

CENTRE COLLEGE

Staff Handbook

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TO: Centre College Staff

I welcome you to the Centre College community. I am confident you will make a significant contribution to Centre by helping us to maintain the best possible environment for learning. We must always remember that it is our responsibility to serve the students in a manner that will promote their intellectual, cultural, and moral development as individuals and as tomorrow's citizen-leaders.

This Handbook has been prepared as a guide and reference for all staff employees. Because of our desire for consistency and fair play, and the increasingly complex legal nature of the employment relationship, we feel it is in the best interest of the College and the employees to have written personnel guidelines wherever practical. It is important that you know the College's objectives and expectations.

Ultimately, the successful application of any policy is dependent on proper application by the supervisor and the cooperation and understanding of the employee. Mutual adherence to these guidelines will ensure equal treatment in the situations addressed and enhance the effectiveness and efficiency of the College.

Please familiarize yourself thoroughly with the contents of this Handbook so that all personnel policies of the College may be administered fairly and effectively.

John Roush
President

STAFF HANDBOOK

PROPERTY OF CENTRE COLLEGE

This Handbook replaces and supersedes any previous employee handbook published and issued by the College. The recipient is responsible for reading and understanding its contents, including any updates.

This Handbook is the property of Centre College. It is the responsibility of the recipient to post updated policies as they are issued, to safeguard the Handbook, and to return it to the Director of Human Resources upon termination of employment.

ISSUED TO:

(type or print)

I hereby acknowledge that I have received a copy of the Centre College Employee Handbook and will read and comply with the provisions contained therein.

SIGNED:

DATE RECEIVED:

A SIGNED COPY OF THIS PAGE WILL BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE.

PREFACE

This Handbook contains general statements of Centre College policy and should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. Centre College reserves the right to interpret, change, alter, suspend, and cancel all policies and practices without advance notice, at its sole discretion, without providing cause, justification, or consideration. The College will periodically update this Handbook, but there will be times when policy will change before this material will be revised.

Any alterations of, additions to, or deletions from, the provisions of this Handbook must be reviewed by the Human Resources Policy Committee, approved by the President of the College, and issued by the Director of Human Resources. Where appropriate, as in the area of employee benefits, changes may be made at any time by the college administration or by action of the Board of Trustees. Any staff member may recommend a new policy or recommend a change to an existing policy by writing to the Director of Human Resources or to the Human Resource Policy Committee.

Questions regarding interpretation of the Handbook's provisions should be directed to your immediate supervisor. If questions remain, the supervisor should consult with the Director of Human Resources.

Nothing contained in this Handbook, employment application, position announcement, College memoranda or other materials provided to employees in connection with their employment shall require the employee or the College to have "just cause" to terminate employment or otherwise restrict the employee's or the College's right to terminate employment at any time or for any reason. Statements of specific grounds for employment termination listed in this Handbook or elsewhere are not all inclusive and are not intended to restrict the employee's, or the College's, right to terminate employment at will.

The Director of Human Resources shall be responsible for custody and distribution of copies of this Handbook.

SECTION I: **COLLEGE PURPOSE AND HERITAGE**

STATEMENT OF PURPOSE

Centre College is a small, independent, and selective educational community dedicated to study in the liberal arts as the means to develop the intellectual, personal, and moral potential of its students. Centre nurtures in its students the ability to think logically and critically, to work creatively, to analyze and compare values, and to write and speak with clarity and grace. It acquaints students with the range of accomplishments of the human mind and spirit in a variety of arts and theoretical disciplines. It enables students to choose and fulfill significant responsibilities in society. In short, Centre's highest priority is to prepare its students for lives of learning, leadership, and service.

A long and rich tradition of tolerance, freedom of enquiry, and community, forms all aspects of college life. Centre accomplishes its goals in an atmosphere of caring and respectful relationships among faculty, students, and staff, aided by its broadly conceived, non-sectarian, Judeo-Christian heritage. This tradition commits Centre to a belief in the unconditional value of each human being, to an appreciation of the differences among people, and to a recognition of the close connection between responsible self-development and community well-being.

HISTORY

Centre College opened its doors in the fall of 1820, with a faculty of two and a student body of five. Classes reflected the classical curriculum of the day, which included Latin, Greek, rhetoric, and logic. They were held in Old Centre, a building which has been used continuously since Centre's beginning and which today houses some of the College's administrative offices, as well as, the Admission Office Welcome Centre and a classroom.

Despite early financial hardships, disputes within and without the Presbyterian Church, and six wars (including the occupation of Old Centre by both Confederate and Union troops during the Civil War), Centre has remained open and committed to its educational mission.

While the first 10 years of Centre's history was a period of preparation and planning, its second phase, from 1830 to 1857, was an era of consolidation and growth. Founded primarily as an institution devoted to training young men for the ministry, Centre has changed throughout its history to keep pace with the educational demands of a growing region and nation. From the 1890s until 1912, a law school was operated at Centre with J. Proctor Knott, a former Kentucky governor, as its dean. In 1901, the Central University at Richmond was consolidated with Centre. Danville's Kentucky College for Women merged with Centre in 1926, becoming the College's women's department. (The department maintained a separate campus until the early 1960s when a unified campus organization was formed.)

Throughout the 20th Century, Centre has remained steadfast in its mission of providing superior education in the liberal arts tradition. During this period, Centre continued to educate persons who went on to achieve distinction in a variety of fields, many of whom later served as leaders in helping the College further advance its tradition of alumni loyalty and support.

Throughout its long history, Centre has been supported and enhanced by its alumni, who have taken positions of prominence and usefulness in a variety of fields. Centre alumni have figured prominently in U.S. history. They include two U.S. vice presidents, one Chief Justice of the United States, an Associate Justice of the Supreme Court, 13 U.S. Senators, 43 U.S. Representatives, 10 moderators of the General Assemblies of the Presbyterian Church, and 11 governors. Other Centre alumni have been and are leaders in a variety of other fields including teaching, business, medicine, law, and journalism.

We have much to be proud of and thankful for in our past: outstanding leaders who demonstrated a consistent preference for quality over quantity; generations of devoted, caring faculty, staff and students; and an exceptionally successful body of alumni. But equally important among these qualities is a sense of connection with the past, giving added meaning to the present and providing inspiration for this tradition to be continued in the future.

SECTION II: **COLLEGE GOVERNANCE AND STRUCTURE**

A. POLICY MAKING STRUCTURE

Ultimate management and control of Centre College rests with a self-perpetuating Board of Trustees which elects the President of the College to serve as its executive officer and as the chief executive officer of the College. The President “shall have all authority necessary to conduct the program of the College, except that which may be expressly withheld by the Board.” (By-laws, Art. VI. 3) The President reports to the Board of Trustees and is responsible for submitting to it “a comprehensive annual budget for the operation of the College.” Once this budget has been approved by the Board, the President “shall be authorized to conduct the affairs of the College in accordance with the budget.” (By-laws, Art. IX.1)

The Board of Trustees of Centre College holds the final legal and fiscal responsibility for the institution. It is comprised of no less than twenty nor more than thirty-six members, serving staggered six-year terms. The Board of Trustees exercises general oversight and control of all affairs of the College. It generally concerns itself with major matters of policy, including but not limited to College finances and fund-raising; academic and non-academic programs; physical facilities; election of the officers of administration; ratification of appointments to the Faculty; promoting and granting tenure to members of the Faculty; and the awarding of academic and honorary degrees.

B. SENIOR ADMINISTRATION

The President

The Board of Trustees vests the executive responsibility for management of the College in the President, who has the authority to execute contracts and other agreements with the approval of the Board. In serving as the College’s chief administrative and educational officer, the President is responsible for the management of the College’s programs in all administrative and academic areas. The President serves as chair of the College Council and supervises directly the work of his/her senior staff.

Executive Assistant to the President

He or she is the senior administrative person in the Office of the President and can, on certain matters, speak on behalf of the President. He or she serves as Assistant Secretary of the Board, known as Centre College of Kentucky and coordinates all matters relating administratively to the Board of Trustees. Along with the President, he or she in coordination with the Secretary of the College’s Board of Trustees, is authorized to file and execute legal documents, including but not limited to, the official minutes of the Board of Trustees.

Special Assistant to the President

In addition to teaching six courses, this position serves as the college’s planning officer, serves as a member of the college’s alumni and development offices and provides support for and directs other special efforts and initiatives.

Vice President for Academic Affairs and Dean of the College

He or she is the College's chief academic officer. Working under appropriate policies and with relevant Council and faculty committees, the President, the Associate Dean, the division chairs, and other staff members, he or she has administrative responsibility for the College's curriculum and academic program, as well as, certain administrative functions. He or she coordinates with the Board of Trustees Committee on Academic Affairs.

Associate Dean of the College

He or she assists the Vice President for Academic Affairs in administering all matters concerning the academic program of the College, including faculty and course evaluation, scheduling and calendar issues.

Special Assistant to the President and Director of International Programs

In addition to teaching three courses, this position is responsible for the administration of the College's winter-term, off-campus programs, and its residential programs in France, Japan, England, and Mexico. In these matters he or she reports to the Vice President of Academic Affairs. For other assigned duties, and special projects, he or she reports to the President.

Vice President and Dean of Student Life

The Vice President and Dean of Student Life has general administrative responsibilities in all areas pertaining to student life, including housing, safety and security, residence life, Wellness Center, Chaplain Programs, volunteer services and student counseling. He or she coordinates with the Board of Trustees Committee on Student Life and Enrollment Management.

Director of Human Resources & Administrative Services

He or she is responsible for the oversight of functions that provide administrative services to the College including human resources, payroll, property management, the campus post office, vending services, the college bookstore, laundry services, College Cable contract and campus summer programs. He or she coordinates with the Board of Trustees Committee on Administrative Services.

Vice President for College Relations

He or she is the primary liaison between Centre College and its key non-academic constituencies, including alumni, parents, friends, and the surrounding community. Direction of alumni and parent relations, and fund-raising initiatives are major responsibilities of this office. He or she coordinates with the Board of Trustees Committee on Development and Public Affairs.

Vice President for Enrollment & Student Planning Services

He or she is responsible for the College's efforts in student recruitment, financial aid, Career Services and participates in student retention initiatives. He or she coordinates with the College Council Committee on Enrollment Management and the Board of Trustees Committee on Student Life and Enrollment Management. Also serves as the Senior Liaison for the College's partnership with the Posse Foundation.

Vice President for Finance & Treasurer

He or she is responsible for the administration of the general and other college funds, receipts and expenditures, and the preparation of a comprehensive annual operating budget and all necessary annual and periodic financial reports. He or she also directs the controller and risk management functions, as well as, the management of the College's endowment in coordination with the President of the College and the Committees on Finance and Investments of the Board of Trustees. He or she also is responsible for the direction of the Facilities Management department, facility renovations, and food service.

