



Generations College

L i v i n g T h e L e g a c y

GENERATIONS COLLEGE
EMPLOYEE HANDBOOK

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INTRODUCTION

The Employee Handbook (“Handbook”) describes some of the benefits and policies that may apply to employees at Generations College (“Generations” or “College”). The Handbook does not contain a complete summary of all the College’s policies and procedures. For instance, Generations has separate policy documents relating to employee ethical obligations and conflicts of interest (Attached as Appendix A). Generations asks that employees review these policies as well as this Handbook. The benefits and policies described in this Handbook do not constitute an offer of employment, nor do they create an employment contract between you and the College. Your employment with the College has an at-will status unless otherwise covered by a written contract, signed by Generations’ Chancellor (“Chancellor”) or an authorized designee of the Chancellor. This means either you or the College may terminate your employment at any time and for any reason. Further, the College reserves the right to alter, amend, modify, or terminate any benefits, plans, policies or terms of employment at any time, with or without notice to you. This Handbook supersedes all prior versions of any Generations employee handbook.

A LETTER FROM THE CHANCELLOR

Dear Colleague:

I wish to extend a personal welcome to you, and to encourage you to embrace this opportunity to become a part of Generations College, a staple in the City of Chicago's academic community and an institution with a legendary reputation for trailblazing in academia.

From the first day that you become a part of the Generations community you will be amidst faculty and staff that are dedicated in unrivaled ways to the success of each and every one of our students.

We honor our shared values:

- A dedication to student success
- A commitment to academic excellence
- The practice of community service and volunteerism
- The promotion of leadership and collaboration
- A respect for diversity

These core values are integrated into the work that we do, for and with our students, alumni, faculty, and community members. Each of you plays a vital role in helping Generations to achieve its mission.

Our campus is one of significantly wide-ranging experiences, cultures, and opportunities. You are encouraged to participate in the life of the College through meetings, committees, and events as much as is feasible. I am confident that as a new and current employee of the College you will realize your full work potential and continually raise the bar of excellence both within your role and with your colleagues.

I hope that your time at Generations is a period of personal and professional development, of profound success and opportunity, and of innovation and accomplishment. I am pleased that you have chosen to join the Generations family, and I look forward to our work together to move the College and its students forward to achieve even greater heights.

Regards,



Dr. Grace Stephens
Chancellor

ABOUT GENERATIONS COLLEGE

Generations College is an independent, not-for-profit, private two-year community college. Generations has a long history of preparing students for the workplace and for further education, first opening its doors in 1904. Since that time, Generations has helped students meet their goals by delivering quality instruction in a personalized and student-centered environment.

Generations has a rich history, with classes offered over the years in our original location in Hyde Park, several downtown Chicago locations (including the financial district, the Loop, and the South Loop), and the western suburbs.

Generations is regionally accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Generations offers programs that lead to associate degrees and certificates. Our current programs include: Business Administration, Entrepreneurship, Court Reporting, Paralegal Studies, and Criminal Justice.

OUR MISSION, VISION, AND VALUES

Mission

Generations College is a private, nonprofit institution whose mission is to provide a transformative educational experience to its diverse student body in an environment that promotes learning and encourages, empowers, and nurtures the well-being of the whole person. Our comprehensive academic programs challenge students to excel in their academic and career pursuits, prepare students to be lifelong learners and responsible citizens in a global society, and equip students to make a contribution to future generations.

Vision

Affirming and building upon its century-old heritage, Generations College will be nationally recognized for its faithful commitment to student success, an emphasis on building economic and social mobility pathways for students, and empowering students to reach their full potential through its specialized academic programs and innovative support systems. Generations College will emerge as a leader in the two-year private college sector by:

- Recruiting, retaining, and graduating students who desire a higher quality of life through the pursuit of exceptional academic, professional, and personal development training designed to prepare students for today's ever-changing world.
- Amending programs and expanding course offerings to address changes in the job market and to ensure that students are provided with cutting-edge educational methodologies.
- Sustaining an active, engaged, and socially aware student body that shows empathy and concern for the welfare of others and continuously gives back to their community thereby impacting society in a transformative way.
- Building a highly qualified faculty and administration committed to academic excellence and a student-centered approach to education.

Values

We honor our shared values by holding ourselves and each other accountable to:

- A dedication to student success
- A commitment to academic excellence
- The practice of community service and volunteerism
- The promotion of leadership and collaboration
- A respect for diversity

ABOUT YOUR EMPLOYEE HANDBOOK

Several things are important to keep in mind about this Handbook:

- *It contains only general information and guidelines.* This Handbook has been prepared to help you understand Generations' general policies. You should regard this Handbook as a set of guidelines only. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.
- *You are responsible for knowing the Handbook's contents and using it as a guide.* **Please read the Handbook in its entirety and sign and return the acknowledgement at the back within your first two days of receiving the acknowledgement.**
- *The procedures, practices, policies and benefits described here may be changed or discontinued at any time.* From time to time, we may change our policies and practices.
- *The information in this Handbook is a summary of our policies and is presented as a matter of information only.* **The information in this Handbook does not, and is not intended to, create a contract between Generations and you, or any other employee. Unless you are a party to a written employment agreement for a set term (signed by the Chancellor or an authorized designee of the Chancellor), you are employed in an "at will" employment relationship, in which either you or Generations can sever the working relationship at any time, with or without notice, for any reason or no reason at all. Except where otherwise mandated by law, all matters discussed in this Handbook are subject to change in Generations's sole discretion.**
- *Some of the subjects described here, such as Generations's benefit plans, are covered in detail in official policy documents.* This means that if a question ever arises about the nature and extent of plan benefits, or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of the Handbook. These official plan documents are solely determinative of your rights and responsibilities, and nothing in this Handbook can be construed to alter or amend those documents or the rights stated and defined therein. The existence of any employee benefits and plans, in and of themselves, does not signify that you will be employed for the requisite time necessary to qualify for these benefits and plans, as your employment is "at-will." Generations College may change, modify or discontinue these benefits at any time.

We feel strongly that you should know and feel comfortable with your responsibilities to Generations College. It is not possible for this Handbook to answer all your questions or address every concern. If you have questions, you should direct them to your supervisor or Human Resources. We will do our best to give you a prompt response.

