE is located in each respective department that uses PPE on a regular basis such as Buildings & Grounds. PPE may also be obtained through the Buildings and Grounds Department. Employees required to wear PPE as a part of their job responsibilities shall complete refresher training annually, or more frequently if the need arises.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Dispose of used PPE in the appropriate container or garbage.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Supervisors/department heads shall ensure that their employees have all necessary PPE, and shall ensure the proper use and fit of their employees' PPE while performing his or her job tasks. The equipment will be accessible to all employees during their work shift.

Employees will wear appropriate face and eye protection when splashes, spray, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

Cleaning, laundering, and disposal of PPE will be done by Southwestern Michigan College at no cost to the employee. In addition, SMC will replace or repair personal protective equipment at no cost to the employee. Personal protective equipment must be removed immediately if contaminated with blood/infectious material, and when the employee leaves the work area. The equipment shall be placed in an appropriately-designated area or container for storage, washing, decontamination, and disposal.

Gloves must never be reused or decontaminated. Employees will dispose of contaminated PPE properly in biohazard containers/bags and store in the proper biohazard waste areas located on their campus for disposal. Proper clean-up must be conducted in all exposed or contaminated areas with approved disinfecting cleaning materials.

Housekeeping: A third-party service will be responsible for compliance of all housekeeping.

All affected work areas must be maintained in a clean and sanitary condition.

Cleaning compounds appropriate for the type of contamination shall be used. Never, under any circumstances, place hands directly into receptacles that could possibly contain infectious materials.

Clean all equipment and environmental working surfaces as soon as possible after contact with potentially infectious materials, using approved disinfecting cleaning solutions in accordance with manufacturer's guidelines.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Hepatitis B Vaccination: The Human Resources Department will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

1. documentation exists that the employee has previously received the series;
2. antibody testing reveals that the employee is immune; or
3. medical evaluation shows that vaccination is contraindicated.

Applicable employees must complete a Hepatitis B Vaccination Form indicating their intent to receive or decline the vaccine. Documentation is maintained by the Human Resources Department.

Vaccination will be provided at Ascension Borgess-Lee Hospital in Dowagiac, Michigan.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the

evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Post-Exposure Evaluation and Follow-Up: Should an exposure incident occur, contact the Human Resources Department at the following number 269-782-1365 or HR@swmich.edu.

An immediately available confidential medical evaluation and follow-up will be conducted at a designated location. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration of Post-Exposure Evaluation and Follow-Up: The Human Resources Department ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Human Resources Department ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

The Human Resources Department provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident:

The Human Resources Department will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time

- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

The Human Resources Department will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary the Human Resources Department will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

Employee Training: All applicable new hires must be trained within 30 days of their date of hire. All employees who have occupational exposure to bloodborne pathogens receive initial and annual training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases provided by the Human Resources Department.

In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard
- An explanation of our ECP and how to obtain a copy
- Explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session.

Training Records: Training records are completed for each employee upon completion of training. These documents will be kept for at least three years and maintained in the Human Resources Department.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Human Resources Department.

Medical Records: Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The Human Resources Department is responsible for maintenance of the required medical records. These confidential records are kept for the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Human Resources Department.

OSHA Recordkeeping: An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Human Resources Department.

Sharps Injury Log: In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

Pandemic Influenza Preparedness Plan

A pandemic influenza (flu) is a disease that spreads all over the world affecting a large percentage of the population. In order to prevent an outbreak of flu at Southwestern Michigan College, or in the event of an outbreak, to attempt to contain that outbreak, Southwestern Michigan College has prepared and begun the implementation of this plan. A publication from the Centers for Disease Control, "CDC Guidance for Responses to Influenza for Institutions of Higher Education during the 2009-2010 Academic Year" was used to guide the preparation of this plan. The plan is divided into six major sections: Employee Education, Employee Prophylaxis, Student Education, Student Prophylaxis, Resident Student

Issues and an Action Plan in the Case of a Flu Outbreak. The policy requires that an assertive action plan be developed and implemented for each new academic year.

Employee Education: Although the actions and activities may change each year, assertive actions will be planned and implemented to help educate employees about how to protect themselves and others from influenza infection.

Action or Activity	Responsible	Date
Letter to all employees from President informing them of flu symptoms, precautions and encouraging them to "Be a Health Hero" and stay home if they are ill.	President	Mid-September
Posters or flyers announcing flu vaccine and reiterating symptoms and risks.	HR and Marketing	Early October
Care card to accompany hand sanitizers	HR	Sept.- Oct.

Employee Prophylaxis: In addition to the educational activities above, the assertive action will also be taken to help prevent employees from being infected by the influenza virus. Again, these activities may vary somewhat from year to year depending on the circumstances.

Action or Activity	Responsible	Date
Flu Shots (H1N1 not available at this time) free to all employees under our insurance, discounted to \$10 for all other employees	HR	Mid-October
Hand Sanitizer Stations around campus	HR	September
Surface Wipe Stations around frequently touched surfaces such as TLCs, labs and computer labs	HR	September
Distribution of individual hand sanitizers with care card	HR	Sept.- Oct.
H1N1 flu shots in January or as soon as available, same parameters as above	HR	January or upon availability

Student Education: Assertive steps will also be taken to help educate students about how to protect themselves and others from infection of the flu virus.

Action or Activity	Responsible	Date
Wired announcement from the Wellness Committee to all students "Be a Health Hero" stay home if you are sick and listing the symptoms of flu	HR	September, 3rd week
Icon under "Staying Connected" with description of flu symptoms, urging students to stay home if sick	Marketing	September 4th week

Request to all faculty at orientation activities that they ask students to stay home if they are sick and that they assure students that accommodations will be made if they must miss class because of the flu	Provost	August 31, September 3rd
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Student Prophylaxis: In addition to the educational activities geared toward students, the assertive steps will also be taken to help prevent students from becoming infected with the flu virus.

Action or Activity	Responsible	Date
Become a host site for flu vaccines	HR	When possible
Hand Sanitizers around frequent touch areas as above	HR	September
Surface Wipes around frequent touch areas as above	HR	September

Special Issues Related to Resident Students: There are special issues related to an outbreak of influenza for students living on campus. While each student does have a private bedroom, typically bathrooms are shared by two students and living areas by four. Because these students are living in such close proximity and sharing facilities, the likelihood of the flu virus being passed from one student to another is greater for these students. Therefore, an annual action plan will be developed and implemented.

Action or Activity	Responsible	Date
Hand sanitizers distributed to each suite	Executive Director Campus Life	September
Surface wipes distributed to each suite	Executive Director Campus Life	September
The Residence Hall Managers (RHM) will direct residents and R.A.s that any and all cases of the flu should be reported to him immediately	Executive Director Campus Life	On-going
Should a resident student become infected with the flu, the RHM will encourage that student to return to their home until they are free of fever for at least 24 hours	Executive Director Campus Life	On-going
If a resident student who is ill with the flu cannot return home for the duration of his/her illness, the RHM will provide that student with disposable masks to be worn around suite mates and will provide the suite with proper disinfecting and cleaning supplies	Executive Director Campus Life	On-going

Information Technology Policies

College Equipment and Electronic Systems

The use of telephones (including College-issued cellular phones), computers, Internet, email, servers, copiers, fax machines, etc. (collectively "College Equipment and Electronic Systems") is necessarily restricted to business purposes. Personal use of College Equipment and Electronic Systems should be limited to non-working time, emergencies, and urgent matters. If there is a question as to the urgency of a situation, you should discuss the matter with your manager and have your manager's explicit prior approval.

Employees are explicitly prohibited from using College Equipment and Electronic Systems for inappropriate purposes (e.g. accessing sexually oriented materials, sending or receiving sexual/racial/religious/ethnic/age oriented "jokes," or materials, or contacting racist/sexist organizations, etc.).

Employees have no right of personal privacy in any matters stored in, created, received, or sent over the College's Equipment and Electronic Systems. The College may monitor its Systems and Equipment to ensure compliance with this policy and to prevent inappropriate usage.

Acceptable Use Policy

See [Acceptable Use Policy](#) on swmich.edu in Disclosures and Policies.