Associate Vice President for Legal Affairs & Gift Planning

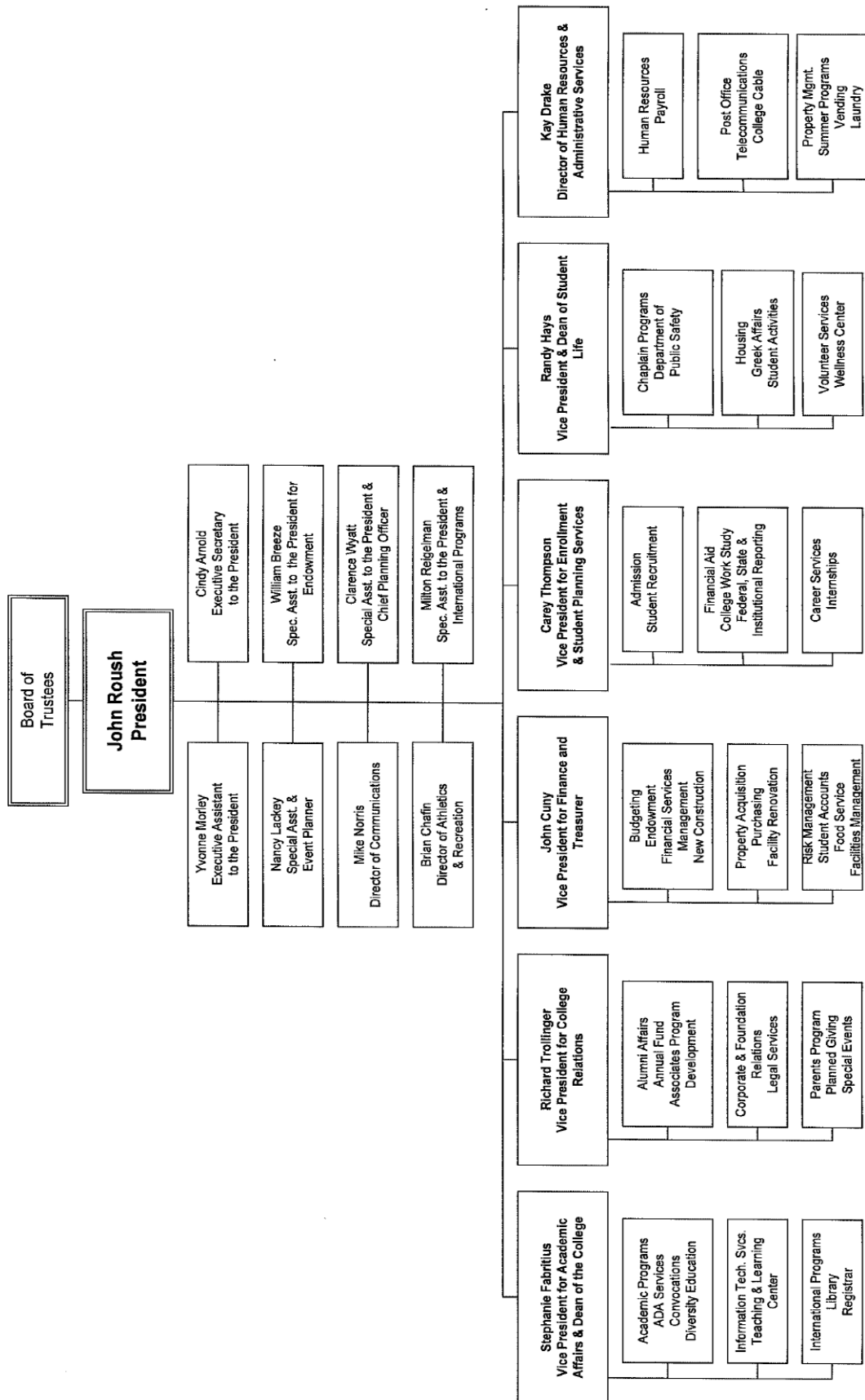
The person in this position is responsible for managing all the legal affairs for the College, including representing the College before judicial, administrative, and governmental bodies, advising the Board of Trustees and senior administration on legal matters, hiring and supervising outside counsel, and participating in compliance and risk management activities. In addition, this person plays a leading role in the development function of the College, managing the planned giving operations, including soliciting and closing gifts, producing marketing materials, and providing stewardship to donors.

Director of Communications

The Director of Communications is the College's chief communications officer and leads the College's image building and marketing efforts. He or she chairs, along with the Vice President for Enrollment, the College's ad hoc marketing committee. He or she directs the production of the majority of the College's publications, organization and design of the College web site, production and placement of advertising, and production and management of the College signage system. He or she is also responsible for public relations and media relations and is a spokesperson for the college.

C. ORGANIZATION

ORGANIZATIONAL CHART OFFICE OF THE PRESIDENT



SECTION III: **OUR FIRM RESOLVE**

101 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the College to provide equal employment opportunity to all staff members and applicants for employment. No person may be discriminated against in employment because of race, color, religion, gender, age, sexual orientation, national or ethnic origin, disability, or veteran status.

102 CIVIL RIGHTS AND HARASSMENT

It is the policy of Centre College to provide all employees an environment that is free of harassment or any other unreasonable interference with job performance. More specifically, the College will not condone actions and words which a reasonable person would regard as either racial or gender discrimination, or sexual harassment. Supervisors are charged with the responsibility of immediately reporting all allegations of harassment to the Director of Human Resources.

Sexual harassment is defined as any unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Racial or gender discrimination is defined as derogatory references regarding race or gender.

If you feel you are being harassed, you may want to inform the individual involved. In any discussion with the individual involved, be definitive about the problem. At your discretion, you may want to consult either your supervisor, the College Director of Human Resources, or a member of the College Sexual Harassment Advisory Committee, for general information, consistent with the College's Sexual Harassment Policy. If practical, the College will protect both the anonymity and integrity of the complainant and the accused while investigating the charge. However, to protect the College and to provide equitable treatment for the individuals involved, this may not be possible. The College will conduct an investigation of any formal complaints of harassment. (See Sexual Harassment in the Appendices) Any proven violation of this policy will result in disciplinary action, including the possibility of termination of employment.

103 WORKPLACE SAFETY

The College is committed to maintaining a safe, hazard-free workplace. It is the responsibility of each employee to maintain safe working habits on the job and to follow any safety guidelines or requirements provided by the supervisor. Unsafe working conditions and work related accidents should be immediately reported to your supervisor. Accident reports should be completed and submitted to the Human Resources Department within 24 hours.

Centre College is committed to providing all members of the College community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive environment. If any member of the College community has a reason to believe or reasonably suspects that the College or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established College policy, he or she should feel welcome and encouraged to report such action or activity without fear of reprisal or retaliation. It is in the best interest of the College and the whole College community for this information to be brought forward immediately and dealt with promptly.

Employees: Any employee with reasonable suspicion of such illegal or improper activity should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his or her next higher level of supervisor and/or the Director of Human Resources and Administrative Services. Instead of or in addition to notification of supervisory personnel, any College employee with such a complaint may notify the College's General Counsel.

Students: Any student with reasonable suspicion of such illegal or improper activity should notify the Dean of Students. Instead of or in addition to notification of Dean of Students, any student with such a complaint may notify the College's General Counsel.

Others: Any vendor, guest, or alumnus/a of the College, or any other interested person with reasonable suspicion of such illegal or improper activity should notify the College's General Counsel.

Any College employee receiving such a report of suspected illegal or improper activity will report it to the College's General Counsel. The General Counsel will then conduct a thorough investigation and recommend to the President what, if any, action might need to be taken. All such allegations shall be logged and kept under seal in the Office of General Counsel.

Retaliation against anyone bringing forward a report of suspected illegal or improper activity will not be tolerated and is, itself, against the law. Should retaliation actually occur, such act shall be considered a serious violation of College policy and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy. At the same time, those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action as well.

Should you wish to make a report anonymously, you may use the campus conduct hotline. Using this reporting service is easy. If you have a question or concern about a possible violation of our code of Ethics or policies, simply dial toll-free to 866-943-5787. Once you have dialed the toll-free number, here is how the reporting and follow-up processes work:

- Your call will be greeted promptly and courteously by a person who makes certain you understand the Campus Conduct Hotline program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know and they will arrange for a translator to participate.

- At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it!
- You will then be interviewed about the question or concern that is on your mind.
- Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- Within one business-day of your call, a summary of the interview will be forwarded to the college. The goal will be to have a basic response back to you in five business days.
- To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, those taking the information will need to know the name of the department you work in and the location you are calling about. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.

105 CAMPUS SECURITY

It is the College's desire to maintain a secure campus and the Department of Public Safety is charged with this responsibility. Unarmed security officers patrol the campus 24 hours per day. Security concerns should be reported promptly to Public Safety at 236-HELP or 236-4357.

In the interest of security, the College reserves the right to search the person, office, desk, locker, carrying bag, automobile, or any other property of any employee.

106 ALCOHOL AND DRUGS

The unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol by employees on Centre College property or as part of any Centre activity is strictly prohibited. Employees who engage in such activities are subject to disciplinary action which may lead to termination of employment.

The Federal Drug Free Schools and Communities Acts Amendments of 1989 and the Drug Free Workplace Act of 1988 require all public and private institutions of higher education to develop, distribute, and publicize a policy establishing standards of conduct regarding drugs and alcohol. It is the intention of that legislation and, in complying, it is the intention of this Centre policy to address the problem of underage and irresponsible drinking and/or use of illicit drugs on our campus should such problems arise. Because employees and students do not share the same relationship to the College, parts of this policy might apply differently to each group.

The College regards intoxication as irresponsible behavior both because of its effects on an individual's ability to exercise sound judgment and because of its potential threats to health and safety. Not only do students incur serious risks for themselves and others when they drink to excess, but also they make themselves legally liable to prosecution, as well as morally responsible, when they contribute to irresponsible consumption by others and dire consequences ensue.

Students and employees who are clearly under the influence of drugs or alcohol, in a state of intoxication, or who represent a possible threat to their own health and safety or to that of others, or who appear prone to disorderly conduct, are subject to sanctions through the College. In cases of disorderly conduct or vandalism connected with the abuse of alcohol, the fact that the offender had been drinking will not be treated as a mitigating circumstance in meting out sanctions. The Department of Public Safety and other College officials are authorized to issue citations to those who are intoxicated in public.

Whenever the use, possession, or sale of alcohol would represent a potential legal liability to the institution, the College is required to prohibit its availability. College officials cannot serve alcohol to students in violation of the law, nor can alcohol be used in places to which the public has ready access, such as athletic contests, in the dining hall, or in other locations that the College may stipulate from time to time.

Federal and State laws prohibit the illegal possession or misuse of drugs such as marijuana, barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, narcotics (including cocaine), and opiates. Centre College will not condone the illegal possession or use of drugs and cannot and will not protect students from prosecution under State and Federal laws. In addition, possession on campus of paraphernalia for the use of drugs is a violation of College regulations and sufficient reason for disciplinary action against those who are responsible for its presence or allow it in their rooms or vehicles.

Centre intends to send a "zero tolerance" message regarding illegal possession or misuse of drugs, or knowingly being in the presence of those who possess or misuse drugs. Students found to be in violation of this policy are subject to immediate administrative suspension. An example of "knowingly being in the presence of" someone possessing or misusing drugs is standing in a discernable group of people where one or more persons is using drugs when observed by a College official, giving rise to the inference that all those in the group were participating in a drug activity. This is only one example, but there could be many such situations, so students must be sure to dissociate themselves from those possessing or misusing drugs.

It is the policy of the College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined under state law, is prohibited by the employee in the workplace or at any Centre activity. Employees who engage in such activities are subject to disciplinary action which may lead to termination of employment. As a condition of employment, each employee agrees to abide by the terms of this statement. In addition, any employee who is convicted of a drug crime for a violation occurring in the workplace must notify his or her employer of such conviction within 5 days.