GENERAL EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Generations strives to achieve and maintain a diverse workforce that meets the needs of our students and prospective students. Accordingly, Generations upholds a strong policy of equal employment opportunity for all employees and applicants. We are committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally. We follow this policy not just because it is the law, but also because we firmly believe it is the right thing to do.

Our equal employment opportunity philosophy applies to all aspects of employment with Generations, including, but not limited to, recruitment, selection, work assignments, training, promotion, demotion, transfer, compensation, job benefits, termination, retirement, and social activities. All employment-related decisions are made without regard to race/ethnicity, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, marital status, age, national origin, mental or physical disability, status as a recently separated veteran, disabled veteran, armed forces service medal veteran, active wartime or campaign badge veteran, or other legally protected status, as required by law. It is also our policy to provide an environment free from harassment.

Generations will reasonably accommodate qualified employees with disabilities, and pregnant employees, to allow them to perform the essential functions of their jobs unless the accommodation would impose an undue hardship. The College also will reasonably accommodate employees' sincere religious beliefs and practices unless the accommodation would impose an undue hardship. All requests for reasonable accommodation should be made to Human Resources.

If you have any concerns about discrimination, harassment or retaliation in our workplace, you must report them immediately to your supervisor, any Dean, or Human Resources. You may report these concerns at any time. We will make sure that you are free to raise your concerns without any fear of retaliation. If you have any questions regarding discrimination, or this policy, please contact Human Resources.

PROHIBITED HARASSMENT, DISCRIMINATION, AND RETALIATION

No form of discrimination or harassment on the basis of a legally protected status will be tolerated in the Generations College workplace. Neither discrimination nor harassment, of any nature, has any place at Generations.

Generations College is committed to providing a work environment free of all forms of discrimination and harassment—including *sexual harassment*—based on an individual's race, color, sex, sexual orientation, gender identity, pregnancy, national origin, ancestry, religion, age, marital status, physical or mental disability, or any other quality or characteristic protected by applicable federal, state or local law.

This policy establishes the College's position on the subject of discrimination and harassment, as well as guidelines for handling violations of the policy and complaint-handling procedures. This policy applies to all Generations employees, regardless of classification status. Furthermore, the College will establish appropriate procedures to ensure that non-employees (vendors, contractors, students, tenants, guests, etc.) on our premises are also made aware of the intent of this policy.

Harassment Defined

Harassment means any verbal, physical, or visual conduct that tends to belittle or provoke, and includes jokes, gestures, and derogatory remarks. Sexual harassment, in particular, means any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either an express or implied term or condition of employment; or
- submission to or rejection of such conduct is used as the basis for an employment decision; or
- the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Other examples of sexual harassment may include, without limitation, unwelcome sexual flirtations; sexual innuendos; suggestive or insulting comments or sounds; whistling; sexual propositions or threats; advances or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; inappropriate touching or intimacy; graphic or verbal commentaries about an individual's body; sexually degrading words used to describe an individual; a display in the workplace, or display to any employee of sexually suggestive objects or pictures; posters, drawings, cartoons, letters, leering, or negative stereotyping based upon gender; sexually explicit or offensive jokes; sexual remarks; epithets or slurs; physical assault; unwanted physical contact, including unwanted touching, pinching, and brushing the body; impeding or blocking movement; sexual intercourse; and continuing to express personal interest after being informed the interest is unwelcome.

Remember, an individual need not be propositioned, touched offensively, or directly subject to sexual innuendo to be harassed. Furthermore, the harassment need not occur exclusively at Generations College's facility, but in certain cases can result from conduct away from the workplace.

Every employee must avoid any conduct that reasonably could be interpreted as harassment under this policy, even if such conduct was not intended as offensive. Conversely, employees are expected and encouraged to inform others in the workplace whenever conduct is unwelcome, offensive, or in poor taste. Only through such open communication can we maintain the type of workplace where everyone has an equal opportunity to flourish.

Reporting Requirements

Any employee who feels that he or she is a victim of discrimination, harassment (sexual or otherwise), or retaliation, including (without limitation) any of the conduct listed above, by any supervisor, manager, other employee, client or any other person in connection with employment at the College, should bring the matter to the immediate attention of a manager, supervisor or faculty member at the College that he or she feels comfortable reporting to, which may include:

- an immediate supervisor;
- Human Resources;
- the Dean of Academic and Student Affairs;
- the Title IX Coordinator; or
- the Chancellor.

This policy, including the reporting requirement, also applies to discrimination, harassment, or retaliation that occurs offsite. Employees are not required to endure discrimination, harassment or retaliation while on the job regardless of whether their work duties take them away from a Generations facility.

Complaints may be made orally or in writing, but should be made in a timely manner following the incident so that a prompt investigation can occur. All complaints of discrimination, harassment, and retaliation are taken seriously. Every complaint or report taken by any member of the faculty or staff shall immediately be reported to Human Resources.

Generations will endeavor to investigate all allegations of discrimination, harassment, and retaliation as promptly as possible. Information regarding a complaint will be held in confidence to the extent possible and will be disclosed only on a need-to-know basis in order to effectively investigate and resolve the matter. Under no circumstances will an investigation be conducted by the person(s) accused.

A non-employee or visitor to Generations' campus who discriminates against, harasses, or retaliates against an employee will be informed of this policy and appropriate action will be taken. Generations will make follow-up inquiries to ensure that such conduct does not resume.

Retaliation Prohibited

Generations will not tolerate retaliation against any employee who, acting in good faith, complains of discrimination, harassment, or retaliation of any kind. This includes employees who notify a government or law enforcement agency when they have reason to believe that there has been a violation of a state or federal law, or instances of unsafe working conditions. This prohibition also includes employees who cooperate with Generations (or any federal, state or local government agency) in its investigation of any such complaint, or testifies in any proceeding regarding discrimination, harassment, retaliation or a violation of state or federal law. Any individual who engages in such retaliation will be subject to disciplinary action, up to and including immediate termination. As stated above, any employee who believes that he or she has been or is being

retaliated against in violation of this policy should immediately advise Human Resources, a supervisor, a manager, or a faculty member at the College.