Privacy Policy

See [Privacy Policy](#) on swmich.edu in Disclosures and Policies.

Web Accessibility Policy

See [Web Accessibility Policy](#) on swmich.edu in Disclosures and Policies.

Electronic Communication Policy

See [Electronic Communication Policy](#) on swmich.edu in Disclosures and Policies.

Use of College Technology Resources

See [Use of College Technology Resources](#) on swmich.edu in Disclosures and Policies.

Workplace Guidelines

Employee Relations

The successful integration and growth of the College depends on the development and effective deployment of a full range of employee's abilities and on strong mutual commitment between the College and its employees.

It is the goal of the Human Resources Department, to provide for SMC's employees conditions of employment which will:

- Assist all employees to acquire the skills and experience to carry out their responsibilities;
- Recognize each individual's merit and skill development, and provide opportunities commensurate with each employee's ability and performance;
- Recognize and value the diversity of employees and ensure freedom from bias and discrimination;
- Provide a work environment that encourages self-motivation, honest, trust and high legal and ethical standards;
- Provide employees with the relevant information needed to conduct the College's business and connect employees with the achievement of the College's goals and objectives; and
- Afford all employees an effective process for communicating their views.

Employee Conduct and Work Rules

In an effort to ensure a productive and harmonious work environment, Southwestern Michigan College reserves the right at its sole discretion to inspect any College-owned vehicles, desks, lockers, work areas, file cabinets, containers, computers, computer hardware and software, and electronic messaging systems and records. An employee may be asked to be present at a search and may be asked to remove a personal lock from College-owned property. Employees are hereby notified that locked areas or containers do not prevent a search, and thus employees should understand there is no expectation of privacy on College premises or in any College-owned vehicles. When an employee refuses to remove a personal lock, the College may do so for them and compensate the employee for the lock.

Based on reasonable suspicion of a violation of this Article, the College may conduct searches of any personal property of an employee, including personal containers, purses, briefcases or personal motor vehicles present on College property. Employees shall provide any keys, key fobs, combinations or codes necessary to perform a complete search of personal property.

Southwestern Michigan College wishes to maintain a work environment that is clean, safe and functional. SMC has prohibited the use of devices which may cause harm to the facilities, students or its employees. These items include but are not limited to; candles, personal space heaters and scented oil lamps.

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working in violation of the Employee Drug and Alcohol Policy

- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (while on duty, or while operating employer-owned vehicles or equipment)
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer or a co-worker's property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome discrimination or harassment
- Possession of dangerous or unauthorized materials
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Policies governing conduct and work rules of employees of Southwestern Michigan College have been established by the Board of Trustees. The Board delegates authority to terminate employment, subject to board policies, and state and federal laws, to the President or their designee. The College will determine the appropriate level of disciplinary action based on the conduct at issue, in its sole discretion.

Outside Employment

Outside employment by full-time College employees is governed by the [Board of Trustee Policy II.5.6 Outside Employment](#).

Full-time employees shall not be employed by anyone other than the College during the term of their normal work year (academic or fiscal) except with the approval of the President. Such approval may be granted when the work in question will not interfere with the performance of College duties.

Attire and Grooming

Our dress, grooming and identification influence how our students, customers, vendors and others perceive their experience with Southwestern Michigan College. Our goal is to create an experience that instills confidence in all that we do for everyone with whom we interact. In general, the dress code at SMC is business casual attire.

Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Southwestern Michigan College. It is essential that all employees are neat, clean and professional, with attire reflecting the same qualities. Clothing or accessories should never obstruct job performance or cause a safety concern. All

employees will follow good personal hygiene practices. Students and other customers come first. Any guidelines in this policy are intended to be minimum standards.

The college typically follows business casual attire. Acceptable attire includes:

- Skirts, Bermuda shorts and dresses, provided they are not more than two inches above the knee.
- Sleeveless blouses or shirts.
- Dockers, khakis and dress pants.
- Golf shirts, polo shirts, dressy t-shirts and coordinating sweaters.
- Yoga pants and/or leggings, only when worn with the appropriate cover.

Unacceptable attire includes:

- Tank tops, spaghetti straps or any outfits with bare shoulders or back.
- Muscle shirts, bare midriff tops, halter or tube tops, sheer outfits, and sweatpants.
- Rubber flip flops and shorts.
- Clothing with visible inappropriate words or phrases.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to employees. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor. Some departments may set additional standards, above the minimum, to meet the department service needs for internal and external customers.

In some situations, such as interacting and meeting members of the community or other businesses, employees may be expected to wear traditional business attire. Traditional business attire includes, dress shirts, ties, sport coats or blazers, suits, coordinated separates, and closed-toe shoes.

Fridays and intercession are casual/dress down days where employees are allowed to wear jeans. Special projects may merit dress down days for a certain department. SMC Logo attire is preferred during casual/dress down days.

Acceptable attire for casual/dress down days includes:

- Jeans that are not excessively tight or revealing
- Sweatshirts/hoodies
- Tennis shoes/sneakers
- SMC Logo apparel

Violations of the policy can include inappropriate clothing items, offensive perfumes, and body odor. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the progressive discipline process.

Any employee who does not meet the attire or grooming standards will be subject to progressive discipline and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Reasonable accommodation of religious beliefs

SMC recognizes the importance of sincerely held religious beliefs to persons within its workforce. SMC will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

Public Relations

All College personnel should constantly work for and toward better community understanding and cooperation in promoting the aims and objectives of Southwestern Michigan College. In pursuit of this objective the following guidelines shall apply:

The President of the College shall be the official spokesperson for the College in all administrative and instructional matters.

The Chairman of the Board of Trustees shall be the spokesperson on matters relating to the responsibilities of the Board. When representing the College, all employee interviews, speaking engagements and news releases shall abide by the following process:

- If an employee receives a direct request from the media to speak on behalf of the College, the request must be brought to the attention of the Vice President of Institutional Advancement for the College. At that time, it will be reviewed and an appropriate process of communication will be decided upon.
- Any employee wanting written or verbal communication with the media on behalf of the College must first bring their request to the Vice President of Institutional Advancement. At that time, the request will be reviewed with the President and an appropriate process of communication, if any, will be decided upon.
- Under no circumstances may an employee initiate communication directly with the media without written or verbal permission from the Vice President of Institutional Advancement.
- Employees should not bring media requests directly to the President. All media relations issues should go through the office of Marketing. The Vice President of Institutional Advancement reviews all media requests with the President.
- Any employee wanting marketing or media relations materials, i.e. brochures, news releases, feature stories, for distribution outside the College must go through the Vice President of Institutional Advancement or their designee. The materials requests will be reviewed in relationship to the overall communication goals of the College and a decision will be made at that time.
- If a College employee would like to make a statement to the media as a member of the community, they may do so. However, they must identify themselves as an individual community member speaking on their own behalf, not an employee of the College, and must make it clear that they are not speaking on behalf of the College.

The interactions of College employees with the media are governed by College Policy. See [Board Policy Manual](#).

Intellectual Property Rights

Intellectual Property means all inventions and improvements, patentable or not; trademarks and other designations of source; trade secrets, know-how, and other confidential

information; and works of authorship, copyrightable or not, which are conceived, developed, created, prepared, authored, or reduced to practice, by any employee during the period of employment by SMC. All right, title, and interest in and to all such Intellectual Property shall be the sole and exclusive property of SMC, subject to the following:

- SMC grants employees the non-exclusive right and license to publish or have published works of authorship developed in the course of their work for SMC including, but not limited to, textbooks, presentations, articles, and reviews ("Scholarly Works"). Any royalties or other revenues arising from or related to these Scholarly Works shall be shared equally between SMC and the employee.
- Employees retain a perpetual, non-exclusive, world-wide, royalty-free, non-assignable license to use Scholarly Works for their personal, non-profit educational and research purposes.
- An employee who authors or creates Intellectual Property outside of the scope of the employee's employment, retains ownership of such Intellectual Property, unless:
 1. such Intellectual Property is expressly commissioned by SMC; or
 2. such Intellectual Property is developed, derived, or created using SMC resources.

Commercial Solicitation by Outside Organizations

See [Board Policy Manual](#).