It is widely acknowledged that there are significant health risks associated with the use of drugs and abuse of alcohol. Physical and psychological dependence; damage (in many cases irreversible) to vital organs such as brain, liver, lungs, heart, kidneys, and pancreas; heart attack, high blood pressure and strokes; birth defects; immunosuppression and increased susceptibility to infectious disease; coma; and death have all been attributed to use of illicit drugs or abuse of alcohol. Other less life threatening ill effects, but nonetheless serious in the college environment include nausea, convulsions, insomnia, delirium, depression, nervousness, loss of concentration, and fatigue.

Centre offers students confidential counseling services for alcohol and drug abuse through Campus Counseling Services located in Parsons Student Health Center. Appointments for counseling may be made by calling 859-238-5740. In addition, the Director of Counseling Services can refer students to off-campus treatment resources, and self-help groups in the community. Any cost of off-campus treatment is the financial responsibility of the student and parents or employee. In addition, Residence Directors and Resident Assistants are annually provided with training in peer counseling and intervention techniques. Alcohol and drug education and prevention programs are available to be provided by Parsons Student Health Center and the Campus Counseling staff. Employees may take advantage of the Employee Assistance Program by calling 1-800-865-1044 or visit AnthemEAP.com.

Students or employees who violate the standards of this drug and alcohol policy will be subject through the usual channels to disciplinary sanctions including possible suspension or expulsion for students, and termination for employees, from the College. In addition, violators may be subject to prosecution or imprisonment and/or referral for mandatory treatment/educational services under established laws, which make such violations misdemeanor or felony crimes.

The College chooses to inform employees and students of the laws of the United States and the Commonwealth of Kentucky regarding the use, sale, and possession of alcoholic beverages in Kentucky, and the local option provisions of Boyle County, and also to warn them of the serious legal penalties to which they may be subject if they violate the laws.

LAWS AND PENALTIES REGARDING ALCOHOL AND OTHER CONTROLLED SUBSTANCES

(Information from Kentucky Revised Statutes and Kentucky Penal Code)

Chapter 244.085(KRS) - Minors not to purchase liquor or to misrepresent age.

(1) No person under 21 years of age shall enter any premises licensed for the sale of alcoholic beverages for the purpose of purchasing or receiving any alcoholic beverages.

(2) No person under 21 years of age shall possess for his or her own use or purchase or attempt to purchase or have another purchase for him or her any alcoholic beverages. No person shall aid or assist any person under 21 in purchasing or having delivered or served to him or her any alcoholic beverages.

(3) No person under 21 years of age shall misrepresent his or her own age for purpose of inducing any licensee, or other employee of any licensee, to serve alcoholic beverage to such person.

Chapter 244.020(KRS) - Drinking or being under the influence of alcohol prohibited in a public place.

(1) No person shall drink any alcoholic beverage in any public place, in or upon any passenger coach, streetcar, or other vehicles commonly used for the transportation of passengers, or in or about any depot, platform, or waiting room.

(2) No person shall be under the influence of alcoholic beverages on any public or private road, in any passenger coach, streetcar, or other public place or building or at any public gathering.

Chapter 242.230(KRS) - Traffic in alcoholic beverages in dry county prohibited.

(1) No person in a dry territory shall sell, barter, loan, give, procure for or furnish another, or keep or transport for sale, barter, or loan, directly or indirectly, any alcoholic beverage.

(2) No person shall possess any alcoholic beverage unless it has been lawfully acquired and is intended to be used lawfully, and in any action the defendant shall have the burden of proving that the alcoholic beverages found in his possession were lawfully acquired and were intended for lawful use.

Chapter 242.250(KRS)

(1) No person, while representing either the buyer or seller, shall distribute, solicit or receive contracts, proposals or orders for the purchase or sale of any alcoholic beverages, or distribute any handbills or posters advertising them in dry territory.

Chapter 242.370(KRS) - Search and seizure

When an officer or reputable citizen files an affidavit with any circuit or district judge, describing premises or vehicle where alcoholic beverages are sold, disposed of or possessed in violation of this chapter, the judge shall by his warrant cause the premises or vehicle to be searched for the detection of any alcoholic beverages which are possessed, or kept for disposition, in violation of this chapter. These statutes make it clear that purchase or possession of alcohol by anyone under the age of 21 is illegal everywhere in Kentucky.

Boyle County is a “dry territory” and also subject to the prohibitions for such territories set out by the local option statutes of KRS Chapter 242. The limited exception to that prohibition is the licensing of certain restaurants by the City of Danville to sell alcohol by the drink, which must be consumed on the premises. The provisions of KRS 244.020 are interpreted by the courts to otherwise prohibit the drinking of alcoholic beverages in any public place, including motor vehicles on public roads. Persons convicted of violations of these statutes face the possibility of fines and/or imprisonment and will have a permanent criminal record. Legal liability could arise as well through the illegal sale or provision of alcohol to a person who is then harmed or harms someone else in an alcohol-related accident. In addition, any contribution to the irresponsible drinking of others can be grounds for personal and group liability. Students are also reminded that the legal sanctions for operating a motor vehicle while under the influence of intoxicants are severe.

Chapter 189A.010(KRS) - Operating a Motor Vehicle while under the influence of alcohol or other substance which may impair driving ability is prohibited.

1st offense:

\$200-\$500 fine*

48 hours-30 days in jail*

2-30 days community service in lieu of fine/jail if no injury

License suspended 6 months*

(30 days if education program completed*)

\$150 service fee*

If driving on license suspended for DUI,

\$250 fine,*

90 days in jail*

2nd offense

\$350-\$500 fine*

7 days-6 months in jail*

License suspended 1 year*

If driving on license suspended for DUI, \$500 fine,*

1 year in jail*

3rd offense

\$500-\$1,000 fine*

30 days-1 year in jail*

License suspended 2 years*

If driving on license suspended for DUI, \$10,000 fine*

1-5 years in jail*

*Cannot be probated

Chapter 525.100(KPC) and Chapter 222.202(KRS) - "A person is guilty of public intoxication when he appears in a public place manifestly under the influence of alcohol/controlled substance to ...the degree that he may endanger himself or other persons or property or unreasonably annoy persons in his vicinity."

Chapters 218A.990 and 222.990(KRS)-prescribe penalties for violation of public intoxication and controlled substance laws. A summary follows:

Public Intoxication

1st or 2nd offense - not less than \$25

3rd offense - \$25 to \$100 and/or imprisonment 5 to 90 days and/or education programs for 6 months

Controlled Substance

1st offense - 1 to 10 years imprisonment and/or

\$3,000 to \$10,000 fine

Any subsequent offense - 5 to 20 years imprisonment and/or \$5,000 to \$20,000 fine

107 WEAPONS

In the interest of safety and security, it is the College's position that no employee or other person may possess, use, sell, or store, while on College business, on campus, or on property under the control of Centre College, any dangerous weapon (operational or decorative), firearm, explosive, or any other potentially harmful device. Violation of the policy will result in serious disciplinary action up to and including termination.

SECTION IV: **EMPLOYMENT**

201 EMPLOYEE CLASSIFICATIONS

Hourly Staff (non-exempt)

Staff who are subject to the provisions of the Fair Labor Standards Act and are paid hourly wages including time and one-half (overtime) for all hours in excess of 40 hours per week. Full-time hourly staff normally work a regular schedule of 35 to 40 hours per week.

Salaried Staff (exempt)

Staff who do not receive overtime pay and are expected to work the hours necessary to fulfill their duties, normally a minimum of 40 hours per week.

Part-time

Staff members who normally work less than 35 hours per week.

Regular or Temporary

A regular staff member is one who works in a position that is expected to continue indefinitely. Nevertheless, regular positions are “at will” with no guarantee of continued employment.

Temporary staff members are “at will” employees who work on a temporary basis, normally on fixed, short-term assignments of less than six months. Temporary employees may be hired by the College or “leased” from a temporary help agency. The use of temporary employees should be approved by a vice president and the Human Resource Department.

202 HIRING PROCESS

Open staff positions are normally posted on most College bulletin boards including those at the College Post Office and Human Resources, as well as, the Human Resources Web page. Newspaper ads may run concurrently with internal postings. Some jobs, due to the nature of their short duration, may not be posted, or may be posted internally only.

All resumes and applications received by the closing date will be reviewed and the qualifications of the applicants considered.

Assuming satisfactory qualifications, supervisors will normally interview a minimum of three applicants. If none appears satisfactory, additional external advertisements will be placed. When an acceptable applicant is selected, the supervisor will recommend the individual to his/her budget manager for a final decision. In all hiring decisions, the College’s commitment to equal employment opportunity must be fulfilled.

203 EMPLOYMENT OF MINORS

With the exception of Centre students on the work study program, it is the intention of the College to hire only individuals eighteen years of age or older.

204 INTRODUCTORY PERIOD

All new employees are considered on probation for the first three months of employment. During this period, the new employee's performance will be observed to determine if a continuation of employment seems justified. The successful completion of the introductory period does not erode the College's at will employment rights and the employee or the College may terminate the employment at any time for any reason.

205 OTHER EMPLOYMENT

Staff members are expected to satisfactorily fulfill all the requirements of their position. Additional employment, outside of the college, is discouraged. Outside employment that has the potential to interfere with the requirements of the employee's job should be discussed with the employee's supervisor prior to accepting another job.

206 PROMOTIONS AND TRANSFERS

The College encourages promotions from within whenever practical. Where appropriate, a regular staff member may be promoted or transferred to another position in the same department without the position being posted. Because Centre is a relatively small college, with many departments only having one director, promotional opportunities to that level will not be available unless that position is vacated.

Directors should make any promotion request directly to their Senior Staff representative. Any Senior Staff representative interested in having a promotion considered should discuss the matter with Human Resources and the President. Employee eligibility for promotion will be determined by the requirements of the current position held in relation to the open position. New or additional duties may be added to a job description, without it being considered a promotion due to changes in technology, change in processes, or a variety of reasons that may occur over a given period of time. All of these are evaluated by Human Resources with the Senior Staff representative and the director of the appropriate area. In addition, to be considered, employees should have held their current position for at least six (6) months, have a satisfactory performance record and have no disciplinary actions during the same period.

Generally, in looking at promotions a person may move from Assistant, to Associate to Director. In consideration of titles, the College may use some titles (Associate/Assistant Dean) in only certain departmental areas as these titles are a common practice amongst comparison higher education colleges and/or universities.

Transfer requests that would not involve a meaningful salary increase will be considered, but are not encouraged. Persons interested in a promotion or transfer should make their interests known to the Human Resource Department.

207 STUDENT SUMMER EMPLOYMENT PROGRAM

Each summer the College hires a number of summer workers if the College work load and economic condition permit. Applicants must be college bound high school graduates at least 18 years of age. Priority in hiring is given to Centre students, the children of College employees, and others, in that order. Applications are normally received during the month of March of each year and details of the program are posted at that time. The Human Resources Department administers the Student Summer Employment Program and all job offers will be extended through that office.

SECTION V: **COMPENSATION**

301 PAY DATES

Hourly staff (non-exempt) employees are paid every other Friday for time worked in the previous two week period.

Salaried staff (exempt) employees are paid on the last work day of the month for work performed during that month.

Direct deposit of employee paychecks is required.

302 HOURS OF WORK

The College's normal work week begins at 12:01 a.m. Monday and ends at midnight Sunday. A full-time employee work schedule normally will be thirty-five to forty hours per week. Part-time employees work less than thirty-five hours per week. The work schedule for the employee's job is determined by the employee's department head with proper approvals. Employees are expected to report to work on time and to work the hours assigned by their supervisor including overtime and emergency call-out. Because Centre is primarily a residential college, the College rarely closes due to weather conditions. If in doubt, employees should listen to local radio stations for announcements. Unless notified otherwise, employees should assume that normal work schedules will be observed.