Disciplinary Action

Any employee who Generations determines, after an investigation, engaged in unlawful discrimination, harassment, or retaliation will be subject to appropriate disciplinary action, up to and including termination. Supervisory personnel who are aware of discrimination, harassment, or retaliation, but fail to promptly report it, may be subject to appropriate disciplinary action, up to and including termination.

If the investigation results in a finding that an individual falsely accused another of harassment, discrimination, or retaliation in a knowing or malicious manner or otherwise knowingly or maliciously provided false information during the course of the investigation, that individual will also be subject to appropriate discipline, up to and including termination.

INTRODUCTORY PERIOD OF EMPLOYMENT

The Introductory Period is meant to provide you and the College with an opportunity to evaluate the working relationship. During this time, you will be deciding whether the College is the right place for you, and Generations will be evaluating your suitability for your position and the College. Every new or rehired employee is subject to an Introductory Period to verify skills and suitability to his or her position.

The Introductory Period is generally 90 calendar days (and may be extended for an additional 60 days in certain circumstances). During this Introductory Period, your supervisor may provide direction and assistance and will attempt to inform you when you are not performing as expected.

The designation of this time frame does not constitute an obligation on the part of the College to retain you until the end of the Introductory Period, nor does it create a contract between you and the College. During this time, as at all other times during your employment, either Generations or you may terminate the working relationship for any reason and without advance notice. Of course, if Generations chooses to continue your employment beyond the Introductory Period, your employment still remains “terminable-at-will.”

EMPLOYEE CLASSIFICATION

Generations College bases your employee classification on your job duties and on the nature of your position. In classifying you as full-time, part-time, temporary, exempt, and/or non-exempt, Generations seeks to comply with the Federal Fair Labor Standards Act and all applicable state and local laws.

Your supervisor or Human Resources will tell you what your employee classification is when you are hired. Changes in your employee classification may result from a job change, a promotion, a change in work hours or a change in the College's needs. You will be informed if your job responsibilities change significantly enough to require your classification status to change and the details of how that change impacts you. If you have any questions about your current classification, please contact Human Resources. Employee classifications at Generations include the following:

- **Full-Time:**

Full-time staff: You are regularly scheduled to work the full standard workweek, which is currently 40 hours per week. You are eligible for all College benefits when applicable requirements are met, subject to the terms and conditions of each plan or policy.

Full-time faculty: You have accepted a full-time faculty assignment for the current academic year, which includes teaching at least 15 credit hours per semester, in addition to other duties as outlined in your faculty assignment. You are eligible for College-sponsored insurance and retirement benefits when applicable requirements are met, subject to the terms and conditions of each plan or policy.

- **Part-Time:**

Part-time staff: You are regularly scheduled to work fewer than 40 hours per week. The fact that a part-time employee may work full-time hours on occasion does not make the person a full-time employee. An individual becomes a full-time employee only if the College advises him or her in writing that the College's needs have changed so that the employee shall be expected to work full-time on a regular at-will basis.

Part-time faculty: You have accepted a part-time faculty assignment for the current academic term. Part-time faculty may agree to teach up to 12 credit hours per term. ***You are not eligible for any College benefits.***

- **Temporary:**

You are hired for a specific purpose or project, or you are a student worker hired through the Federal Work-Study Program. You are paid according to the hours worked. You may work a full-time or a part-time schedule. Temporary employees, including student workers, are not eligible for any College benefits.

- **Exempt** – You are paid a salary to perform your job rather than an hourly wage. Generally, you are not eligible for overtime pay for hours worked in excess of forty (40) hours in a particular workweek.
- **Non-Exempt** – You are subject to time reporting requirements. You are paid for the hours you actually work, and you are eligible for overtime pay at one and one-half times your regular rate of pay for hours actually worked in excess of forty (40) hours in a particular workweek.

PERSONNEL RECORDS AND PRIVACY

You are responsible for notifying Human Resources in writing of any changes in your name, home address, telephone number, number of dependents, beneficiary designations and individuals to notify in case of emergency. (An e-mail message to Human Resources is the simplest method to send written notice). Our goals are to keep only that information that as a business we need, to maintain accurate information, and to respect your confidentiality.

If you wish to inspect any personnel records maintained by the College, please make your request in writing to Human Resources. If you have questions about the accuracy and completeness of information contained in your file, you should bring such matters to the attention of Human Resources. The College will consider your concerns and correct or remove any information found to be erroneous or improper. If we decide to retain the disputed information in the file, you are entitled to place a brief statement in your file identifying the alleged errors or inaccuracies. You also may obtain a copy of most documents in your personnel file. The College will likely charge you for the cost of the copies.

If you want us to release information – for example, a salary history for a mortgage application, – we will ask for your permission before releasing information, unless as required by law.

EMPLOYMENT OF RELATIVES

To avoid situations of favoritism, bias, or conflict of interest, we generally will not consider employment for relatives of current employees.

For purposes of this policy, the term *relative* includes all blood relatives and in-laws. It also includes any other type of relationship that would in any way preclude or compromise maintaining a professional business relationship.

Any related employees who were hired prior to this policy must adhere to the following guidelines. In accordance with prudent internal controls, a supervisory relationship should not exist between relatives. Related employees may not be employed in the same department. This would have the potential to create, at the very least, an uncomfortable situation for employees in that area. It follows from this policy, then, that any internal transfers or promotions that may create situations of favoritism, bias or conflict of interest are not allowed.

Each situation will be examined individually, with all possible ramifications considered. In order to effectively staff the College, we cannot unduly limit the hours, flexibility, or the transfer/promotion mobility of our workforce. The Chancellor will review all situations involving related employees for possible conflict of interest.

OPEN DOOR POLICY

Generations has an open-door policy that provides open and clear channels of communication as a means of resolving any problems, misunderstandings, or conflicts that may occur during the course of employment. We encourage employees and managers to talk openly to each other about work and working relationships so that effective, continuous, communication exists. Employees are invited to share concerns, seek information, provide input, and resolve problems or issues with supervisors and managers. Supervisors and managers are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems or issues.