Telecommuting Policy

Southwestern Michigan College considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, a collegewide benefit, and in no way changes the terms and conditions of employment with Southwestern Michigan College.

Definitions:

- Telecommuting: An employment arrangement in which an employee performs their job functions at home or another location outside of assigned office/desk space or Southwestern Michigan College Campus.
- Intermittent Telecommuting: A temporary period of telecommuting arising out of transient circumstances, such as illness, weather, emergency, etc., typically lasting no more than 10 consecutive business days.
- Short-Term Telecommuting: A continuous period of telecommuting lasting more than 10 consecutive business days but less than 3 consecutive months.
- Long-Term Telecommuting: A continuous period of telecommuting lasting more than 3 consecutive months.

Telecommuting can be an informal or formal procedure, depending upon the scheduled length of time. Any telecommuting arrangement must be communicated between the employee and their direct supervisor. Supervisors must approve a telecommuting arrangement. Intermittent telecommuting can be completed informally if all eligibility and required criteria are met.

All telecommuting arrangements will be reviewed by the employee and supervisor on a regular basis. All long-term telecommuting arrangements will be initially reviewed following 90 days. Regularly scheduled reviews of the long-term telecommuting arrangement must follow the initial review. These reviews must occur at least every 180 days (6 months).

All telecommuting arrangements may be changed or discontinued at any time at the request of Southwestern Michigan College, with or without cause. Employees may terminate a telecommuting arrangement with approval of their direct supervisor. Every effort will be made to provide 30 days' notice of a change or end of a telecommuting arrangement, however, there may be instances when such notice is not possible.

Eligibility is dependent upon factors including:

- **Position:** Only employees whose job duties can be fulfilled from a remote location are eligible for a telecommuting arrangement. Employees with positions that require face to face instruction and/or advising, physical labor, and/or an on-campus presence may not be eligible to telecommute. Student employees are not eligible to telecommute.
- **Employee Readiness:** Employees typically require 12 months of employment to ensure they are trained, meet deadlines, manage time effectively and understand their role and expectations effectively enough to telecommute on a short or long-term basis. Presidential approval is required for employees to telecommute on a short-term or long-term basis who have less than 12 months of experience in a position at Southwestern Michigan College.
- **Equipment:** Employees must have or obtain all necessary equipment and tools to complete their job duties in order to telecommute. Employees must have sufficient access to the internet from their work location, which requires a minimum of High-Speed Broadband* internet. Some equipment may be provided by Southwestern Michigan College. **Broadband internet is defined as a minimum internet speed of 25 Mbps Download and 3Mbps Upload per the minimum benchmark measurement as used by the FCC.* <https://docs.fcc.gov/public/attachments/DOC-348770A1.pdf>

Equipment: Employees, supervisors, and the Southwestern Michigan College Office of Information Technology will determine the appropriate equipment needs (such as hardware, software, and other office equipment) for each telecommuting arrangement. Some items, such as laptops, may be assigned on a case by case basis.

Equipment supplied by the College will be maintained by the College. Equipment supplied by the employee, if deemed appropriate by the College, will be maintained by the employee. Southwestern Michigan College accepts no responsibility for damage or repairs to employee-owned equipment. Southwestern Michigan College reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the College is to be used for business purposes only. The telecommuter must sign an inventory list of all Southwestern Michigan College property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all college property will be returned to the college or the value of the equipment will be reimbursed to the college.

Work Location(s): Employees will establish an appropriate work environment for work purposes. Southwestern Michigan College will not be responsible for costs associated with the setup of the employee's telecommuting office, such as, furniture or lighting, remodeling nor for repairs or modifications to a home office space

Consistent with the College's expectations of information security for employees working on campus, telecommuting employees will be expected to ensure the protection of proprietary

college information accessible from their home office. Steps may include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Telecommuting employees are responsible for notifying the Southwestern Michigan College Human Resources Department of any injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Employees are encouraged to determine appropriate child care options prior to entering into a telecommuting arrangement.

Additional Requirements:

- Employees who are telecommuting are required to attend meetings, work, or other functions away from their alternate workspace, if circumstances require such travel.
- Employees who are not FLSA-exempt must report actual hours worked and may not work outside of scheduled/agreed upon hours without receiving supervisor approval in advance of the work being performed. Night and weekend differentials are not available when a telecommuting employee chooses to shift their work hours into a night or weekend period for the employee's benefit or convenience.
- Employees who are telecommuting must complete all work in the state of Michigan or a tax reciprocal state (Illinois, Indiana, Kentucky, Minnesota, Ohio, and/or Wisconsin).
- Employees who are telecommuting must be available during their normal work hours. Employees should be reachable by telephone, video conferencing or some other form of live communication during the workday, as per the arrangements with their supervisor and coworkers.
- An employee operating under a telecommuting agreement is subject to the same notification approval, and reporting requirements for sick leave or other paid time off as if the employee were working on-campus.
- Employees who are telecommuting from home must have general liability homeowner's or renter's insurance. Employees are responsible for notifying their homeowner's or renter's insurance company of their intent to work from home. Employees may not host business visitors, including other employees, in their home. The employee must provide the employer with evidence of insurance upon request.
- Employees who are telecommuting are responsible for complying with all Southwestern Michigan College risk management and information technology security and access policies while in their alternate workspace, as well as any institutional policies covering these subjects, to the same extent as if they were working on-campus.
- Maintenance of any Southwestern Michigan College-owned equipment issued to a telecommuting employee will be performed only by the college or an authorized technician. Maintenance and repair of employee-owned equipment is the responsibility of the employee.

Approval: All employees must receive appropriate approval prior to starting any telecommuting arrangement.

- Intermittent Telecommuting Arrangements must be approved by a supervisor verbally or in writing. Additional approval is not required.
- Short-Term Telecommuting Arrangements must be approved by a supervisor, division vice-president, the chief information officer and human resources. A [telecommuting request form](#) must be completed and signed by all parties
- Long-Term Telecommuting Arrangements must be approved by a supervisor, division vice-president, the chief information officer and human resources. A [telecommuting request form](#) must be completed and signed by all parties.

Progressive Discipline

Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.

The purpose of this policy is to state Southwestern Michigan College's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

The College seeks to take progressive disciplinary action when the need for discipline arises. While it is not possible to list all types of behavior that may result in disciplinary action, the need for discipline may arise due to job performance, policy violations, or otherwise inappropriate, unethical, or unprofessional behavior. The primary purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Progressive discipline may take the form of verbal reprimand, written reprimand, suspension with or without pay, dismissal or a combination of these actions, depending on the severity of the circumstances. The College may choose to skip or combine steps in its sole discretion.

Generally, the College will follow these progressive disciplinary steps:

- A first offense may result in employee counseling or verbal warning
- A second offense may result in a written warning
- A third offense may result in termination of employment

Extreme misconduct may result in immediate dismissal. The College may also choose to suspend an employee pending the outcome of a full investigation.

When engaging in progressive disciplinary action, the employee's immediate supervisor or Human Resources will complete a Corrective Action Form. All documentation of the progressive discipline, evidence, or other investigation materials must be submitted to Human Resources.

Southwestern Michigan College ensures fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial.

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

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

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

Problem Resolution

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step. If the problem involves alleged harassment, discrimination or retaliation, the employee should follow the complaint procedure set forth in the [Equal Opportunity and Non-Discrimination Policy](#) or [Sexual Misconduct policy](#) accordingly.

1. The employee presents the problem in writing to the immediate supervisor within 5 business days, after the incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present a problem to the Director of Human Resources or any other member of management.
2. The supervisor responds to the problem during discussion or within a reasonable period of time, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents the problem to the Director of Human Resources within 5 business days, if the problem is unresolved.
4. The Director of Human Resources counsels and advises the employee, assists in putting the problem in writing, visits with the employee's manager(s), if necessary, and directs the employee to the President's Cabinet for review of the problem.
5. The President's Cabinet reviews and considers the problem. A member of the President's Cabinet informs the employee of the decision within a reasonable period of time, and forwards a copy of the written response to the Director of Human Resources for the employee's file. The President's Cabinet has full authority to make any adjustment deemed appropriate to resolve the problem.