303 OVERTIME

Hourly staff (non-exempt) employees are paid time and one-half for all hours worked over forty hours in one work week as defined above. Employees required to work College holidays may be given compensatory time off during the same work week or be paid for holiday at regular hourly rate and any time worked at the employee's overtime rate.

Working overtime hours is generally discouraged, but employees are required to work any schedule, including overtime, as directed by their supervisors. This includes emergency call-outs. In no case is an employee authorized to work overtime without the approval of his/her supervisor or other appropriate authority.

Salaried staff (exempt) employees are exempt from the overtime provision of the Fair Labor Standards Act and therefore not eligible for overtime pay.

304 COMPENSATION ADJUSTMENTS

The budget for compensation adjustments is normally considered by the President and Board of Trustees on an annual basis, taking into consideration the financial outlook for the College. Adjustments may take the form of performance based merit increases and/or cost of living increases. Any pay increase must be approved by the employee's supervisor.

305 PAYCHECK DEDUCTIONS

The following abbreviations may be noted on your check stub. Any deductions are either required by law or authorized by you.

CFND	Centre Fund
CIAT	Cancer Insurance, After Tax
CIBT	Cancer Insurance, Before Tax
COWA	Cowan Charges
CITY	City Tax – Danville
CNTY	County Tax – Boyle
CSUP	Child Support
DTBT	Dental Insurance, Before Tax
DTAT	Dental Insurance, After Tax
EICM	Earned Income Credit Married
EICS	Earned Income Credit Single
FICA	Social Security – Employee
FICR	Social Security – Employer
FITM	Federal Tax – Married
FITS	Federal Tax – Single
FLEX	Flexible Spending Account – Medical
FLXD	Flexible Spending Account – Dependent Care
GARN	Garnishment
GRFD	Green Fund
KY	State Tax
LF50	Life Insurance Greater than \$50,000
LIF1	Voluntary Life – 1 times your annual salary
LIF2	Voluntary Life – 2 times your annual salary
LIFR	Life Insurance Employer – 1.5 times your annual salary
LTDS	Long Term Disability – Employer
MEDE	Medicare Tax – Employee
MEDR	Medicare Tax – Employer
MIAT	Medical Insurance, After Tax
MIBT	Medical Insurance, Before Tax
MICC	Medical Insurance College Contribution
NACR	Norton Art Center Renovation
NACT	Norton Art Center Tickets
RENT	Rent
SRAE	Supplemental Retirement Annuity
TIAA	Retirement College Contribution
UWAY	United Way
WW	Weight Watchers

306 TRAVEL EXPENSES

Certain expenses employees incur while traveling on College business will be reimbursed by the College. These normally include transportation, lodging, and meals. Employees are expected to utilize the most economical methods of transportation and lodging available. Questions concerning acceptable, reimbursable expenses should be directed to the employee's supervisor. All expenses to be reimbursed must be submitted on an expense reimbursement form and approved by a department head. Detailed receipts to substantiate expenses must be attached to the expense report. In certain situations an advance may be necessary, which must be reconciled in a timely manner by an expense report.

SECTION VI: **BENEFITS**

The College attempts to provide an outstanding employee benefits program designed to protect the employee and his/her family from significant specified health related expenses and in the event of the death of the employee, to provide the family with financial assistance through life insurance coverage. The benefits also provide paid time away from work, and offer an opportunity to save significant sums for retirement. A generous college tuition assistance plan is also available. Additional details are provided in the benefits summary available from the Human Resource Department.

For the purposes of benefits at the College, a domestic partner (either same sex, or opposite sex) must meet the following guidelines to qualify for the benefits provided to an employee's spouse:

The employee and intended domestic partner must provide evidence attesting to the following eligibility requirements: 1) we are each other's sole domestic partner and intend to remain so indefinitely; 2) neither one of us is married to someone else; 3) we are at least 18 years of age and mentally competent to consent to contract; 4) we are not related by blood to degree of closeness which would prohibit legal marriage in the state in which we legally reside; 4) we reside together in the same residence, have done so continuously for the past six months, and intend to do so indefinitely; and 6) we are jointly responsible for our common welfare and financial obligations, and are to provide as evidence thereof a document which reflects our joint financial responsibilities, i.e. (copies of federal income tax return listing one of us a dependent of the other, mortgages, leases, titles of real or personal property).

Centre College benefits and welfare programs are not conditions of employment and the College must reserve the right to interpret, amend, revise or terminate any of these benefits at any time with or without notice.

401 MEDICAL INSURANCE

The Centre College Employee Health Care Plan is a self-funded PPO. Single and family coverage is available with the payment of a premium that is determined annually and shared between the employee and the College. A preferred provider network of doctors and hospitals reduces co-insurance and the plan provides maximum lifetime coverage of five million dollars. Please refer to the Summary Plan description, located on the Human Resources Web page for details.

402 FLEXIBLE SPENDING ACCOUNT

All regular employees who work a minimum regular schedule of 20 hours per week may elect to deposit pre-tax payroll deductions into an account to pay for eligible medical expenses, and/or dependent care expenses.

403 CATASTROPHIC SICK LEAVE DONATION POLICY

This program provides an opportunity for employees to donate some of their accrued sick or PTO days to assist a fellow employee affected by a catastrophic illness or injury. Voluntary donation of leave time is used by employees who have exhausted their leave balances and have a serious, long-term catastrophic (at least 20 consecutive workdays) illness or injury affecting himself or herself or an eligible family member.

Any Centre College employee may donate accrued leave days (100% sick days and PTO) to any other eligible Centre College employee, subject to the following conditions (and completion of the appropriate form):

- The person (s) receiving days must have used all of their own accrued sick and PTO days. He or she must be approved to receive donated leave time due to a catastrophic illness or injury of the employee or of a member of the employee's immediate family, which qualifies for leave under FMLA and which will require the employee's absence for a period of at least 20 consecutive workdays. Evidence from a medical professional may be required. **The number of days an employee may receive shall not extend beyond the duration of that employee's FMLA leave.**
- Donated days must come from existing accrued days and not days that an employee might anticipate losing at the end of the year.
- There is no restriction on donating PTO days. Employees wishing to donate 100% sick days must maintain a minimum of 40 days in that account. (60% sick days are not available to be used under this program)
- The employee receiving donated leave days must first sign an appropriate agreement and release.
- Days would be donated on an "as needed" basis.
- Coercion or intimidation to donate would be strictly forbidden.

404 SHORT TERM PAID SICK LEAVE

Eligibility

Full time regular staff (maintains a regular schedule of 35 or more hours per week) earn sick leave coverage at a rate of one day a month at full pay (100%) and one day a month at (60%) of pay for each month actively at work, up to a maximum of 65 days in each account.

Part time regular staff (those who are regularly scheduled to work 17 ½ hours or more per week) will earn sick leave coverage at a rate of ½ day a month at full pay (100%) and ½ day a month at 60% of pay for each month actively at work, up to a maximum of 65 days in each account.

Accrual

Employees accrue their sick leave at the conclusion of each month worked.

The use of PTO days, FMLA or sick days will be considered as "workdays" for the purpose of this policy and the accrual of sick days will continue.

The amounts accumulated will be calculated and maintained in the Human Resources Department. An individual's PTO and sick time may be found on the Human Resources Web page, under Staff Information.

An employee's sick pay account may not contain more than 130 days total (65 days at 100% pay and 65 days at 60% of pay), at the end of each calendar year.

Newly hired employees become eligible to accrue sick leave coverage after 3 months of continuous employment. Those 3 months will be counted as follows: (example) – if an employee starts March 15th – the month of March is not counted, April, May and June would be counted as the 3 full months of continuous employment. The first day accrued will be July 31st in this example.

Procedures

- 1) An employee who suffers an illness that will result in an absence from work, must notify his/her supervisor at the beginning of his/her normal work schedule. Evidence of illness, in the form of a physician's statement or through other methods, may be requested by the immediate supervisor at any time. If evidence satisfactory to the college is not promptly received, sick pay benefits may not be paid.
- 2) Use of Sick Leave - Earned sick days cannot be used for any reason other than the illness of the employee and his/her child(ren) or, for scheduled and approved medical/dental appointments for the employee and his/her child(ren), birth/of a child, or placement of a child with you for adoption or foster care, in the event of a serious health condition, as defined under the Family and Medical Leave Act, (FMLA) for whom the staff member has power of attorney, or in the event of a serious health condition, as defined under FMLA, for the employee's mother-in-law and father-in-law, because of a qualifying exigency arising out of the fact that the employee's spouse/partner, child, or parent is on active duty or has been called to active duty status in support of a contingency operation as a member of the National Guard or Reserves, or because you are the spouse/partner, child, parent or next of kin of a covered service member with a serious injury or illness, and in the event of a serious health condition of a spouse and/or parent, ordinarily as defined under the Family and Medical Leave Act (FMLA). In extraordinary cases where the spouse/domestic partner (as defined on page 17), or parent could not provide self-care as provided for under the FMLA, but does not meet the 3-day requirement of FMLA, the employee could utilize one to two days of sick leave. (An example would be someone having outpatient surgery and may need transportation on the day of treatment.)

Employee's should minimize the amount of time away from work, with regards to medical/dental appointments. For example, try to schedule appointments at the very beginning or end of a work shift.

- 3) Any individual who is off for three (3) or more days needs to contact Human Resources no later than the third day of absence to determine if the absence falls under FMLA leave and if so, appropriate paperwork can be completed.
- 4) During an extended period of illness, accrued sick days at 100% of pay, will be paid first. After 100% days have been exhausted, either accrued sick days at 60% of pay or accrued PTO days will be utilized.
- 5) Sick days may only be taken in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments. (Note: Conversion of 60% days into 100% days – e.g. convert five 60% days into three 100% days, will not be permitted).

- 6) It is expected that employees will make every attempt to build up their sick days to cover a long-term illness. These should not be considered as extra “vacation” or “personal” days. Abuse of the sick leave time may lead to disciplinary action.
- 7) To receive sick leave pay, hourly employees sick time must be listed as sick days on the employee’s timecard and approved by his/her supervisor.
- 8) Salaried staff should enter their sick time through CentreNet, located behind the Faculty/Staff tab on Centre’s homepage.
- 9) Accrued sick days are not paid out when an employee terminates the college.

405 WORKERS’ COMPENSATION

All staff members are protected under Workers’ Compensation legislation. This benefit covers accidental injuries or occupational illnesses that are caused by, arise out of, or occur in the course of the employee’s employment at the College. All work related injuries must be reported immediately to the employee’s supervisor who will promptly report the incident to the Human Resources department. Accident reports should be completed and submitted to the Human Resources Department within 24 hours.

406 LIFE INSURANCE

The College provides group term life insurance coverage of one and one-half times the employee’s basic annual salary. An employee may, at their own expense, purchase an additional one or two times their basic annual salary.

407 SOCIAL SECURITY

In addition to the legally required deduction from the employee’s pay, the College contributes a matching amount to the Social Security and Medicare fund. Social Security benefits may be paid for death, disability, and retirement. Claims must be filed with the Social Security Administration.

408 TOTAL DISABILITY INCOME ASSURANCE

After 180 days of certified total disability, eligible, approved, staff may receive up to 60 percent of their base salary during the defined period of disability.