If a difference of opinion or problem arises on the job, see your supervisor or manager and discuss the matter with him or her. Usually, you and your supervisor can resolve the problem without further actions. If you are not satisfied after attempting to solve the problem with your supervisor, contact Human Resources. Sometimes it helps to discuss the matter with someone more removed from the situation.

All employees are expected to identify and work through problems in a cooperative, collaborative way. At the College, we treat our students, co-workers, and all others with respect. This is a guiding principle, and we expect each and every employee's decisions, actions, and behaviors to be governed by this deeply-held philosophy. Every attempt should be made to satisfactorily resolve problems quickly.

Your ideas are always welcome. Because you know your job responsibilities and requirements, you are the logical person to make suggestions for improving methods and operations used in connection with your own work. Do not hesitate to discuss suggestions and ideas with your supervisor.

ACADEMIC FREEDOM

Academic freedom is an integral part of the College's scholarly heritage. The College attempts to create an environment in which persons engaged in learning and research exercise this freedom and respect it in others as contributing to the dignity of individual persons and enhancing the academic process. College precepts and traditions protect this freedom from infringement. In addition to faculty, students and other members of the College community enjoy this freedom when they participate in the various forms of open inquiry and debate such as classroom presentation and discussion, research and publication, public statements made as a citizen in one's own name, and other forms of creative expression. Generations is guided by the 1940 Statement for Principles of Academic Freedom and Tenure of the American Association of University Professors, together with the Interpretive Comments, which is found in the AAUP Policy Documents and Reports, 1990.

HOURS AND PAY PROVISIONS

HOURS OF WORK

Work schedules at Generations are based on many factors, such as College and departmental goals, individual job responsibilities, student and prospective student needs, class scheduling, department coverage considerations, and community needs. Work schedules may vary from area to area and employee to employee. Your supervisor will inform you of your required work schedule. All schedules are subject to change and may be modified from time to time as deemed appropriate by the College. Any scheduling changes require the department manager's approval.

Non-exempt employees should not start work before their scheduled start time or work beyond their scheduled ending time, unless approved *in advance* by their supervisor. Working before or after your scheduled start time without supervisory approval may result in disciplinary or corrective action.

If you are a full-time *non-exempt* employee, you will typically be required to work the standard full-time work schedule of forty hours per week. If you work over forty hours in a workweek, you will be paid at an overtime pay rate of one and one-half times your regular rate for any hours worked over forty in a week, consistent with all applicable federal and state laws.

If you are an *exempt* employee, you do not have a weekly hours requirement. However, the College expects you to complete your job duties. Faculty members work the hours necessary to perform all the duties listed in any agreement the faculty member has with the College, and addendums thereto where applicable.

MEAL BREAKS

Lunch periods or meal breaks are unpaid time (ordinarily 30 – 60 minutes) and are scheduled based on the needs of your department and the College. *All employees who work at least 7½ continuous hours or longer in a day receive an unpaid meal break of at least thirty (30) minutes beginning no later than five hours after the start of the work period that day.* This meal break should be scheduled in accordance with the needs and demands of your department and your work schedule.

As a courtesy to your co-workers, you are expected to time your lunch period to meet the needs of your department and to return to your work area promptly. Skipping or shortening your lunch period in order to leave early is not permitted.

TIME REPORTING AND OVERTIME

It is essential for the College to maintain accurate time records for our employees in order to ensure that your hours of work and paid time off are recorded properly.

Non-exempt staff, and certain temporary employees, must complete and submit a timesheet, accurately recording the hours worked and indicating any time off for vacation, personal days, sick time, leave of absence, etc. You must personally complete and sign your timesheet. Your supervisor also signs off on your timesheet. This is the document that payroll uses in order to accurately pay each employee.

Exempt employees are not required to report their daily or weekly work hours. However, exempt staff employees must report any time off, whether paid or unpaid, due to vacation, personal days, sick time, leave of absence, etc.

Keep in mind:

- *Our workweek begins at 12:01 a.m. on Monday and ends at midnight the following Sunday.*
- *Paid time-off does not count as hours actually worked for purposes of computing overtime pay – for example, holidays, sick time, personal days or vacations.*
- We may require you to work overtime because of business requirements. In such cases, non-exempt employees will receive overtime pay at a rate of one and one-half times your regular rate for any hours worked over forty in a week. Refusing to work overtime could result in corrective action.
- *You cannot receive compensatory “time-off” instead of overtime pay.*

PAY PRACTICES

You have the option of being paid by check or through direct deposit to your bank, with your prior, written authorization. You are paid semi-monthly, on the 15th and the last day of the month. If a payday falls on a weekend or holiday, paychecks and pay advices (for those who have elected direct deposit) will be distributed on the last working day prior to the weekend or holiday.

All full-time non-faculty employees are paid for the current half-month. This means that the paycheck or advice you receive on the 15th of the month reflects your pay from the 1st through the 15th of that month. The paycheck or advice you receive on the last day of the month reflects your pay from the 16th through the last day. The only exception will be adjustments, such as overtime or unpaid time off, which will be made on the following payday in accordance with the payroll schedule used for part-time employees.

All part-time non-faculty employees are paid approximately one pay period in arrears, according to the payroll schedule issued at the beginning of each fiscal year, in order to reflect the variance in hours worked each week by part-time employees.

Faculty members are paid in accordance with the pay schedule listed on their applicable agreement with the College.

All required deductions, such as federal, state and local taxes, and all authorized voluntary deductions, such as insurance payments, will be withheld automatically from your pay. You should review your paycheck or pay advice for accuracy. Any questions about your paycheck should be directed to the Business Office immediately. The staff of the Business Office will explain your paycheck and take the steps necessary to correct any errors.

The College cannot make advances on employee paychecks.

EMPLOYEE TIME OFF

TIME OFF BENEFITS

We offer our non-faculty employees many types of paid and unpaid time off. Some of these policies are designed to enhance the quality of our lives, such as holidays and vacations. Others are designed to assist you when medical or family issues, civic obligations, or personal situations arise that require you to be absent from work, such as sick leave, disability, bereavement, jury duty, military service, school visitation leave, or absences covered under the federally mandated Family and Medical Leave Act (“FMLA”).

Generally, these programs have shorter-term leave benefits leading into longer-term leave benefits if your absence becomes extended.