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

Live-In Staff Occupancy

This policy applies to apartments occupied by full-time staff who are required to reside in a designated on-campus apartment as a condition and/or benefit of their employment.

Occupant Guidelines:

The Department of Residence Life has established guidelines that must be followed by all live-in staff members and their spouse, partner, and minor children ("Roommate").

Live-In Staff Member may have the following persons live with them in their on-campus apartment:

- Legally married spouse or domestic partner
- Engaged partner with shared finances
- Children, biological or by adoption, or minor dependent of the Live-In Staff Member
- Legal dependent(s), i.e. persons under the legal custody and control of the staff member or the staff member's spouse/Roommate pursuant to the judgements or order of a court (guardianship)

A Live-In Staff Member who wishes to share occupancy with a Roommate must first make their request known to their direct supervisor and Human Resources. Roommate may only move in after the Live-In Staff Member has properly informed their direct supervisor and Human Resources, and both the Live-In Staff Member and Roommate have agreed to and signed the Occupancy Agreement, and successfully completed a background check. The Executive Director of Campus Life will obtain the required signatures and process the background check with Residence Life Personnel & Human Resources. All occupants over age 16 and older must complete a background check. Upon a successful background check, the Executive Director of Campus Life will notify the Live-In Staff Member to move forward with moving the Roommate into their apartment.

Any Roommate residing in a Live-In Staff Member apartment does so at the will of the Live-In Staff Member, the Department of Residence Life and Southwestern Michigan College. Live-In Staff, the Department of Residence Life (or any official acting on behalf of the Department), or Southwestern Michigan College (or any official acting on behalf of the College) may demand that Roommate vacate the apartment at any time, for any reason, with or without cause. Should the Live-In Staff Member, the Department of Residence Life, or Southwestern Michigan College demand that Roommate vacate the apartment, Roommate hereby agrees to immediately vacate the apartment without notice from the College.

Neither Live-In Staff Member nor Roommate shall have any property interest in the apartment provided as a benefit or requirement of Live-In Staff Member's employment. The apartment is provided subject to Live-In Staff Member's continued employment. Should Live-In Staff Member's employment status change, the Department of Residence Life or Southwestern Michigan College may demand that Live-In Staff Member and/or Roommate vacate the apartment with or without cause, and may require Live-In Staff Member and/or Roommate to immediately vacate the premises without notice by changing the locks and/or access codes at any time and/or for any reason. The Live-In Staff Member will be responsible for any damages beyond normal/reasonable wear and tear.

Live-In Staff Member and any approved Roommate must agree to indemnify and hold harmless the Department of Residence Life and Southwestern Michigan College for any and all personal injury and property damages, outside the normal course and scope of the Live-In Staff Member's employment, resulting from their occupancy of an apartment provided by the Department and the College, regardless of either party's negligence.

Under no circumstances may Roommate interfere with or disrupt the performance of the Live-In Staff Member's duties and responsibilities.

Live-In Staff Member and their Roommate agree to abide by state and federal law and the policies and regulations of Southwestern Michigan College and the Department of Residence Life. Any violation of the law or these policies and regulations may result in restrictions on apartment use at the sole discretion of the Department of Residence Life and Southwestern Michigan College.

The Live-In Staff Member is ultimately responsible and liable to Southwestern Michigan College for the acts, omissions, and behavior of their Roommate and any damages caused by their Roommate. Roommates are not subject to guest check-in and escort policies. Further, any lost access cards will be the responsibility of the Live-In Staff Member.

Live-In Staff Member must inform their direct supervisor immediately when a Roommate no longer resides in the apartment. Live-In Staff Member may terminate their relationship with the Roommate at any time during their employment. Roommate must vacate the apartment upon the end of the Live-In Staff Member's employment with the Department of Residence Life or sooner as set forth in the Occupancy Agreement.

Disagreements between the Live-In Staff Member and their Roommate may be resolved at the sole discretion of the Executive Director of Campus Life by requiring the Roommate to vacate the apartment.

Time Off and Leaves of Absence

Holidays

This policy is written in conjunction with [Board Policy](#).

Regular full-time employees are provided the following paid holidays falling on their regularly scheduled workday (per fiscal year):

1. Good Friday
2. Memorial Day
3. Independence Day
4. Labor Day
5. Day before Thanksgiving Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Winter Break; defined as December 24 through January 1

When the fourth of July falls on a Saturday or Sunday, the following Monday or preceding Friday shall be observed as a holiday at the discretion of the College President.

Unless an employee actually works on a scheduled holiday, holiday hours are not considered as "hours worked" for the purpose of computing weekly overtime of nonexempt employees.

A paid holiday occurring during an employee's scheduled vacation or authorized sick leave will not be charged to accrued leave.

Religious holidays that occur outside the college's holiday schedule may be taken off without pay if the employee customarily observes the holiday. The employee must make prior arrangements with their supervisor. Vacation time may be used if desired.

Vacation

Full-time Administrative, Professional, and Classified employees are eligible for vacation accrual.

Accrual of Vacation Hours: Full-time exempt staff will accrue annual vacation of eighteen (18) working days per year, at the rate of 12 hours per month for the first three consecutive years of employment. After three consecutive years of employment, full-time exempt staff will accrue annual vacation of twenty-three (23) working days per year, at the rate of 15.33 hours per month. All vacation requests must be approved by the direct supervisor through the applicable process prior to taking the vacation day(s).

Full-time non-exempt staff will accrue annual vacation of thirteen (13) working days per year, at the rate of 8.67 hours per month for the first three consecutive years of employment. After three consecutive years of employment, full-time non-exempt staff will accrue annual vacation of eighteen (18) working days per year, at the rate of 12 hours per month. All vacation requests must be approved by the direct supervisor through the applicable process prior to taking the vacation day(s).

Vacation accrual is based on the seniority date. For example, a full-time non-exempt staff who started employment on January 1, 2024, would start to accrue eighteen (18) days of vacation per year on January 1, 2027.

Service worked as a part-time staff member does not count towards the consecutive years of employment to accrue vacation time when transitioning into a full-time staff member.

In extraordinary circumstances, an exception may be allowed for staff members who wish to use vacation hours before they are accrued. Exceptions must be approved by the appropriate Vice President and the Director of Human Resources. If the staff member has been allowed to use vacation before it is accrued and then is separated from the College before accruing the vacation that was already used, that vacation will be deducted from the staff member's final paycheck(s) up to the maximum extent allowed by law.

Beginning Balance: Newly hired staff members will have a vacation balance of 0.0 hours. A re-hire may be granted credit for prior full-time SMC service in establishing their beginning vacation benefit at the discretion of the College President.

Vacation Request and Submission: Vacation hours must be submitted on the employee's timesheet or leave report. Employees must receive approval from their immediate supervisor prior to taking vacation leave. Employees may complete a request in their employee dashboard or a [vacation request form](#).

Vacation Carry Over: At the end of the fiscal year, staff members may carry forward no more than the maximum amount of vacation that they accrued in the prior fiscal year. For example, an employee accruing annual vacation of eighteen (18) working days per year will carry forward up to one hundred forty-four (144) hours; Any additional hours will be lost.

Unpaid Time Off: Staff members without available vacation, including part-time staff members who do not accrue vacation time, may be able to take scheduled unpaid time off with prior approval from their direct supervisor.

Sick Leave

Full-time Administrative, Professional, Classified, Faculty and Part-time Classified employees are eligible for sick leave.

Sick Leave Receipt: Full-time Administrative, Professional, and Classified staff receive eighty (80) hours of sick leave per fiscal year. Part-Time Classified employees will receive forty (40) hours of sick leave per fiscal year.

Sick leave will be awarded and available at the beginning of each fiscal year (July 1).

Personal Leave: Personal leave may be permitted for matters which cannot be cared for in free time and which would result in legal, business or family disadvantage if not covered at the appropriate time. Such leave shall be arranged in advance with the appropriate supervisor and provision made for handling responsibilities in the employee's absence. This leave will be at regular pay and shall not exceed sixteen (16) hours per fiscal year. Such leave shall be deducted from sick leave.