409 BASIC RETIREMENT ACCOUNT

For eligible staff members, the College contributes an amount equal to 10 percent of the employees base wages on a monthly basis to a fund which provides a number of investment options directed by the employee.

410 SUPPLEMENTAL RETIREMENT ACCOUNT

The SRA is an annuity designed for those who want to set aside a tax-deferred fund in addition to the amounts that may be accumulating under the Centre College retirement plan.

Penalty free withdrawals are permitted in only a few cases (i.e. for retirement after age 59 ½). You should consult your personal tax advisor, regarding any tax related matters.

411 TUITION ASSISTANCE

After one year of employment, dependents of eligible employees may receive Centre College tuition discount of 50 percent. The discount gradually increases from 50 percent after one year of service to 100 percent after five years of employment. Tuition assistance for attendance at other Kentucky state colleges, eligible state of Kentucky technical colleges, colleges participating in the Associated Colleges of the South tuition exchange program, or those under the Tuition Exchange, Inc. program is also available after completion of five years of employment, and other eligibility requirements are met.

Part-time employees are eligible for some tuition benefits. Please see a Human Resources representative for details.

Scholarships at the ACS schools or through the Tuition Exchange, Inc. are competitive and not guaranteed. An eligible dependent must meet admission requirements of the institution they are applying to.

A maximum of two (2) children per family will be eligible to participate.

Any financial aid assistance received by a dependent, whether or not based on need, shall be deducted from the above award by Centre College.

The maximum award will cover the equivalent of the normal four-year undergraduate period.

Staff Development

Centre recognized that the skills and knowledge of its employees are critical to the success of the College. The *Staff Development Benefit* is designed to balance both the needs of the institution and to encourage personal development through a formal education.

Centre will provide educational assistance to all eligible employees who have completed (1) year of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily (i.e. current satisfactory evaluation and no disciplinary documentations within the previous 12 months in their personnel file) through completion of each course. Employees in the following employee classification (s) are eligible for educational assistance:

*Regular full-time employees who maintain a regular work schedule of at least 35 hours per week during the academic year.

An individual course or courses must be a part of a degree, licensing, or certification program and must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The Vice President/Sr. Staff member responsible for the area the individual works in must approve the course (s) along with the immediate supervisor. All requests must normally be made one year in advance for budgeting purposes. If the College has a large number of requests for the Staff Development benefit in any given year, the college may prioritize those requests submitted based on relevance of the course to the job, and length of service

to the college. The employee should not presume approval until they have received official notification from the Human Resources department. A limit of one course per semester/two per academic year will be approved at a time.

Upon successful completion with a minimum grade of a “C”, the college will reimburse for one-half the cost of the course up to a maximum of \$900.00 per fiscal year. Only the cost of the course will be considered for reimbursement; fees and books will not be covered. Employees should contact the Human Resources office for paperwork to complete should they wish to seek tuition assistance. While educational assistance is expected to enhance the employee’s performance and professional abilities, Centre cannot guarantee that participation in formal education will entitle the employee to any advancement, a different job assignment, or pay increases.

412 PAID TIME OFF (PTO)

PURPOSE: To establish a paid time off benefit that will provide compensation during periods of absence that could be used for personal business, trips, rest or other activity not covered under other policies such as sick leave, jury leave, bereavement, etc. and to support the College’s goals to attract and retain quality employees.

PTO days for regular full-time employees (those who maintain a regular schedule of 35 or more hours per week) are accrued in accordance with the table below, at the end of each month worked.

<u>Length of Service</u>	<u>Rate of Accrual Per Month</u>	<u>PTO</u>
First Year	1.25	1.25 days per month
1 - 5 Years	1.25	15 days annually
6 - 10 Years	1.67	20 days annually
11 - 15 Years	1.67	20 days annually
15 - 20 Years	1.67	20 days annually
After 20 years	2.08	25 days annually

Maximum “banked” days = 25 days at end of calendar year.

Part-time employees who work at least 17 ½ hours per week are eligible for PTO on a prorated basis. Part-time employees working less than 17 ½ hours per week, as well as, temporary and seasonal employees shall not be eligible for paid time off benefits. Part-time staff employees will earn PTO at the following rates:

<u>Length of Service</u>	<u>Rate of Accrual Per Month</u>	<u>PTO</u>
First Year	.63	.63 days/month
1 - 5 years	.63	7 ½ days annually
6 - 10 years	.84	10 days annually
11 - 15 years	.84	10 days annually
15 - 20 years	.84	10 days annually
After 20 years	1.04	12 ½ days annually

Maximum “banked” days = 25 days at end of calendar year.

Regular full-time salaried employees – Regular base salaries are continued during periods of approved paid time off.

Regular full-time hourly employees – Weekly approved paid time off is determined by multiplying the straight-time hourly rate by the numbers of hours normally scheduled in a regular workweek up to a maximum of 40 hours.

It is the responsibility of each department head to schedule both the timing and length of PTO in an orderly manner so as not to interfere with the function (s) of a particular work area. An employee is encouraged to schedule his/her PTO well in advance with his/her department head. All attempts will be made to grant PTO requests. However, the College reserves the right to approve or disapprove PTO requests depending upon the needs of the department.

The College strongly discourages an individual to utilize any PTO days off prior to accruing those days. A request made would require the supervisors advanced approval. The supervisor may approve or deny the request based upon the needs of the department, the employee's work performance, and the length of service. Maintaining a negative balance on PTO days or being "off" without time available should not be a regular practice and will lead to disciplinary action. At no time, should an employee have a negative balance at the end of the calendar year.

An employee is expected and encouraged to take his/her earned paid time off each calendar year. There will be no pay in lieu of earned PTO not taken during a calendar year. A maximum of 25 days may be "banked" at the end of each calendar year. Paid Time Off that is "banked" may be scheduled at a later date or paid upon separation from Centre College employment, at the discretion of the College. **The maximum days to be paid at termination will be 25 days for all employees.**

Paid time off (PTO) and holiday pay will not be paid for the same day. If a college holiday falls during a period of PTO, that day will be charged to holiday pay.

Any PTO days that were approved by the supervisor and taken, but not earned or "banked," will be deducted from a terminating employee's final pay.

If employment ends, you or your beneficiary will be paid for any earned unused PTO time up to a maximum of 25 days. When determining payment for PTO at termination, fractional days will be rounded to the nearest whole number (example: 12.49 days = 12.50 days).

An employee who was "grandfathered" with more than the maximum allowable (25) days, should attempt to schedule his/her "excess" days with his/her supervisor in order to achieve the maximum allowable limit (25) days. As these employees use their "excess" days in their bank, their balance will be reduced until they achieve 25 banked days.

At a minimum, PTO may be taken in ½ day units.

Hourly staff PTO must be noted on the bi-weekly time card and approved by the supervisor. Salaried staff should submit their PTO through CentreNet, behind the Faculty/Staff tab on Centre's homepage.

413 DENTAL

Two dental options are available for the employee to voluntarily elect. One plan allows employees to seek treatment from the provider of their choice. The other option has an in and out-of-network feature. Both plans have a \$1,000 lifetime orthodontic benefit.

414 CANCER INSURANCE

A supplemental policy employees may voluntarily elect where benefits are paid directly to the participant.

415 HOLIDAYS

The following holidays are currently observed by the College:

New Year's Day	Thanksgiving Day
*Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
*Labor Day	Christmas Day

*These holidays may be replaced with floating holidays or the College will utilize these days during the Christmas week instead of having floating holidays. A total of 11 holidays are paid annually between September 1st and August 31st.

Floating holidays in any given year (Sept-Aug), will be prorated based on an individual's hire date. For example, if we have a total of four floating holidays, and an individual is hired between September – January, they will receive four available floating holidays. Those hired February – May will receive two of the floating holidays. Anyone hired from June 1st through August 31st, will not receive any floating holidays.

416 BEREAVEMENT LEAVE PAY

All full-time regular salaried and hourly employees are eligible for approved bereavement leave.

Immediate family includes the following relatives of eligible employees:

*Spouse/Domestic partner	*Sister	*Brother-in-law
*Child	*Brother	*Stepchild (ren)
*Parent	*Father-in-law	*Grandchild (ren)
*Stepparents	*Mother-in-law	*Legal Guardian
*Grandparent	*Sister-in-law	

While the number of paid days off is not specified, normally a maximum of three days are granted. The employee's responsibilities in regard to funeral arrangements, travel time, etc., may be considered in authorizing paid time off. However, all time off must be approved, **in advance**, by the employee's supervisor.

An employee's regular base pay, as determined by the College, will be continued for scheduled work time missed during authorized time off.

Hourly staff bereavement leave should be shown on the timecard covering the days of work missed during his/her loss. Timecards must be approved by the supervisor.

Salaried staff should submit their bereavement days through CentreNet, located behind the Faculty/Staff tab on Centre's homepage.

417 COLLEGE FACILITIES AND ATHLETIC EVENTS

All staff members will be admitted free of charge to all regular season Centre home athletic events. College athletic facilities may be used by employees when open and not in use by students or other priority activities.

Employee I.D. cards are required for admission. Employee I.D. cards are issued in the Student Life Office. Employee dependents may also be admitted free with a dependent identification card obtained from the Student Life Office. In order to use certain athletic facilities, dependents must meet certain age requirements, defined by the athletic department. Dependents, in this case, are defined as it relates to the Centre Dependent ID card and includes the employee's spouse or domestic partner of the same or opposite gender, and any children of the spouse or partner. Children include biological child(ren), stepchildren, children legally placed for adoption and legally adopted children. Employees should complete the Dependent ID Request form, located on the Human Resources Web page. The form is electronically sent vial email to Glenda Beaven. You will be notified via email when the information is set up and the dependent may have their ID card made. Hours for dependent ID's are listed at the bottom of the request form.

418 COWAN COMMONS DINING HALL

All staff are invited to purchase economical and nutritious meals at the students' dining hall. Three meals per weekday are normally served during the school year with two meals daily on the weekend.

419 NORTON CENTER

The College schedules some of the most talented and well-known U.S. and international artists and entertainers at the Norton Center each year. Subscriptions to these outstanding events are available to employees at discounted prices.

420 LIBRARY PRIVILEGES

Regular staff members are encouraged to use the materials, services, and facilities of the library. The library is available free of charge and all of the normal rules regarding the return of checked out materials, etc. must be followed. Books and other appropriate resources may be checked out with the use of your employee I.D. card. All regular circulation rules that apply to students also apply to employees.

421 EMPLOYEE ASSISTANCE PROGRAM

The College maintains an Employee Assistance Program. The phone number is 800-865-1044. Employees and their dependents may contact this service directly for assistance with a variety of problems including depression, alcoholism and drug dependency, as well as other conditions. Employees may contact this service for up to four visits per situation, at no initial cost to the employee and all contact is totally confidential between the employee and the Employee Assistance Program.

422 THE CENTRE BOOKSTORE

The college bookstore is located downtown on the corner of Main and Third Street in the former Hub store. In addition to textbooks, the College bookstore maintains an inventory of trade books, clothing with the College logo, greeting cards, gifts, and office supplies. Certain employee discounts may apply to specified non-food purchases.

423 WELLNESS CENTER

Employees may visit the Wellness Center for blood pressure monitoring and certain inoculations including flu, tetanus, and hepatitis B. Some serums are at the expense of the employee. All other health problems must be addressed by the employee's personal physician.

SECTION VII: **LEAVE OF ABSENCE**

The College recognizes that, under certain circumstances, it may be necessary for the employee to be absent from work and has developed the following guidelines to assist the employee in those situations.