This wealth of employee programs and benefits can become confusing to sort through – and often depends on many variables. That is why we urge you to read each policy section carefully, so you will be familiar with your options if you ever need to use these benefits. Of course, if you have any questions about your leave of absence benefits and policies, please do not hesitate to talk to Human Resources.

HOLIDAYS

Each year, we will observe certain holidays as approved by the Chancellor, and, if eligible, you will be paid for these days even though you will not be required to work. These holidays are *generally* as follows:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Eve/Day (2 days)
President's Day	

In most cases, if a holiday falls on a weekend, the holiday is observed on the closest Friday or Monday, or on the customary day.

All regular full-time non-faculty employees who are regularly scheduled to work on the holiday are eligible for Holiday Pay. Part-time and temporary workers, including student workers, are not eligible for any Holiday Pay.

Your unscheduled or unapproved absence on the working day before, or the working day after, a holiday will jeopardize your holiday pay eligibility.

You may observe religious holidays not part of our paid holiday schedule. If eligible, you may use your vacation time or a personal day, or take unpaid time off. Remember to schedule your holiday observance in advance with your supervisor.

Some things to keep in mind:

- *We do not count paid holidays as vacation days* if those holidays occur during your scheduled vacation.
- *You will not receive holiday pay if:* (a) you leave the College; (b) start an unpaid leave of absence on the last scheduled workday before a holiday; or (c) you are not scheduled to work on the holiday.
- *Holidays when you do not work will not be treated as time worked* in calculating overtime for non-exempt employees.

VACATIONS

Generations offers annual paid vacation time for all regular *non-faculty* full-time employees. We do not allow employees to take pay in lieu of vacation time. **Only full-time non-faculty employees are eligible for paid vacation time under this policy.**

You must request vacation time in advance. You will be asked before the beginning of the fiscal year to indicate your desired vacation time off for the coming fiscal year. We try very hard to meet your requests. However, management reserves the right to refuse the request based on prior vacation requests, staffing needs and other conditions. On rare occasions – because of business needs – we may request you to split your vacation time or even to cancel vacation plans.

Vacations may not be scheduled during certain weeks. Vacations may generally not be scheduled the week before classes begin, the week classes start, or the week following the opening of an academic session. Refer to the current academic calendar for specific dates.

Make your vacation plans early. Do not wait until the middle or end of the fiscal year to start planning your vacation, when you may not be able to get the time off you want. You are responsible for planning your vacation so you do not lose earned time. All earned vacation days must be used by the end of each fiscal year, and any days not taken at the end of the fiscal year cannot be carried over into the next fiscal year.

HOW YOU EARN VACATION TIME

You accrue vacation time monthly, administered on a fiscal year basis. Generations' fiscal year begins July 1st and ends June 30th. You accrue 1/12th of your annual vacation for each *complete* month of service, beginning with your hire date. New employees have access to their earned vacation time after completing six months of employment.

Accrual Schedules

The amount of your vacation time increases with length of service, according to the following schedule:

<u>Completed Years of Service as of July 1st</u>	<u>Vacation per Full Fiscal Year</u>	<u>Accrual Rate Per Full Month</u>
0 to 4	10 days (2 wks or 80 hrs)	.833 days or 6.67 hrs
5 to 9	15 days (3 wks or 120 hrs)	1.25 days or 10 hrs
10 or more	20 days (4 wks or 160 hrs)	1.67 days or 13.36 hrs

New Employees

Vacation time begins to accrue at a rate of .833 days per full month of employment for full-time non-faculty employees, *beginning with your first full month of employment*. During your first fiscal year of employment, you earn vacation time that you may take during the remainder of that fiscal year, **which you may take only after you have completed six months of employment**. Because it may be difficult to schedule vacation in your first fiscal year, depending upon your start date and the needs of the College, we allow you to carry over up to **five days** of vacation time into the next fiscal year (only in the first year of employment).

For Example: Your hire date is 9/15/2014 and you are a full-time non-faculty employee. Between your hire date and the end of your first fiscal year (6/30/15), you will earn 7.5 vacation days (.833 days times 9 full months). These 7.5 days can be used (if approved) between 3/15/15 (your 6-month employment date) and the end of the fiscal year (6/30/15), or up to five days may be carried over into the next fiscal year.

Borrowing Vacation Time

Vacation pay is based on the presumption that you will be employed through the end of the fiscal year. Since you are earning and taking your vacation time in the same fiscal year, with approval, you may “borrow” vacation time in advance – up to your annual fiscal year vacation time allowed. To borrow vacation time, you will be required to complete and sign a form authorizing Generations to deduct any borrowed vacation pay from your final payroll check if you leave employment before accruing the vacation time you borrowed. You will be asked to sign another authorization form at the time of the deduction.

For Example: You are a full-time employee eligible to accrue 10 vacation days for the current full fiscal year. You take five vacation days in August (assume you had no carryover days) and terminate your employment in October. You then owe Generations 2½ days’ pay. [You earned .833 days per month x 3 full months of employment (July through September) = 2½ days]. The 2½ days you earned will be subtracted from the five days you took and were paid for, leaving you with a negative balance of 2½ days, which will be deducted from your final paycheck.

Some additional things to consider about vacation:

- *Only full-time, non-faculty employees* are eligible for paid vacation.
- *We do not allow employees to take pay in lieu of vacation time.* There is only one exception – we will pay for any unused and accrued vacation time upon separation.
- *You do not have to take all your vacation at once.* You can take it in consecutive weeks, separate weeks, or individual days, *if approved and scheduled in advance.* In accordance with prudent financial practices, there are certain employees who, because of the position they hold within the College, are required to take two consecutive weeks of vacation. Your supervisor will advise you if this applies to you.
- *The maximum vacation time you can earn is 20 days per fiscal year.*
- *We will not count a College-paid holiday as vacation taken,* if it falls during your vacation.
- *If you convert from part-time to full-time status,* your length of service for purposes of calculating vacation time shall include both part-time and full-time service since your most recent date of hire.
- *Vacation time does not continue to accrue during a leave of absence.* Vacation accrual resumes upon return to work.
- *You must record your vacation days or hours taken* on your time sheet each payroll period, if applicable.