If an employee transfers to a position that is given more sick time, the additional sick time will be prorated from the start date through the end of the fiscal year. If an employee transfers to a position that is given less sick time, then the employee will be allowed to utilize their sick time pool through the end of the fiscal year, but will not be able to carry over the remaining balance.

Sick Leave and Personal Leave Use: Employees must notify their direct supervisor of their absence prior to commencing leave. Leave must be submitted on the employee's timesheet or leave report.

Allowable uses for sick leave include:

1. An employee's mental or physical illness, injury, health condition, medical diagnosis, care, treatment, or preventative medical care.
2. An employee's immediate family member's mental or physical illness, injury, health condition, medical diagnosis, care, treatment, or preventative medical care.
3. An employee who is a victim of sexual assault or domestic violence. Including, the medical care or psychological or other counseling for the injury/disability; to obtain services from a victim services organization; to relocate due to the violence or assault; to obtain legal services; or to participate in civil or criminal proceedings.
4. An employee who is assisting an immediate family member who is a victim of sexual assault or domestic violence. Including, the medical care or psychological or other counseling for the injury/disability; to obtain services from a victim services organization; to relocate due to the violence or assault; to obtain legal services; or to participate in civil or criminal proceedings.
5. An employee caring for a child whose school/childcare that has been closed for a public health emergency by a public officer.

Immediate family is defined to include spouse, domestic partner, child, mother, father, step and foster of the previous, children assigned by the court, or an adult who stood in loco parentis to the employee during childhood. Child must be a dependent under the age of 18 or an adult child who is incapable of self-care.

An employee will not be allowed to go into a negative balance for paid sick leave. If an employee requires additional time off, it will be considered an unpaid absence subject to discipline for absenteeism.

Some situations for use of sick leave may qualify for Family Medical Leave Act (FMLA). See the Family and Medical Leave Policy within this handbook for additional information. If the time off qualifies for FMLA leave, it will run concurrently with sick leave.

False use of paid sick leave may be grounds for discipline, up to and including termination.

Return to Work: An employee may be asked to sign an affidavit of illness or produce a physician's statement of illness. If requested, the employee will have three (3) days to produce any medical documentation.

An employee who is absent from their duties at the College because of illness may be required to certify, immediately upon returning, that the absence was necessitated by

illness and are released to return to work for full duty with or without restrictions. The College may not be able to accommodate all work restrictions.

Failure to provide requested medical verification for paid sick leave use may be grounds for discipline, up to and including termination.

Sick Leave Carry Over: Full time employees will carry over unused sick leave into the next fiscal year up to eight hundred (800) hours. Part time employees will not be able to carry over unused sick leave.

Separation of Employment: Accumulated sick leave will not be paid out at the end of employment.

Family and Medical Leave Act (FMLA)

Southwestern Michigan College will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The College posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in the Human Resources Office, the mailroom located on the second floor of the Briegel building and the employee break room at the Niles campus.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

FMLA leave is generally unpaid, but it may run concurrently with other forms of paid leave or benefits depending on the circumstances of the leave and as specified in this policy.

Definitions:

- **Serious Health Condition:** A serious health condition is defined as a condition that involves either an overnight stay in a medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider, that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. If you are not sure whether your condition qualifies for FMLA leave, you may apply for such leave and, after review of appropriate medical documentation, the College will advise you of whether you are covered under this provision.
- **Spouse:** A spouse means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state.
- **Covered Servicemember:** A covered servicemember is a member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness

and who was a member of the Armed Forces, including a member of the National Guard or Reserve, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

- A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents in law.
- The "next of kin of a covered servicemember" is the nearest blood relative, other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has siblings and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).
- Serious Injury or Illness: A serious injury or illness in the case of a member of the Armed Forces (including a member of the National Guard or Reserve), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; in the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50

- percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- **Outpatient Status:** With respect to a covered servicemember, outpatient status means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Eligibility: The employee must meet all of the following eligibility conditions to qualify to take family or medical leave under this policy:

1. The employee must have worked for the College for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the College within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

The leave must be for one of the reasons listed below to qualify as FMLA leave under this policy:

- The birth of a child and in order to care for that child within 12 months of the birth.
- The placement of a child for adoption or foster care and to care for the newly placed child within 12 months of the placement.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition of the employee that makes the employee unable to perform the functions of their position.
- Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered

active duty for reasons related to or affected by the family member's call-up or service, including the following:

- to address issues arising from short-notice deployment (7 days' notice or less)
 - to attend official military events and activities
 - to arrange for child care and attend certain school activities
 - to make or update financial and legal arrangements
 - to attend family support or assistance programs, military informational briefings, or counseling
 - to spend time with the covered military member during rest and recuperation while on short-term, temporary leave from deployment for a period of 15 calendar days from the commencement of the leave
 - to attend official post-deployment activities for a period of 90 days following the termination of the active duty status
 - additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.

Length of Leave: An eligible employee can take up to 12 weeks for any of the FMLA circumstances outlined above under this policy during a rolling 12-month period measured backward from the date of any FMLA leave usage.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance during a single 12-month period. For this military caregiver leave, the single 12-month period begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered servicemember during this single 12-month period, the remaining part of his or her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

If a husband and wife both work for the College and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the College and each wish to take leave to care for the same injured or ill covered servicemember for the same injury or illness, the husband and wife may only take a combined total of 26 weeks of leave.

Any FMLA leave taken during the applicable FMLA period will count towards the employee's total leave entitlement for any FMLA-covered reason.

Requesting FMLA Leave: Employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR department. Within five business days after the employee has provided this notice, the HR department will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the College's usual and

customary notice and procedural requirements for requesting leave, absent unusual circumstances.

An employee needing FMLA leave must provide sufficient information for the College to reasonably determine whether the FMLA may apply to the leave request. When an employee seeks leave for the first time for a FMLA-qualifying reason, the employee need not expressly assert rights under the FMLA or even mention the FMLA. When an employee seeks leave due to a qualifying reason, for which the College has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. Calling in "sick" without providing more information will not be considered sufficient notice to trigger the College's obligations under the Act.

An employee has an obligation to respond to the College's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable inquiries regarding the leave request may result in denial of FMLA protection if the College is unable to determine whether the leave is FMLA-qualifying.

Certification for the Employee's Serious Health Condition: The College will require certification for the employee's serious health condition. The completed certification should be returned to Human Resources within 15 calendar days or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The College may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The College will not use the employee's direct supervisor for this contact. Before the College makes direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the College will obtain the employee's permission for clarification of individually identifiable health information.

The College has the right to ask for a second opinion, if it has reason to doubt the certification. The College will pay for the employee to get a certification from a second doctor, which the College will select. The College may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will mutually select the third doctor, and the College will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification for the Family Member's Serious Health Condition: The College will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The College may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The College will not use the employee's direct supervisor for this contact. Before the College makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the College will obtain

the employee's family member's permission for clarification of individually identifiable health information.

The College has the right to ask for a second opinion if it has reason to doubt the certification. The College will pay for the employee's family member to get a certification from a second doctor, which the College will select. The College may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will mutually select the third doctor, and the College will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave: The College will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave: The College will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

Recertification: The College may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the College may request recertification after the minimum duration of the condition expires according to the applicable certification. In all other cases, the College may request recertification every six months in connection with an FMLA absence. The College may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition. Any recertification requested by the College shall be at the employee's expense.

Designation of FMLA Leave: Within five business days after the employee has submitted a complete and sufficient certification form, the HR department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Employee Status and Benefits During Leave: While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the College will require the employee to reimburse the College the amount it paid for the employee's health insurance premium during the leave period.

Under college policy, the employee pays a portion of the health care premium. While on paid leave, the College will continue to make payroll deductions to collect the employee's

share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Business Office by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The College will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the College will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the College may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the College may discontinue coverage during the leave. If the College maintains coverage, the College may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employee Status After Leave: An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider before returning to work. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Use of Paid and Unpaid Leave: An employee who is taking FMLA leave must use all paid vacation, personal or sick leave. Once paid leave is exhausted, the remaining FMLA leave will be unpaid. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Leave during which an employee is receiving any short-term disability benefits or workers compensation benefits will generally be designated as FMLA leave and does not extend the duration of an employee's available FMLA leave. The College will allow employees receiving those benefits to use paid time off to supplement their income in order to equate to their standard base wages.