501 PAID SICK LEAVE

Full-time employees (those who maintain a regular schedule of 35 or more hours per week) earn sick leave coverage at a rate of one day a month at full pay and one day a month at 60% of pay.

Part-time employees who are regularly scheduled to work 17 ½ hours or more per week, will receive sick leave at a rate of ½ day a month at full pay and ½ day a month at 60% of pay. Temporary workers and employees working less than 17 ½ hours a week are not eligible for sick leave accrual.

Newly hired employees will become eligible for the program after three months of continuous employment.

Use of Sick Leave - Earned sick days cannot be used for any reason other than:

- the illness of the employee and his/her child(ren);
- scheduled/ approved medical/dental appointments for employee and his/her child(ren);
- birth of a child, or placement of a child with you for adoption or foster care;
- in the event of a serious health condition of a spouse/domestic partner and/or parent ordinarily as defined under the Family and Medical Leave Act (FMLA). In extraordinary cases where the spouse/domestic partner (as defined on page 18), or parent could not provide self-care as provided for under the FMLA, but does not meet the 3-day requirement of FMLA, the employee could utilize one to two days of sick leave. (An example would be someone having outpatient surgery and may need transportation on the date of treatment);
- in the event of a serious health condition, as defined under the Family and Medical Leave Act (FMLA) above for whom the staff member has power of attorney;
- in the event of a serious health condition, as defined under the Family and Medical Leave Act (FMLA) above for the employee's mother-in-law and father-in-law;
- qualifying exigency arising out of the fact that the employee's spouse/partner, child, or parent is on active duty or has been called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
- you are the spouse/partner, child, parent or next of kin of a covered service member with a serious injury or illness.

Refer to the Short Term Paid Sick Leave, Section VI: Benefit number 404 for more details.

502 OTHER PAID LEAVES

The regular base pay of a staff member who serves on a jury in any state or federal court will be continued. A copy of the court summons should be promptly provided to the employee's supervisor.

Days required for U.S. Armed Forces Reserve or National Guard annual training will be paid to participating employees as required by state and federal law not to exceed two weeks per year. The employee's benefits will be continued on a normal basis during this training.

503 UNPAID FAMILY AND MEDICAL LEAVE (FMLA)

Employees who have been employed for at least 12 months may be eligible for an unpaid leave of up to 12 weeks per year. This leave should be requested in writing and may be taken for the birth of a child or placement of a child with your for adoption or foster care; to care for a child, spouse, or parent with a serious health condition; in the event of a serious health condition, as defined under the Family and Medical Leave Act (FMLA) for whom the staff member has power of attorney, or in the event of a serious health condition, as defined under FMLA for the employee's mother-in-law and father-in-law, or due to the employee's own serious health condition, or because of a qualifying exigency arising out of the fact that the employee's spouse/partner, child, or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves, or because you are the spouse/partner, child, parent or next of kin of a covered service member with a serious injury or illness. The request for leave should be forwarded to the Director of Human Resources and documentation of the reason for the requested leave may be required. This leave will run concurrently with any paid leave used by the employee in conjunction with the specified situations. Any individual missing work due to illness or injury for three days or more, should notify the Human Resources Department no later than the third day of absence to determine if the leave falls under FMLA guidelines and if the completion of paperwork is necessary.

504 OTHER UNPAID LEAVES

Under extreme circumstances and when the leave is in the best interest of the employee and the College, an unpaid leave of absence, with the length of the leave to be determined by the College, may be granted. Requests for leave should be submitted in writing to the employee's supervisor outlining the reason for and duration of the leave. The appropriate Vice President and Director of Human Resources will review the request and make a determination.

505 ADMINISTRATIVE DEVELOPMENT LEAVE

Members of Centre's salaried staff who have served full-time for at least fifteen consecutive years, may request a four to six week paid leave of absence to pursue study or professional development. Normally, these leave of absences would occur during the summer months. Such a request should go to their immediate supervisor and then to the senior staff for discussion and possible approval. Relevant considerations are: the maintenance of orderly work in the area without the necessity of hiring replacements, the relevance and value of the project proposed, the quality of the individual's record of work performance, and the timing of such a leave in such a way as to minimize disruption of service.

SECTION VIII:
OTHER PERSONNEL ACTIONS AND INFORMATION

601 PERFORMANCE DISCUSSIONS AND REPORTS

The appraisal process offers an excellent opportunity to establish work objectives and review results, as well as, providing a vehicle for effective two-way communication between the employee and the supervisor.

While supervisors are encouraged to meet annually with their employees to conduct performance appraisals, at the discretion of the supervisor, employees who have served three consecutive years in the same position and who rated “meets expectations” or higher in all appraisal categories on their last appraisal may be evaluated every other year.

Employees shall have a minimum of 24 hours to add their comments to the final performance appraisal form completed by the supervisor if desired.

In addition, all supervisors will be evaluated, at a minimum, once every four years or as reasonably possible, for those who must evaluate a large number of employees.

A copy of the completed appraisal will be provided to the employee when requested and an additional copy forwarded to the Human Resource Department for placement in the employee’s personnel file.

602 PERFORMANCE AND CONDUCT EXPECTATIONS

Normal lapses of performance will generally be addressed using the evaluation procedure outlined in section 601 above. Failure to meet performance expectations may result in negative actions up to and including termination. In certain situations involving prohibited behavior and/or serious misconduct, immediate suspension or termination may be the result. Some examples include:

- Recurring tardiness, absenteeism, or both;
- Conduct that interferes with the College operations;
- Conduct that brings discredit on the College;
- Insubordination, failure to follow a supervisor’s reasonable order, or failure to carryout reasonable job assignments;
- Failure to improve performance after warning;
- False statements or falsification of records, including falsification of the employment application;
- Violation of any College rules or regulations;
- The possession of firearms on College property;
- Entry into residence hall or other facilities for purposes other than assigned duties;
- Unlawful behavior including discrimination or harassment;
- Unauthorized disclosure of any confidential College information;
- Coming to work under the influence of alcohol, drugs, or other comparable substances, or possessing the same on College property;

- Rudeness or fighting with employees, students, or others;
- Unauthorized use of College property or personnel for personal reasons or theft or willful destruction of College property;
- Other serious incidents of misconduct.

All terminations for any reason must be approved by the Director of Human Resources and the appropriate Vice President. If desired, the employee affected may make a timely written appeal consistent with the grievance procedure as outlined in this handbook.

In any case, the College reserves the right to terminate an employee at will for any reason, with or without cause.

603 LAYOFF AND RECALL

Under certain circumstances, it may become necessary to reduce staff for a limited or extended period of time. In these situations, attempts will be made to place employees in other vacant active positions consistent with the employee's skills and the College's job requirements. Any staff member laid off will be given a minimum of two weeks notice. Performance evaluations, the required skills, seniority, and the pertinent job knowledge possessed, will be the primary considerations in the event of any layoff or recall.

604 RESIGNATIONS

Resignations should be submitted in writing to the employee's supervisor and forwarded to the Human Resource Department for filing in the employee's personnel file. It takes time to replace an employee, and a two-week notice from the employee is requested. Any employee absent from work for three consecutive days without notifying his/her supervisor will be considered to have resigned.

605 RETIREMENTS

The College recognizes "normal" retirements at age 65 and beyond, but employees may retire "early" at age 55 to 65 and access any accumulated retirement funds. Any fund withdrawals prior to age 59 1/2 may be subject to certain tax penalties and should only be considered after consultation with a personal tax advisor.

Upon retirement, the employee will be paid for accumulated but unused PTO days, up to a maximum of 25 days. Retirees, with a minimum of five years continuous health insurance coverage, may retain coverage under the Centre College Health Care Plan, until the retiree becomes eligible for Medicare, with the total cost, as determined by the College, borne by the retiree. COBRA runs concurrently with retiree insurance.

Retired full-time employees may continue to be eligible for dining at the Cowan Commons Dining Hall on a reduced price cash basis, and on the same basis as other employees, enjoy free admission to Centre College athletic events, and the use of College exercise facilities, reduced price Norton Center subscriptions, and library privileges. ID cards for use at the Buck Fitness Center may be obtained by contacting the Human Resources Department. Retirees may, with the permission of a professor, audit a class at no costs. Those who have given to the college during their employment at the Centre Associate level, may continue that relationship after retirement if they wish by signing up through the Alumni/Development office. The College reserves the right to alter these provisions in their entirety or on a case-by-case basis.

606 GRIEVANCE PROCEDURE

It is the desire of the College to offer an avenue of appeal in those situations where a violation of a specific provision of this employee handbook may have occurred. The procedure outlined below provides the details of this process.

All employees are encouraged to discuss job related problems with his/her supervisors. Most differences can be resolved at this point. If this effort fails, the employee may contact the Human Resource Department to discuss the situation. If the employee remains dissatisfied and the complaint represents the alleged violation mentioned above, a written grievance may be filed.

Step I - Submit the written grievance to your immediate supervisor.

The provision of the employee handbook allegedly violated should be specified.

Describe the situation in detail including the date, time, location, witnesses (if any), and other facts surrounding the alleged violation.

The supervisor will issue a written determination to the employee no later than ten (10) working days from receipt of the grievance.

Step II - If the problem is unresolved, forward your written grievance to the next higher-level supervisor. This appeal must be made within ten (10) working days from receipt of the decision in Step I.

The supervisor will issue a written determination to the employee no later than ten (10) working days from receipt of the grievance.

Step III - If still not resolved, your written grievance may be submitted to your department head and the Director of Human Resources. This grievance must be filed within ten (10) working days from receipt of the decision in Step II of the Procedure.

The Director of Human Resources will meet with the employee, the supervisor, and, at a later time, the department manager/director. After this discussion, but in any case no later than ten (10) working days from the date Step III was received, the Director of Human Resources will issue a written determination to the employee, the supervisor, and the department manager/director.

Step IV If the employee remains dissatisfied, he/she may request a hearing with the Human Resource Committee which will include representatives of the faculty, hourly staff, salaried staff, and senior staff. The Director of Human Resources will chair the committee. This final appeal must be filed within ten (10) working days from receipt of the decision rendered in Step III. The recommendation of the Human Resource Committee will be forwarded to the President of the College no later than ten (10) working days from the date of the committee hearing for final review and determination.

Upon receipt of the Human Resource Committee's recommendation, the President of the College shall review and make a final determination within ten (10) working days of receipt of the committee's recommendation. This serves as the final grievance step.

Other grievance procedures may also be available for allegations of sexual harassment or sexual discrimination.

607 PERSONNEL RECORDS

The college Human Resource Department maintains individual employee personnel files which may contain a variety of forms and correspondence relating to the employee.

An employee may request an appointment to review his or her file (except for confidential letters of recommendation) in the Human Resource Department and make copies of the documents signed by the employee contained therein. A reasonable copying charge may be applied.

608 OTHER

Emergencies -

In an emergency or life-threatening situation, the employee should dial 9-911 if using the College telephone system, or contact the college Department of Public Safety at 236-HELP for assistance. Injuries that are not emergencies or life-threatening should be promptly reported to the employee's supervisor.

Parking Permits -

Permits for parking in any of the College's parking lots are required and must be obtained by completing the online registration form. This form can be found by logging onto CentreNet, clicking the Staff tab and then clicking on Vehicle Registration. Permits are non-transferable and can be cancelled at the discretion of the College.