PERSONAL DAYS

Full-time non-faculty employees are eligible for one paid personal day during each fiscal year (July 1st through June 30th). Part-time employees and faculty members are not eligible for personal days (but do receive sick leave as explained below). Temporary employees, including student workers, are not eligible for personal days.

New non-faculty full-time employees who begin their employment from July 1st through December 31st are eligible for one paid personal day during the current fiscal year only after successful completion of the introductory period of employment. New non-faculty full-time employees who begin their employment from January 1st through June 30th are not eligible for a personal day until the beginning of the following fiscal year, and only after successful completion of the introductory period of employment.

Your personal day may be taken at any time throughout the fiscal year, but must be scheduled with the approval of your manager.

We provide a paid personal day so that you can have flexibility in taking care of personal business that cannot be accomplished during non-business hours. Possible uses for your personal day include necessary or routine doctor and dental appointments for yourself or family members, religious observance, parent-teacher conferences, legal matters, or other personal business.

Some things to keep in mind:

- *Your personal day is not cumulative*, and any day you do not take by the end of the fiscal year cannot be carried over into the next fiscal year.
- *Generations does not offer pay in lieu of taking your personal day*, the only exception is that Generations will pay for any unused personal day upon separation.
- *You can take your personal day in half-day or full-day increments*, and only with the approval of your supervisor.
- *Your personal day generally may not be scheduled* the week before classes begin, the week classes start, or the week following the opening of an academic session. Refer to the current academic calendar for specific dates.
- *A personal day will not be treated as time actually worked* in calculating overtime for non-exempt employees.

SICK DAYS

Generations provides paid sick leave for all employees (faculty and staff), subject to the terms and conditions contained in the Sick Leave Addendum. All employees will receive a copy of this Addendum. Please contact Human Resources if you need an additional copy.

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE OF ABSENCE

Generations will grant family and medical leaves of absence in accordance with the federal Family and Medical Leave Act. This general statement of policy is not intended to address all leave requirements imposed by law. If any law imposes requirements different than this policy, the Company will comply with that law.

In a nutshell, FMLA entitles eligible employees to *unpaid* leave in an amount up to 12 weeks during a 12-month period. The “12-month period” is a rolling 12 months measured backward from the date you use any FMLA leave.

To be eligible for FMLA, you must:

- Have worked for the College for at least 12 calendar months. The 12 months do not need to be consecutive. Working any part of a workweek qualifies that week as part of the requisite 52 weeks.
- Have worked at least 1250 hours during the 12-month period immediately before the date leave begins. Time spent on unpaid leave or vacation is not counted toward meeting the 1250-hour eligibility test.

Types of situations qualifying for FMLA include:

- The birth of a child and to care for the newborn child within one year of the birth;
- Placement of a child for adoption or foster care in your home;
- Your own serious health condition; or
- To care for a relative with a serious health condition.

Generations also grants leave for military exigencies and employees providing care for qualifying members of the Armed Services, National Guard or Reserves. Please contact Human Resources for more information about eligibility and benefits.

Duration of Leave

Under the federal FMLA, employees are entitled to a total of 12 weeks of leave during a rolling 12-month period for any reason other than military caregiver leave. Under certain circumstances, employees may take FMLA leave in non-continuous increments. Employees who are absent from work for intermittent FMLA must call their supervisor timely to report his or her absence (unless the supervisor is notified in advance of the need to be absent on a particular day and time) and must make clear that the absence is because of a FMLA-related reason. Failure to comply with these provisions may result in denial of the leave request and disciplinary action, up to and including termination of employment.

Requesting Leave

- *You must give us 30 days' notice* of your intent to take FMLA if the reason for the leave is foreseeable. If the need is not foreseeable, you must provide notice as soon as possible. A failure to provide timely and proper notice may result in a delay or denial of the leave and/or discipline under the College's attendance policies.
- *We may require that the requesting employee supply a medical certification* within a reasonable time (usually 15 days) in the case of an FMLA based on your own or your family member's illness. The College will ensure that all medical information is maintained in confidence. If the certification form is incomplete or ambiguous, the employee will be required to supply the necessary supplemental information within seven days. It is very important for an employee to provide the certification form. Failure to timely submit a certification form may result in delay or denial of the leave and/or discipline under the College's attendance policies.
- If the College disputes an employee's need for FMLA for the employee's or a family member's health condition, the employee may obtain a second medical opinion from a doctor of his or her choosing at the College's expense. If the second opinion does not support the need for FMLA, a third medical opinion may be sought from a physician agreed upon by the employee and the College. That third opinion will be binding.

Benefits While on FMLA Leave

For the duration of your FMLA leave:

- An employee's use of FMLA leave will not result in the loss of any employment benefit to which the employee was entitled to before using FMLA leave. *We will continue our portion of premium payments* for all group insurance plans for which you were previously enrolled.
- *You are still responsible for paying your portion* of group insurance premiums. You will need to submit a monthly check to pay for your contribution to the group insurance premiums.
- *You are not entitled to paid holidays*, but you will continue to earn vacation time.
- *You cannot work elsewhere*, including self-employment, unless we give you permission.

If you do not return to work at the end of the leave period, you may be required to *reimburse us for the cost of the premiums* we contribute to maintain coverage during your unpaid leave. The only exception is if you cannot return to work because of a serious health condition or other circumstances beyond your control.

Job Restoration Under FMLA

- *You will typically be restored to your job or an equivalent position.* When you return from a FMLA leave, everything (including position, pay and benefits) is generally restored to you, as it was when you left.
- *We may deny job restoration, if:*
 - Your job has been eliminated while you were on leave – and you would have lost your job even if you had remained at work.
 - You were hired for a fixed term, and that term is completed.

- You are classified as a “key” employee under the FMLA regulations.

If you qualify for paid leave, you may use it during your FMLA leave. Remember, substituting paid leave for unpaid leave time does not extend the 12 weeks of leave generally available under FMLA. The paid time off and FMLA leave will run concurrently until the paid leave is exhausted. This applies to both intermittent and continuous FMLA leave.

Please contact Human Resources with any questions regarding the FMLA leave policy.