If an employee takes paid sick leave for a condition that progresses into a serious health condition, the College must designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Vacation time will not accrue while an employee is on FMLA leave. When an employee returns to work, vacation time will resume accruing according to the Vacation policy.

Intermittent Leave or a Reduced Work Schedule: The employee may take FMLA leave in 12 consecutive weeks or, when medically necessary for the employee's own serious health condition, the serious health condition of a covered family member, or to care for an ill or injured covered servicemember, may use the leave intermittently (periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks, or 26 workweeks to care for an injured or ill servicemember, over the applicable 12-month period. Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the College's operations.

The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

Intent to Return to Work from FMLA Leave: On a basis that does not discriminate against employees on FMLA leave, the College may require an employee on FMLA leave to report periodically on the employee's status through the monthly Leave Report for exempt employees and time-sheets for non-exempt employees. The college may require an employee on FMLA leave to report periodically on their intent to return to work.

During the time an employee is off work on FMLA leave, they shall have no other employment. Thus, an employee on FMLA leave or any other medical leave is not allowed to work for another employer, including self-employment, during the leave of absence.

Employees who knowingly misrepresent facts in order to be granted FMLA leave may be subject to discipline, up to and including termination.

Absent extraordinary circumstances or other reasons protected by law, an employee who fails to return to work on the first business day after the expiration of the FMLA leave period will be considered a voluntary quit.

Medical Leave of Absence

Employees may request an unpaid medical leave of absence (MLOA) when a physical or mental condition that requires time away from work and they are not eligible for FMLA leave or have exhausted their FMLA leave.

The college will grant up to 12 weeks of leave during the applicable 12-month period to employees. MLOA leave is generally unpaid, but it may run concurrently with other forms of paid leave or benefits depending on the circumstances of the leave and as specified in this policy.

The leave must be for one of the reasons listed below to qualify as MLOA leave under this policy:

1. The birth of a child and in order to care for that child within 12 months of the birth.
2. The placement of a child for adoption or foster care and to care for the newly placed child within 12 months of the placement.
3. The serious health condition of the employee that makes the employee unable to perform the functions of their position. A serious health condition is defined as a condition that involves either an overnight stay in a medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider, that either prevents the employee from performing the functions of the

employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Procedure:

Employees requesting a MLOA must provide verbal or written notice of the need for the leave to the HR department. A request for a Medical Leave of Absence should be submitted to the Human Resources Department as early as possible, preferably at least 30 calendar days prior to the desired time off. The request should include the dates, requested length, reason for leave, and any other pertinent information.

Employees must submit a completed Medical Leave of Absence Certification including appropriate documentation from their health care provider.

Use of Paid and Unpaid Leave: An employee on a MLOA must use all paid vacation, personal or sick leave. Once paid leave is exhausted, the remaining leave will be unpaid. Sick leave may be run concurrently with MLOA leave, if the reason for the MLOA leave is covered by the established sick leave policy.

The College will allow employees receiving short-term disability or worker's compensation to use paid time off to supplement their income with sick leave in order to equate to their standard base wages.

Employee Status After Leave: An employee who takes MLOA may be asked to provide a fitness for duty (FFD) clearance from a health care provider before returning to work.

Compliance and Return: The College may require an employee on MLOA leave to report periodically on the employee's status through the monthly Leave Report for exempt employees and time-sheets for non-exempt employees. The college may require an employee on MLOA to report periodically on the intent to return to work.

During the time an employee is off work on MLOA, they shall have no other employment. Thus, an employee on MLOA leave or any other medical leave is not allowed to work for another employer, including self-employment, during the leave of absence.

An employee who fails to comply with the conditions accompanying their leave, who fails to return to work at the designated time, or who fails to return within the time period during which the College can reasonably accommodate the leave of absence, will be separated from employment. A returning employee will be reinstated if there is a vacant position that they are able to perform, and for which they are qualified. Employees who are released by a health care provider to return to work after the date required by the College, will have to reapply as a new hire.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA.) Advance notice of military service is required; unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Written notice is preferred, but not required under the law or this policy.

This leave is unpaid. However, employees may use, at their option, any or all accrued paid vacation or personal leave during their absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. The group term life/AD&D insurance and long-term disability provided by SMC will terminate the day the employee becomes active military. Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled work-period after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Bereavement Leave

Full-time Administrative, Professional, Classified, and Faculty are eligible for bereavement leave.

Bereavement Leave Usage: Bereavement time of up to and not to exceed three (3) days may be taken because of a death in an employee's immediate family. Bereavement time of up to and not to exceed five (5) days may be taken because of a death in an employee's immediate family if the deceased lived further than 100 miles away from the SMC Dowagiac Campus.

Immediate family is defined to include spouse, domestic partner, child, mother, father, brother, sister, "step" of the previous, in-laws (father, mother, brother, sister, daughter and son), grandparent, grandchild, spouse's grandparent, foster child or children assigned by the court, or an adult who stood in loco parentis to the employee during childhood.

Bereavement time of up to and not to exceed one (1) day may be taken because of a death in an employee's extended family to attend the service or funeral during work hours. Extended family is defined to include: aunts, uncles, cousins, nieces and nephews.

Employees shall be allowed, without loss of pay, two hours off work to attend the funeral of other employees and for non-immediate family members or friends. Employees taking time off to serve as pallbearers, or in a similar capacity, shall be allowed up to four hours off work without loss of pay.

Bereavement hours must be submitted on the employee's timesheet or leave report. Additional days needed should be taken from the employee's vacation or personal leave.

Bereavement Leave Verification: Verification of leave taken may be requested by the supervisor or Human Resources. Exceptions to family status and extensions of time may be requested and granted if approved by the employee's cabinet member and Human Resources.

Jury Duty/Court Appearance

In the event that any regular, full-time employee of the College is summoned as a juror or subpoenaed as a witness in any judicial proceeding, the employee shall suffer no loss of pay, in proportion to the employee's scheduled working hours. It is the responsibility of the juror to waive all fees received for the court service except for mileage allowance. Upon returning to work, the employee must present proof of jury duty or subpoenaed-appearance service including dates of service to Human Resources.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

Voting Leave Policy

Southwestern Michigan College believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy, the College will grant its employees approved time off to vote if necessary due to work schedules and for periods of service as an election official.

Time Off for Voting: All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the work day to vote. This time off will be without pay. Employees may use accrued vacation or personal leave. Time off for voting should be reported and coded appropriately on timesheets or leave reports.

Time Off for Election Service: Employees who are chosen to serve as election officials at polling sites will be permitted to take time off to serve in this capacity. Employees who are chosen to act as election officials must notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. This time off will be without pay. Employees may use accrued vacation or personal leave. Employees must report time engaged as an election official and code this time accordingly on timesheets and leave reports.

Employee Benefits

All full-time eligible employees at Southwestern Michigan College are provided a wide range of benefits; including medical, dental, vision, long-term disability, and life insurance coverage effective on the first day of eligible service or the first day of the following month depending on the benefit and continuing with paid employment. These benefits are terminated as of the employee's last paid day of regular employment or last day of the month depending on the benefit unless continued in accordance with the Family Medical Leave Act (FMLA) or other applicable laws.

Employees on unpaid leave of absence may continue any of the above-noted insurances at their own expense for a portion of or the entire duration of the leave.

Medical, Dental, and Vision Insurance

Southwestern Michigan College medical, dental and vision insurance plans provide employees and eligible dependents access to medical, dental and/or vision insurance benefits.

Eligible employees may participate in the insurance plans subject to all terms and conditions of the agreement between Southwestern Michigan College and the insurance carrier. A change in employment classification that would result in loss of eligibility to participate in the medical, dental or vision insurance plan may qualify an employee for benefit continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Termination of Benefits policy for more information.

Details of the medical, dental and vision insurance plans are described in the respective Summary Plan Descriptions (SPD). An SPD and information on the cost of coverage will be provided in advance of enrollment to eligible employees.