Smoking Policy -

For reasons of public health, the College became smoke free, effective August 1, 2005. This policy extends to all Centre buildings including but not limited to classrooms, studios, offices, residential facilities, break rooms, restrooms, administrative buildings, and dining facilities. Smoking is also prohibited within college owned or leased vehicles. All smoking is limited to the outside away from exits and entranceways.

Communication -

Internal - A publication entitled "**Notesworthy**" containing notes regarding campus activities is published weekly and distributed via email. In addition, a calendar of campus public events is available through the college's Web site. "**The CENTO**" is published biweekly by Centre students and contains articles of interest about the campus and student activities. Bulletin boards are located in most buildings on campus and include both permanent and temporary postings.

External - Media requests for interviews, statements, or photographs should be referred to 238-5718 in the Communications Department.

Staff Recognition -

The President may host an annual dinner in the Cowan Dining Commons to recognize the outstanding staff employees of the year, and to recognize years of service.

Conflicts of Interest -

Employees are not permitted to accept extraordinary gifts, entertainment, or any other personal favors from any individual or firm that supplies, or seeks to supply, any materials or services to the College. Any observed violations of this guideline should be reported to the employee's supervisor and/or one of the College Vice Presidents.

Keys -

If the employee's job requires that he/she be issued keys to College facilities or equipment, the employee is responsible for the safekeeping of the keys and their prompt return upon request by the College.

Employee Identification Cards -

All new employees will be issued an identification card at the Student Life Office. This card should be carried at all times during working hours. The employee I.D. card may be required for admission to certain College facilities, bookstore discounts, etc. The I.D. card must be returned upon separation from College employment.

Campus Post Office/Centre Document Services -

The Post Office/Centre Document Services receives and distributes mail for the campus. Window hours are normally 8:00 a.m. – 5:00 p.m., Monday through Friday, for mailing regular mail; UPS service; and the purchase of postage, certified, and insured mail.

To minimize the cost of staffing the campus Post Office, personal mail should not normally be mailed from, or received at, the Post Office. This is especially important for personal packages that may be heavy and difficult to handle. Should you receive a personal package at the Post Office, it is your responsibility to pick up the package in a timely manner.

The Centre Document Services provides in-house printing and copying services for large departmental projects. Many jobs previously outsourced by departments should be able to be handled at a reduced rate.

Office Supplies -

Office supplies are available through Staples, Office Depot, Office Max, Danville Office Equipment, and The Centre Bookstore. Procedures for ordering are outlined in the Finance Office Policy and Procedures.

Personal Use of Telephones, Computers, Copiers, Etc. -

College equipment, including telephones, copiers, computers, and fax machines, are to be used to conduct the work of the College and any use that interferes with this purpose is prohibited. Employees are expected to use good judgment in limiting the number of copies made and personal telephone calls made or received. Any long distance calls, faxes, or copies made using College equipment will be at the personal expense of the employee.

Blood Donor Program -

From time to time, voluntary blood donation programs may be held on campus and all able employees are encouraged to donate.

United Way -

The College conducts an annual fund drive and encourages contributions to the United Way which may be made by payroll deduction or as a one-time donation.

United Way Service Policy –

- Participants must contribute to the Centre College United Way campaign, either by payroll deduction or cash/check.
- Service will be in support of local United Way agencies.
- Hourly employees would be allotted up to 4 hours service time in one fiscal year. Service time would be taken in increments of no less than one hour up to the maximum of four hours.
- Salary employees would be allotted up to a half day of service in one fiscal year.
- Notification of intent to participate must be made in advance of the activity so that supervisors can arrange adequate coverage.
- Permission to participate on a particular day is at the discretion of the supervisor based on departmental work load and obligations.
- Supervisors will be responsible for tracking time off used by their direct reports.

Medical Fund –

The College established a Medical Fund Committee comprised of the President of the Faculty, the President of the Staff Congress and the Director of Human Resources and Administrative Services. Members of the staff and faculty may make a tax deductible contribution to the fund by sending a check made payable to Centre College, with “medical fund” noted on the memo line. This check should be sent to the Alumni Department for processing.

Assistance will be available for medical expenses not covered by an employee’s health insurance policy. Any member of the faculty or staff who is covered by a health insurance policy is eligible for assistance. Applications for assistance, with appropriate documentation (e.g. bills, insurance company explanation of benefits paid) should be

submitted to either the Faculty President or Staff Congress President. The request will be considered by the full Medical Fund Committee. *Need* will be the primary consideration in evaluating applications. *Need* will be a function of the amount of uncovered expenses and the faculty and staff member's means, as well as, what dollars may or may not be available in the medical fund account.

Green Fund

This fund was established, effective in the 2009 academic year, by our student body, and then offered to faculty and staff members. The purpose of this fund is to purchase renewable energy credits to support the Mother Ann Lee Electric Plant (MAL) through EON Energy.

Since the energy produced by the Hydroelectric Plant is more costly to produce than forms of energy that do harm to the environment, in purchasing the renewable energy credits, the purchaser is paying the difference of cost to help subsidize production of the MAL. Doing so ensures that the MAL remains competitive and the buyer spurs growth of more clean energy production onto the Kentucky Energy Grid. The dam in Shakertown does not disrupt any migratory fish habits and is one of only 28 U.S. hydro electric plants to earn green-e certification from dams from the Low-Impact Hydro Institute. Most importantly, the MAL has no carbon emissions.

If you wish to contribute to the College's purchase of Renewable Energy Credits through the Green Energy program, you would need to complete the Renewable Energy Credit Purchase Agreement found on the Human Resources web site.

CAMPUS MAP



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|--|---|--|--|--|---|
| <ul style="list-style-type: none"> 1. Old Centre (Admission Welcome Center, President's Office, Dean's Office) 2. Visitors Parking 3. McReynolds Hall (Information Technology) 4. Wiseman Hall (Diversity Education, Registrar) 5. Boles Hall (Finance Office, Human Resources) 6. Bingham Hall 7. Horley House (Admission, Financial Aid) 8. Chenaux Alumni House 9. Craik House (President's Residence) | <ul style="list-style-type: none"> 10. Rodes Apartments 11. International House 12. Overstreet House 13. Fox Hall 14. College Housing 15. Bonner Service Center 16. Guest Cottage 17. Acheson House 18. Caldwell House 19. Check House 20. Evans House 21. Yerkes House 22. Sand Volleyball Court 23. Soccer Field 24. Hillside Houses | <ul style="list-style-type: none"> 25. Stuart Hall 26. Check Emeritus (Public Safety, retired faculty offices) 27. Pearl Hall 28. Presbyterian Church 29. McDowell Park, Spragens Memorial 30. Campus Center (Student Life) 31. Norton Center for the Arts (Newlin Hall, Grant Hall, Weisiger Theatre) 32. Recreation Field 33. Boles Natatorium 34. Farris Stadium and Track 35. Wright Baseball Field | <ul style="list-style-type: none"> 36. Surcliffe Hall (Athletics, Wellness Center) 37. Crouse Hall (Doherty Library, Teaching and Learning) 38. Old Carnegie (Career Services, Center for Global Citizenship, Evans-Lively Room) 39. Young Hall/Future Science Center addition 40. Tennis Courts 41. Student Center for Collaborative Science Research 42. LaMotte/Tyler House 43. Cooper/Ganfield House | <ul style="list-style-type: none"> 44. Stevenson/Vinson House 45. Nevim Hall 46. Franklin W. Olin Hall 47. Breckinridge Hall 48. Jones Visual Arts Center 49. Outdoor Basketball Courts 50. Greek Park 51. Walnut House (Post Office, Document Services) 52. Breeze House (Communications) 53. Public Safety Annex, Laundry Facilities 54. Combs Center 55. Facilities Management, Receiving | <ul style="list-style-type: none"> 56. Field Hockey Field 57. Multi-purpose facility 58. Benefactors Plaza |
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APPENDICES: SEXUAL HARASSMENT POLICY

I. Policy and Definition

No member of the Centre College community may engage in sexual harassment of another. Any employee or student of Centre College will be subject to disciplinary action by the College for violation of this policy.

Centre College's definition of sexual harassment is based on the Equal Employment Opportunity Commission guidelines, modified by the underlined phrases below:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a requirement of employment or participation in an academic program or activity;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual or;
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or campus environment. (29 C.F.R. 1604.11 (a) 1988; underlined parts are modifications.)

The College recognizes two types of sexual harassment. The first type is quid pro quo ("something for something") harassment, where sexual activity is demanded in exchange for an actual, tangible job or academic benefit; the second type is hostile environment harassment, where there is not necessarily a loss or gain to a tangible job or an academic benefit, but where the conduct creates an environment that may impair another individual's academic or professional performance, or hinder his or her ability to function within the community.

Examples of unacceptable verbal expression or physical conduct which may constitute sexual harassment include, but are not limited to:

1. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
2. intimidating conduct which exerts pressure for sexual favors, including inappropriate behavior or offensive advances (e.g., sexual propositions when the other person has made it clear that he or she is not interested) without threat of punishment for non-compliance and without promise of reward for compliance;
3. a pattern of conduct in class, in the work-place, or in the general campus environment that a reasonable person would identify as creating a sexist atmosphere, that is, an atmosphere that demeans or oppresses people simply by virtue of their sex. Examples of such patterns of conduct might include persistent denigration of women or men through sexist humor or remarks, assignment according to gender of tasks that are not gender-specific, or other activities that by alienating or discouraging members of one sex tend to impair their academic or professional performance

or their ability to function within the community (*e.g.*, hanging of signs in Cowan which depict women/men in a derogatory manner, yelling sexist remarks from windows as men/women walk by);

4. behavior that would discomfort or humiliate a reasonable person through one or more of the following:
 - i) inappropriate touching, patting, hugging, or brushing against a person's body,
 - ii) remarks of a sexual nature about a person's clothing or body,
 - iii) remarks about sexual activity or speculation about previous sexual experience or sexual orientation, or
 - iv) other sexually suggestive remarks or insults.

The purpose of this policy is to reaffirm the College's commitment to respect the individual and to enhance the College community's level of consciousness regarding gender issues. This policy is not intended to limit claims of academic freedom. In particular, the policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in some class member. Nor is this policy intended to limit scholarly research, publication, or public speaking on gender-related topics.

This policy applies to all College-related activities, both on campus and off.

II. PROCEDURES

Complaints of sexual harassment may be pursued as formal grievances according to the established procedures of the College. A Sexual Harassment Advisory Committee has been formed.

The Sexual Harassment Advisory Committee consists of seven members representing the following three groups: two students, appointed by the President in consultation with the Dean of Student Life; two faculty members, appointed by the President in consultation with the Dean of the College; one member of the professional staff; one member of the hourly staff; and one member of the Student Life Office staff, all appointed by the President.

There will be at least one male and one female from each of these groups (students, faculty, staff). Members of the committee will be appointed for a minimum term of two years and should be appointed in such a manner that the continuity of the membership is ensured. The Director of Human Resources serves as a consultant to the committee.

The Sexual Harassment Advisory Committee's primary purpose will be to educate the College community about sexual harassment and the sexual harassment policy and procedures. Should a person seek a committee member's assistance, the member may serve as an advocate for that individual, for example during the reporting process, if the complainant so desires. The committee will also periodically review and recommend any changes to the policy, based on new or changing interpretations of the laws.

The members of the Sexual Harassment Advisory Committee, along with those individuals identified to accept formal complaints, will receive training in the College's policy and procedures regarding sexual harassment. The Human Resources Department will provide training on an annual basis.