DISABILITY LEAVE OF ABSENCE

If you are a full-time employee and are unable to work for more than five consecutive days due to a medical condition, injury or illness, you may request a disability leave of absence.

Your time away from work due to your disability may be covered under the provisions of the Family and Medical Leave Act (FMLA). If you qualify, you will receive FMLA leave in conjunction with your disability leave.

Generally, a disability leave of absence cannot exceed 26 calendar weeks. If you remain out of work for longer than 26 weeks, Generations will contact you to discuss your employment status and plans to return to your essential job functions with or without a reasonable accommodation. At that point, you may also apply for long-term disability insurance benefits (LTD), if enrolled and covered under the College's LTD plan. An employment termination will not affect your long-term disability insurance benefits.

You may be paid for part or all of your disability leave, depending upon your eligibility for short-term disability insurance benefits, as outlined in the plan documents.

Before returning from a disability leave of absence, please try to give us at least two weeks' notice of your anticipated return date. We will also ask for medical documentation releasing you to your essential job functions with or without a reasonable accommodation.

We will attempt to return you to your former position or a comparable position upon return from a disability leave of absence. ***There are different return to work provisions if your leave also qualifies under the FMLA.*** If you decide not to return to work, please let us know as soon as possible and at least 30 days before the anticipated end of your leave.

We will continue paying our share of group insurance premiums for the duration of the approved and medically-certified disability leave. *You are still responsible for paying your portion of group insurance premiums.* You will need to submit a monthly check to pay for your contribution to the group insurance premiums.

BEREAVEMENT LEAVE

All employees will be granted up to three paid days of bereavement leave in the event of the death of a member of their immediate family. For purposes of this policy, “immediate family” means a spouse/partner, or parent, grandparent, sibling, child or grandchild of you or your spouse.

Additional time may be allowed for special circumstances and considerations, solely at the discretion of Human Resources.

We will generally grant you one day off with pay to attend the funeral of a close friend or someone other than immediate family member.

Bereavement leave time with pay is extended to regular full-time faculty and full-time non-faculty employees only.

JURY SERVICE

Generations College recognizes and supports each person’s civic obligation to serve on a jury when summoned, and we will give you time off for jury duty. Just remember:

- Please give us as much notice as possible so we can plan for your absence. Notice requirements may apply. You must present the jury summons requiring your attendance to your supervisor immediately after receiving the summons.
- Document your jury duty time by obtaining verification of jury duty hours from the Court Clerk, to be turned in to your supervisor and Human Resources. We expect you to report to work when the jury is not sitting, until the end of your scheduled work day.
- Non-exempt employees who are summoned for jury duty will be paid the difference between any compensation they receive for their service and their regular pay. To receive this supplemental pay, you must either present a copy of any payment you receive for such jury service and obtain a payroll check for the difference or sign any payment over to Generations and receive a payroll check for the full amount of your regular pay. All supplemental pay will be calculated at your regular, straight-time rate.
- All exempt employees will be paid for jury service in accordance with applicable state and federal laws.

MILITARY LEAVE AND FAMILY MILITARY LEAVE

Covered employees may qualify for military leave or civil patrol leave when called into military service, civil air patrol missions, or training by the United States or State of Illinois. Employees may also qualify for family medical leave if a spouse, child, parent or grandchild is called into military service.

If you believe you need military, civil patrol, or family military leave, please contact Human Resources for more information about your leave eligibility, benefits, and re-employment rights. You should give Generations as much advance warning as is practicable if you feel you need military leave, civil patrol leave, or family military leave, as notification requirements may apply. Generations may require a written certification of your need for leave.

Generations also complies with The Uniformed Services Employment and Reemployment Rights Act (USERRA), which governs reemployment rights after military service and protects against discrimination based on military service or training. Please contact Human Resources if you have any questions about your eligibility, benefits, and re-employment rights under USERRA.

SCHOOL VISITATION LEAVE

Covered employees may qualify for leave to attend school conferences or classroom activities related to their children, if the employee cannot schedule these activities during nonwork hours. Qualifying employees will receive up to eight hours of unpaid leave during any school year but no more than four hours on any given day. You should give Generations as much advance warning as is practicable if you feel you need school visitation leave, as notification requirements may apply. Please contact Human Resources for more information about your leave eligibility and benefits.

TIME OFF TO VOTE OR SERVE AS AN ELECTION JUDGE

Employees may take two successive hours of leave between the opening and closing of polls to vote in federal, state, or local elections. To qualify for this leave, you must notify Generations *before* election day. Since polling places are generally open before and after work, we ask that you make every effort to vote outside of your normal working hours. Employees appointed to serve as an election judge may qualify for unpaid leave to serve in that capacity. You should contact your supervisor or Human Resources as soon as possible if you feel you need leave to serve as an election judge, as notification requirements may apply. Please contact Human Resources for more information about your leave eligibility and benefits.

UNPAID PERSONAL LEAVE

We may grant you up to 30 calendar days of additional unpaid personal time off with *no interruption in your benefits*, if you are a regular full-time or part-time non-faculty employee. We give this leave only for *exceptional or unusual* circumstances, and it is granted at the discretion of Human Resources. You should make your request in writing as far in advance as possible, describing the circumstances surrounding your need for the leave.

If approved for an unpaid personal leave, you must:

- *Use all accrued vacation days, sick leave, and FMLA leave* before starting your personal leave
- *Continue paying the employee portion* of your group medical insurance premium, if you are enrolled

We will continue paying our share of group insurance premiums for the duration of the approved unpaid personal leave, but you will not continue to accrue vacation time during an unpaid personal leave of absence.

We will attempt to return you to your former position or a comparable position when your leave ends. However, we cannot guarantee it because of business requirements.

EMPLOYEE BENEFITS

BENEFIT PLANS AND INSURANCE

We take a lot of pride in providing our eligible employees with a comprehensive benefits package. Some of these benefits are very complicated, and making informed decisions is important. Please carefully read the separate and more detailed summary plan description booklet(s) we give you when you become eligible for each benefit plan. These booklets and the plan documents set forth in detail your rights and obligations as well as information concerning coverage and any procedures you must follow to receive and maximize your benefits. *If there is any conflict, ambiguity or inconsistency between information contained in this Handbook and the terms and conditions contained in the plan documents, the plan documents will control.*

GOVERNMENT MANDATED PLANS

In addition to benefits *we* provide, you may be entitled to mandated federal and state benefits under certain circumstances. Please contact Human Resources with any questions regarding these types of benefits.