Health Insurance Opt-Out Payment: Full-time employees may elect to opt-out of the College's Health Plan. Employees who opt-out of the health plan will receive an opt-out payment.

Group Life Insurance

Life insurance offers employees and their families important financial protection. Southwestern Michigan College provides a basic and supplemental life insurance plan for all eligible full-time employees.

Eligible employees may participate in the basic or supplemental life insurance plan subject to all terms and conditions of the agreement between Southwestern Michigan College and the insurance carrier.

Details of the basic and supplemental life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

Long and Short-Term Disability Benefits

Southwestern Michigan College provides full-time employees with long-term disability benefits and the option to purchase short-term disability benefits. In the event you become disabled from a non-work-related injury or sickness, disability income benefits are provided as a source of income.

Contact the Human Resources Department for more information about disability benefits.

Retirement Programs

Southwestern Michigan College has established qualified retirement programs to provide employees the potential for future financial security. Southwestern Michigan College participates in diversified programs with the Michigan Public School Employee Retirement System (MPSERS) and Teachers Insurance and Annuity Association of America – College Retirement Equities Fund (TIAA-CREF). Supplemental retirement options such as 403(b) or 457(b) plans are available through TIAA-CREF. Special exclusions and availability are specific for each plan.

If you have questions about certain plan provisions, please refer to the appropriate plan documents or direct questions to the Human Resources Department.

Aflac

Aflac offers full-time employees the option to choose from multiple benefits. Aflac offers a one-time open enrollment period. Additions or terminations of Aflac products may only be done during the annual open enrollment period. All Aflac products are paid by the employee. Information about Aflac products can be found on the Human Resources Page on Wired.

Employee Tuition Remission Policy

To provide guidelines for employee tuition remission. See also, [Board Policy - Tuition Benefits](#)

This policy is applicable to all full-time and part-time staff including adjunct faculty at Southwestern Michigan College. Student employees are not eligible for tuition remission benefits.

Southwestern Michigan College is strongly committed to providing enrichment and professional development of its employees, as well as, providing educational opportunities for the employee's family members. Eligible employees and family members are given that opportunity through the SMC Tuition Remission Policy.

Eligibility: Eligible employees and family members (children under the age of 24 at matriculation) are eligible for free tuition for any SMC semester length courses. Family members are defined as a spouse and unmarried sons or daughters, including natural or adopted children of either the employee or the spouse.

All eligible employees can receive the tuition remission benefit concurrently. For example, Joe has 2 children under the age of 24 who would like to attend SMC at the same time. Joe is an adjunct faculty member who is teaching 10 contact hours. Each of Joe's children will get 10 contact hours, tuition free.

Coverage: The Tuition Remission Benefit applies to tuition charges only. It does not apply to fees, course materials, housing, technology, registration or other associated fees.

Enrollment Criteria: Employees and family members are expected to meet the standard admission requirements and are subject to the same academic standards and policies as all other students.

Restrictions: Courses may not be taken which conflict with regular work hours. However, a manager may grant an exempt employee approval to take a course during work hours, only if the course is not offered outside regular work hours and is a required course. Coursework may not interfere with the performance of the employee's regularly assigned responsibilities.

A manager may grant a non-exempt employee approval to take a course during work hours. However, the manager and employee will work together on a time for the employee to make up the missed work time during the same pay period.

In order to receive or continue receiving paid tuition the student(s) must maintain a 2.0 cumulative GPA.

The Tuition Remission Benefit does not extend retroactively.

Admissibility:

Full-Time Employees

Full-time Employees are eligible for tuition remission benefits under this policy.

Part-Time Employees

Adjunct Faculty are eligible for tuition remission in any semester in which they teach one or more contact hours. The amount of tuition benefit is determined by the number of contact hours taught on a 1:1 ratio. Adjunct faculty who teach 12 or more contact hours will be eligible for tuition remission for an unlimited amount of contact hours during that semester.

Part-time Staff are eligible for tuition remission based upon the number of hours they work per week. The number of contact hours of tuition benefit allowed will be determined based on an estimated weekly average of hours worked in the previous calendar year. Please see the Part-Time Staff Employees chart below. If a part-time staff member has worked for less than one year, the average will be calculated using the time the employee has already worked.

Regular Part-Time Staff Employees	
Est. Avg. # of hours worked per week	# of contacts hours of tuition benefit
29	11
25 - 28	10
20 - 24	8
15 - 19	6
10	4

Pro-rating of Benefits: In the event an employee leaves SMC during a semester for which the benefit is being utilized either by themselves or a family member, the benefit will conclude at the end of the current academic semester.

When a son or daughter including natural or adopted children of either the employee or the spouse becomes married, the tuition remission benefit will conclude at the end of the current academic semester.

Disability or Death: If an employee should become disabled and unable to work, or should die during a semester in which the Tuition Remission Benefit is being utilized, the following provisions apply:

Employee: If the benefit was being utilized by the employee, no charges will apply.

Family Member: If the employee has 10 years of service or more, the family member utilizing the benefit will be allowed to continue at the same tuition remission benefit rate for the upcoming academic year.

If the employee has less than 10 years of service, the family member utilizing the benefit will be allowed to finish the academic year at the same tuition remission benefit rate.

Taxability: Tuition remission is intended to provide benefits that are, to the extent possible, excluded from taxation under the Internal Revenue Code and other applicable laws. Tuition remission is not taxable for dependents defined by IRS rules, but it is taxable if the dependent does not meet applicable federal tax law definitions. Employees should consult their tax advisors for information regarding potential tax liability relating to tuition remission.

Application Process: Employees or applicable dependents must complete course registration following the standard enrollment process. After the employee or dependent is enrolled in the course, an [Employee Tuition Remission Benefit Form](#) must be completed. The completed forms are submitted to Human Resources for approval.

Human Resources reviews and approves eligibility for tuition remission. Approved forms are submitted to Financial Aid for processing and final approval. Forms should be submitted to HR no later than two (2) weeks prior to the start of the semester.

Those utilizing the tuition remission benefit are subject to the same payment requirement deadlines and drop/add limitations as all students.

Additional Provisions: Southwestern Michigan College reserves the right to interpret the Tuition Remission Policy and to change the policy and/or applicable procedures at any time. Notice of any change will be provided.

Employee Tuition Reimbursement Policy

Southwestern Michigan College offers a Tuition Reimbursement Program that provides reimbursement of tuition for courses or certifications taken outside of Southwestern Michigan College. The purpose of this program is to encourage and increase development opportunities for faculty and staff and provide reimbursement of tuition for classes or certifications through institutions of higher education or recognized professional organizations.

Eligibility: You are eligible to apply to the program if:

- You are a full-time employee.
 - Staff employees must complete one year of full-time employment at SMC to be eligible.
- You are in good standing with the college with a satisfactory performance record.
- Your supervisor has requested and/or approved your application.
 - Supervisors may request employees engage in additional credentialing or education as a necessity for their current positions or potential career growth.
- Your classes, certifications, and/or degrees must be relevant to your career plan with SMC.

Admission and Approval to Tuition Reimbursement Program: Employees must discuss their professional development plan with their supervisor prior to applying to the program. After the plan is approved by the supervisor and the applicable Vice President, employees

must complete the [Tuition Reimbursement Application Form](#) and submit to the Human Resources Department.

Limitations apply as follows:

- Tuition Reimbursement funds are limited based upon the annually determined budget. Applicants are not guaranteed approval.
- Tuition Reimbursement funds are allocated between faculty and staff. Faculty are provided first opportunity to 75% of the funds.
- If the employee is pursuing a degree program, then they must be accepted into the academic program prior to applying for the reimbursement program.
- The educational institution must be a recognized professional organization or accredited by one of the 7 regional accreditors:
 - Accrediting Commission for Community and Junior Colleges (ACCJC)/Western Association of Schools and Colleges
 - Higher Learning Commission (HLC)
 - Middle States Commission on Higher Education (MSCHE)
 - New England Commission of Higher Education (NECHE)
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - WASC Senior College and University Commission (WSCUC)
- Assistance may be denied in cases where Administration determines that the course, credential or the degree pursued is not of sufficient benefit to the College, or if the College has already reached its annual limit of funding for this program.
- Applications will be waitlisted for approval if funds are not available.