This policy seeks to encourage students, staff, and faculty to express freely, responsibly, and in an orderly manner, their concerns regarding sexual harassment. Any act of retaliation by a College employee, student or representative of the College which interferes with or penalizes an individual for exercising his/her rights to file a complaint, will result in appropriate and prompt disciplinary action, including possible termination or expulsion.

Students seeking to discuss incidents or situations on a totally confidential basis may speak with the counselors at Student Counseling Center and faculty and staff may consult with similar counselors at Anthem Employee Assistance Program, the College's Employee Assistance provider.

Student Counseling Center and Anthem Employee Assistance Program are not bound by Centre College's policies on reporting and investigating sexual harassment. No report of a sexual harassment incident, which is made to either organization, will be communicated to the College, nor shall any such report constitute notice to the College of any such incident.

Phone Number for Student Counseling Center: (859) 238-5740

Phone Number for Anthem Employee Assistance Program: (800) 865-1044

In an effort to provide clear and specific reporting procedures, and to ensure fairness and consistency to all parties, the Sexual Harassment Advisory Committee has outlined the following steps for addressing sexual harassment complaints:

1. Individuals may contact any member of the Sexual Harassment Advisory Committee for general information, for further explanation of the Sexual Harassment Policy, or to discuss the possibility of filing a complaint.

Once a College representative (including any member of the Sexual Harassment Advisory Committee) receives allegations of sexual harassment containing sufficient details to identify the accused, a formal investigation must ensue. Because the College is required by law to investigate these matters, the representative must report that information to an appropriate College official.

The Committee member will assist the complainant in contacting Human Resources or the appropriate designated College representative as outlined in section two (2) below.

Once a formal investigation has begun, complete confidentiality may not be possible. Complete confidentiality could handicap the investigator's ability to conduct a thorough investigation of the allegations and could also damage the rights of the accused to respond to the allegations. Attempts will be made to preserve confidentiality and only those in the administration with a legitimate need to know shall be kept apprised of the details of an investigation. In addition, the complainant, the accused, and any third-party interviewees shall be advised of the need to preserve confidentiality.

2. As an alternative to contacting a Committee member, the complainant may go directly to the designated College representatives listed below. An individual may contact a designated College representative to gain information about the process and/or to file a formal complaint with the College.

Students should report all formal complaints to the Vice President & Dean of Student Life or the Associate Dean & Director of Residence Life.

Salaried and Hourly staff should report formal complaints to the Director of Human Resources and Administrative Services.

Faculty members should report formal complaints to the Vice President for Academic Affairs or Associate Dean.

Alternatively, the complainant has the option of contacting any of the designated College representatives listed above with whom he/she feels most comfortable.

When the designated College representative receives an allegation of sexual harassment, written or unwritten, he/she shall discuss the matter with the Director of Human Resources to determine the appropriate action and to ensure that the allegation is properly investigated since the College is required by law to take action consistent with its policy and procedures.

3. Those individuals designated to accept a formal complaint shall request the complainant to submit a detailed written statement of the alleged incident(s). The formal statement must be signed and dated.
4. The Director of Human Resources and a designated College representative will initiate an investigation upon receipt of a complaint. The investigators shall strive to maintain a neutral, objective, and unbiased investigation in obtaining all pertinent facts.

Should either the Director of Human Resources or a designated College representative be either the complainant or the accused party, the College legal counsel may serve as an alternate.

5. Withdrawal of a complaint will not necessarily result in the termination of the College's investigation into the allegations.
6. False and malicious charges may result in sanctions being imposed against the complainant by the College, and may lead to charges being filed against the complainant by the accused.
7. At the conclusion of an investigation, both the complainant and the accused will be apprised of the results. If there is a finding of inappropriate behavior, prompt disciplinary action, including possible termination or expulsion, will be taken.
8. Should disciplinary action be taken, the following guidelines should be followed:

Student disciplinary action will be taken by the Vice President & Dean of Student Life;

Salaried and Hourly Staff disciplinary action will be taken by the immediate supervisor and the Director of Human Resources and Administrative Services;

Faculty disciplinary action will be taken by the Vice President for Academic Affairs.

9. After a judgment has been rendered, either party may choose to avail himself/herself of the established grievance procedures:

Procedures for Judicial Action for Students are fully described in the Student Handbook under the Sexual Assault policy-- On-Campus Judicial Process.

Grievance procedures for Salaried and Hourly Staff are fully described within this handbook.

Grievances involving Faculty members are fully described under the Review Board section in the Faculty Handbook.

10. Final appeals should follow the grievance procedures outlined above.
11. When any investigation of a complaint of sexual harassment is completed, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.

Documentation on any disciplinary action will be maintained in accordance with the following guidelines:

- (a) Documentation will be maintained in the Student's file, which resides with the Vice President & Dean of Student Life.
- (b) Documentation will be maintained in the Salaried and Hourly Staff's personnel file, which is maintained in the Human Resources Department.
- (c) Documentation will be maintained in the Faculty's personnel file in the Human Resources Department and within the office of the Vice President of Academic Affairs.

III. ASSAULT

Sexual assault is an extreme and criminal form of inappropriate sex-related behavior. It includes any physical violence or sexual intimacy where one party is not a consenting participant (e.g., date rape). The College will not tolerate any type of sexual assault and will use, cooperate with, and encourage, to the extent possible, College disciplinary measures and criminal proceedings with respect to sexual assault. (See Sexual Assault Policy in the Student Handbook)

**APPENDICES:
AMERICANS WITH DISABILITIES ACT**

Policy and Definition

The purpose of this policy is to ensure that the College's policies and practices are administered without discrimination against anyone on the basis of a disability and to provide information concerning the Americans with Disability Act.

The College provides in every aspect of the employer-employee relationship, equal employment opportunity and necessary reasonable accommodation to qualified individuals with disabilities. This policy is intended to comply with the Americans with Disabilities Act ("ADA").

The College will not tolerate discrimination against qualified individuals with disabilities during the employment process or in any of the terms and conditions of employment.

Definitions: An individual with a disability is a person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities.
2. Has a record of such an impairment (i.e., individuals with histories of disability and who are not currently limited in major life activities. Individuals who currently use illegal drugs are not considered disabled).
3. Is regarded by others as having an impairment.

Physical and mental impairments that are recognized as disabilities within the scope of the ADA include, but are not limited to, the following: speech impediment, hearing impediments, vision impediments, HIV infection, heart disease, diabetes, epilepsy, cerebral palsy, cancer, mental retardation, mental illness, and certain learning disabilities.

The ADA defines a qualified individual with a disability as "an individual with a disability who, with or without reasonable accommodation, can perform the *essential functions* of the employment position. . ." The *essential functions* of the position are the fundamental duties and activities of the job. Reasonable accommodations are modifications to the work environment, or to how a job is customarily performed, that enable a qualified individual with a disability to perform in a position, given modifications which do not impose an undue hardship while retaining the *essential functions* of the job.

Guidelines:

Supervisors' Responsibilities:

Supervisors are responsible for upholding the principles of equal employment opportunity of, and reasonable accommodation for, all qualified individuals with disabilities, which includes complying with the requirements of the ADA. This includes, but is not limited to, the following:

- Assisting in the identification of the essential functions of the positions under their supervision/management.
- Determining how to reasonably accommodate individuals with disabilities, when necessary.
- Conducting interviews that are in compliance with the ADA.
- Evaluating disabled employees by the same performance standards and policies as employees who are not disabled.
- Providing disabled employees with the same terms, conditions, and benefits of employment that are provided to employees who are not disabled.

APPENDICES:
FRATERNIZATION POLICY

The College strongly discourages dating or intimate relationships between members of the staff and persons whom they supervise or students of the College. Such relationships may present real or perceived conflicts of interest and jeopardize the impartiality with which members of the staff are expected to carry out their responsibilities.

Such relationships, because of the perceived or real imbalance of power and influence between the parties involved, also pose a real or perceived danger of sexual harassment, as defined by the policies of the College. (See Sexual Harassment Policy in the Staff Handbook).

A staff member who is engaged in, or is about to engage in, a relationship covered by this policy is encouraged to discuss the situation with his/her manager or supervisor. Such discussion shall not constitute approval of the relationship by the College. Staff members must realize at all times, during such relationships, the staff member will have the burden of showing the absence of conflict, partiality or potential sexual harassment. In any event, once a manager/supervisor of the College becomes aware of such a situation, he or she shall discuss the situation with the staff member (s). Any impropriety of the relationship, based upon one of the criteria set forth in the policy (i.e. conflict of interest, impartiality, sexual harassment) will be discussed. The manager/supervisor may recommend action to correct or to mitigate the situation, including in some situations, removal or termination of the employee. Violations of this policy are subject to appropriate disciplinary actions.

Centre College Contracting Policy

PURPOSE: This policy is intended to help the College's contract managers identify potentially problematic issues raised by the contracts entered into to further the College's business. While the decentralized negotiating and signing of contracts offer a high level of efficiency in College business affairs, all contract managers should adhere to certain College standards of practice and should be alert to provisions in contracts that pose an unreasonably high level of risk to the College and its employees or students. This policy also helps contract managers identify situations where they need to consult the College's legal counsel prior to entering into a contract.

CONTRACTING AUTHORITY: The Board of Trustees of the College has assigned to the President all the authority, with a few exceptions, to enter into contracts on behalf of the College. The President, in turn, has delegated to various officers and administrators around campus the authority to contract on behalf of the College within their spheres of business. Some delegations are in writing, while others are by nature of the job function performed. Anyone considering a contract on behalf of Centre must determine, prior to entering into the contract, whether he or she has the proper authority.

REVIEW OF THE CONTRACT: The contract manager should read through the entire contract and all attachments very carefully to understand exactly what is being offered as an agreement. The manager should be sure that:

- the contract fully and accurately describes the relationship, product, or service desired by the College;
- the employee most knowledgeable about the subject matter of the contract has, at a minimum, reviewed the contract;
- all attachments, appendices, charts, and schedules that are incorporated into the contract or that should be attached are indeed attached and satisfactory;
- he or she understands all the terminology used and how it applies to the contract;
- he or she understands how the contract can be terminated, by whom, under what circumstances, and with what result;
- he or she understands how any disputes arising under the contract will be resolved; and
- all deadlines and schedules for payments, renewals, etc., will be tracked and observed by the appropriate College person.

CONTRACTS THAT REQUIRE REVIEW BY THE COLLEGE COUNSEL: While legal review might be advisable for many reasons, any contract where any of the following terms or provisions are present must be reviewed by the College Counsel prior to signature:

- a dollar value of over \$25,000;
- a term of performance for longer than one year;
- anything involving real estate (sale, purchase, or encumbrance);
- requirement for the College to indemnify/hold harmless anyone else;
- requirement for the College to purchase insurance or post a bond for anyone else;
- exclusive rights for someone else or non-compete provisions;
- provisions giving rights to any labor or trade unions;
- permission for the other party to assign its rights and obligations to another party without the College's prior approval;
- anything imposing HIPAA obligations upon the College;

or where the contract DOES NOT contain

- a clear and fixed price term;
- a provision requiring all amendments to be in writing; or
- key terms that were presented orally or in other materials outside the contract.

TIMETABLE FOR REVIEW: No contract should be signed and returned to the other party before all its terms are fully reviewed and understood. College contract managers should inform outside contractors that all contracts must be carefully reviewed prior to signature and that all pertinent attachments, appendices, charts, and schedules must accompany the review draft.

Approved by Senior Staff, August 25, 2004.