The Director of Human Resources and Provost review all applications that are received from faculty. The Director of Human Resources and President review all applications that are received from staff. The Director of Human Resources will respond to applicants within 30 days of receipt. Applicants will be notified if they are accepted into the program, waitlisted, or denied. Additional details will be provided accordingly.

Reimbursement Process and Limitations: Those who have been accepted into the program may receive reimbursement by completing the [Tuition Reimbursement Request Form](#).

The [Tuition Reimbursement Request Form](#) may be submitted after successfully completing the course and must include:

1. Documentation of successful course completion with a grade of B- or higher. Pass or Satisfactory grades are accepted as well, depending upon the grading system of the course.
2. Proof of tuition payment.

Limitations apply as follows:

- The program will not award more than \$5,250 in any calendar year and has a personal lifetime maximum of \$15,000 towards undergraduate and graduate degree

programs, and \$25,000 towards a doctorate degree program. Certifications are excluded from lifetime maximum reimbursement.

- Expenses must have incurred during the current calendar year in which they are reimbursed due to the tax provisions of IRC 127 (26 USC §127, Internal Revenue Code §127 Educational Assistance Programs). Reimbursements cannot be retroactive to previous years or prior to program approval.
- Participants must submit at least one (1) request for reimbursement during the fiscal year to remain active in the program. Those who do not submit a request during a fiscal year must reapply to the program to receive additional reimbursements.
- Additional expenses, such as fees, textbooks, supplies, transportation costs, etc. are not eligible for reimbursement.

Termination of Employment: If participants in the program voluntarily terminate employment with SMC, repayment of the Tuition Reimbursement payments must be repaid as follows:

- Up to \$5,000 will be forgiven before or after conferral of the degree, regardless of when the employee leaves.
- Any amount paid to the employee by the College above \$5,000 before reaching the applicable personal lifetime maximum reimbursement limit OR the conferral of the degree will be repaid to the College upon the employee leaving employment of the College.
- If an employee leaves before one full year after reaching the applicable personal lifetime maximum reimbursement limit OR the degree conferral, the employee will repay upon termination the amount paid to the employee by the College that is above \$5,000.
- If an employee leaves between one and two full years after reaching the applicable personal lifetime maximum reimbursement limit OR degree conferral, the employee will repay upon termination 50% of the amount paid to the employee by the College above \$5,000.
- If the employee leaves after two full years after reaching the applicable personal lifetime maximum reimbursement limit OR degree conferral, no repayment is required.

All required repayments to the College may be deducted from the final paycheck of the employee, or paid by other means as agreed upon with the College at the time of termination.

Southwestern Michigan College may amend or terminate the program at any time with respect to benefits not yet paid, for any reason that the College deems appropriate.

Student Activity Center Membership

To assist in enhancing the wellness of Southwestern Michigan College employees, the College offers free membership to the Student Activity Center for all employees. An employee's spouse is also eligible for a membership to the Student Activity Center at no cost. For more information about membership eligibility, please visit the [Student Activity Center](#) page.

Workers' Compensation

The purpose of this policy is to ensure that any employee injured in the course and scope of employment receives timely access to all the benefits as prescribed by workers' compensation laws.

All SMC employees are covered under the provisions of workers' compensation laws. Injured employees are entitled to only:

1. Certain benefits to make up for the loss of wages suffered by the injured worker (limited by annually adjusted caps)
2. The cost of medical treatment (subject to cost containment rules)
3. Vocational rehabilitation services (limited to 104 weeks). Vocational rehabilitation can include changing the worker's job station or working with the employer and worker to aid in the person's return to work at the same or similar job or working with an agency to help the worker find a job with another employer.

Procedure: If an employee is injured they should notify their supervisor before the end of the work day. Supervisors are responsible for reporting the incident to HR within 24 hours of the accident. If the employee is experiencing a life-threatening emergency, call 911.

The employee completes the [Worker's Compensation Claim Incident Reporting Form](#) located on Wired. The completed form is submitted to Human Resources.

If non-emergent medical attention is required, the employee will be given an authorization form and sent to the College's occupational health care provider. Employees who are unable to drive themselves will have arrangements made through Human Resources to transport the employee to the occupational medicine provider.

Employees who receive medical attention for the injury or illness may be required to provide a return to work notice (with or without restrictions) from the medical provider. An alternative work assignment, on a temporary basis, may be provided for those with work restrictions, when available.

Employee Assistance Program

Southwestern Michigan College recognizes that a wide range of daily life issues and concerns can have an effect on an employee's health, well-being and job performance. These issues can affect employees on any level and in any occupation. The College provides an Employee Assistance Program (EAP) to help employees with issues of daily living by providing confidential and professional assessment, short-term counseling and/or referral services, information and resources.

Employees are encouraged to voluntarily seek assistance on a confidential basis whenever needed by directly calling the EAP or visiting the EAP web site. There is no charge to the employee for an assessment or short-term counseling services provided by the EAP. If a referral for further assistance is made and accepted, the cost of such assistance is the employee's responsibility, except as may be covered in a manner by the employee's healthcare insurance program. This program is also available to family members of employees.

All EAP records and discussions will remain confidential between the employee and the EAP provider unless the employee authorizes disclosure or as otherwise required by law. EAP participants' files belong to the EAP provider and will not be included as part of the employee's personnel or medical records.

Image and Comment Release

By this notice, any employee on any Southwestern Michigan College property hereby grants permission to Southwestern Michigan College to use their likeness and/or voice in photograph(s), video, or audio recordings in any of its publications, on any of its online sites, online sites used by the college including social media, and in any or all other media without further consideration. Additionally, any employee acknowledges that Southwestern Michigan College may choose not to use his, her, or their photo, or video likeness, comments, or audio recordings at this time, but may do so at its own discretion at a later date. Any employee also grants permission to Southwestern Michigan College to interview him, her, or them, and use said comments in any of its publications, on any of its online sites, and in any or all other media without further consideration. The employee will make no monetary or other claim against Southwestern Michigan College for the use of the interview, photos, video, or audio.

All negatives, positives, and digital files, together with the prints shall remain Southwestern Michigan College's property, solely and completely.

If an employee does not wish to have his, her, or their photo, likeness, and/or voice used, notice must be provided to SMC each academic year in which said person does not want his, her, or their image or quotes used. Notice shall be submitted in letter form prior to the start of a semester to:

Marketing Department
Southwestern Michigan College
58900 Cherry Grove Road
Dowagiac, MI 49047

Handbook and Human Resources Policies Acknowledgement Form

Southwestern Michigan College

I hereby acknowledge and agree that I will read and familiarize myself with the contents of Southwestern Michigan College's employee handbook and Human Resources policies, and how they apply to me, seeking clarification if necessary. I understand that anytime I have questions or concerns, I may contact my supervisor or Human Resources.

Further, I understand that the employee handbook is not a contract between employees and the college, and none of the statements found in the handbook or made by individuals alters current policies and procedures, or the interpretation of such policies and procedures. I acknowledge and understand that no one except the President and the Board of Trustees can alter or change, orally or otherwise, any of the provisions contained in this handbook and that any changes can only be made in writing, signed by the President or an authorized Trustee.

I understand that Southwestern Michigan College retains the right to revise these policies at any time with or without notice. The most current policies may be found through SMC Wired.

I further agree and consent to the publication of photographs and videos that the College may take of me while on College premises, including audio, in any College publication or promotional materials. I acknowledge that I have no reasonable expectation of privacy or confidentiality associated with photographs and videos of me taken by the College, and that the photographs and videos are the property of the College to do with as it will. I release the College, its Trustees, agents, employees, assigns or anyone authorized by the College from liability for claims or causes of action by me that I may hereafter acquire, including, claims for invasion of privacy, copyright or trademark violation OR right of publicity arising out of or in connection with the utilization by the College or another of the photographs or videos described herein. The college will not use photography or videos to belittle, embarrass, or for any other unethical or discriminatory publicity.

Name (Print): _____

Signature: _____ **Date:** _____