RETIREMENT PLAN

The Generations College Retirement Plan is a defined contribution plan that operates under Section 403(b) of the Internal Revenue Code. Our 403(b) Plan can give you a good start on your savings towards retirement. If you choose to participate in the Plan after you are eligible, you may make voluntary, pre-tax contributions. If you choose to contribute to the Plan, the College makes a generous contribution on your behalf, based on the plan provisions and limits imposed by the Internal Revenue Code.

Read the summary plan description booklet we give you and consult the plan document for the Plan. Why? Because the plan document specifies the terms and the conditions under which the plan is administered, as well as your rights and benefits. Please direct any questions you have about this Plan to Human Resources. *If there is a conflict, ambiguity or inconsistency between information contained in this Handbook and the terms and conditions contained in the plan document, the plan document will control.*

EDUCATIONAL ASSISTANCE

This generous benefit can help you enhance your current job skills and assist you in your career planning. The Educational Assistance benefit allows eligible employees and eligible family members of employees to take courses (up to the maximum allowed by this benefit) at Generations without payment of tuition. All fees and costs other than tuition must be paid in full by the employee/student.

You may qualify to participate in this benefit if you are a full-time employee, have completed your introductory period, and have a satisfactory work and attendance record. If you meet these requirements, then your spouse or dependent children (up to age 21) are also eligible for this benefit. The Chancellor reviews all requests for Educational Assistance and may grant approval at his or her discretion.

An eligible employee may take one course per semester under this benefit. Eligible family members may take up to six semester hours per semester under this benefit.

If approved, your continued enrollment (or the continued enrollment of your spouse or dependent child) with tuition waiver under this Educational Assistance benefit is predicated upon satisfactory academic progress, i.e., a GPA of 2.0 or higher. You or your eligible dependents who participate in this Educational Assistance benefit must observe and follow all College policies for admission and continued attendance, and will be treated no differently than any other student.

Keep in mind:

- *You must apply for participation in this benefit.* Your course enrollment and tuition waiver under this Educational Assistance benefit (or that of your spouse or dependent child) must be approved by your supervisor, Human Resources, and the Chancellor prior to the deadline for enrollment each semester.
- *For purposes of this policy, “dependent child” is defined* as your biological or legally recognized child who is age 21 years or younger.
- *Each semester, the maximum number of courses/semester hours covered under this policy is limited to:* one class per employee, and 6 semester hours for your eligible dependent.
- *You must use your own time* to attend and prepare for classes.
- *This benefit applies to tuition fees only.* All other fees, expenses or costs are paid by the employee/student.
- The Chancellor retains ultimate discretion to interpret, amend, or discontinue this policy and the Educational Assistance benefit.

EMPLOYEE RESPONSIBILITIES

PROFESSIONAL CONDUCT

Generations cherishes its professional, civil and congenial work environment and takes all necessary steps to ensure that its workplace and learning environment remain positive. Generations also recognizes the impact that professionalism has on the College's reputation and operations. To that end, Generations expects each and every person in its community to behave professionally, treat others with dignity and respect, demonstrate acceptable work habits and conduct themselves in an appropriate manner. Generations designed its professional conduct expectations to protect the reputation, integrity and property of the College and its community, as well as curb or prevent any actions that interfere with its interests.

Generations will apply the Professional Conduct policy in a consistent and nondiscriminatory fashion. For Generations' employees, Professional Conduct policy violations may result in corrective or disciplinary action, up to and including termination of employment. Although Generations will evaluate Professional Conduct violations on a case-by-case basis, certain violations are totally unacceptable and may result in immediate termination. The following is a partial (non-inclusive) list of Professional Conduct policy violations that may result in immediate termination of employment:

- engaging in violent or threatening conduct;
- fighting and/or disorderly or reckless conduct;
- intimidating others, coercing others, or interfering with the protected rights or performance of any person at Generations;
- possessing, distributing or using weapons or explosives;
- using abusive, threatening, intimidating or vulgar language, images, symbols, gestures or comments;
- violating criminal law;
- dishonesty, fraud, theft, or sabotage against the College or its community;
- disrupting Generations' operation by failing to perform job duties, including, without limitation, insubordination, failure to comply with reasonable instructions as directed, failure to perform reasonable duties as assigned, excessive tardiness, excessive absenteeism or job abandonment;
- misappropriation or misuse of Generations' trade secrets or intellectual property;
- misappropriation or misuse of the trade secrets or intellectual property of others, including installing unauthorized or illegal copies of software on a Generations-owned computer or device;
- engaging in self-dealing transactions, including engaging in any commercial activity or certain types of outside employment, that conflicts with or gives the appearance of conflicting with Generations' interest, without first having obtained authorized written consent from the Chancellor;
- unauthorized disclosure of information, documents or materials that contain confidential, privileged, proprietary or sensitive information;

- violating Generations' Substance Abuse Policy, Harassment Policy, Title IX policy or any other Generations policy;
- unauthorized use of, damage to, destruction of or theft of property, material, time, equipment or possessions of the College;
- falsifying records or reports related to Generations, including, without limitation, employment applications, resumes, time sheets and expense reports;
- gross negligence in the performance of duties;
- gross negligence or recklessness that leads to a violation of Generations' safety rules; or
- engaging in such other practices that may be inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of the College.

Nothing in this Professional Conduct policy alters the at-will employment status of any of Generations' at-will employees.

SUBSTANCE ABUSE

Both the College and you have vital interests in ensuring safe, healthy and efficient working conditions for all employees. The unlawful or improper presence or influence of drugs and/or alcohol in the workplace conflicts with these vital interests.

Accordingly, the unlawful or unauthorized use, possession, manufacture, sale, purchase, or transfer of drugs, drug paraphernalia, or alcohol is absolutely prohibited on Generations premises or while performing duties for Generations. In addition, no employee shall work, report to work, be present on College premises, or be engaged in College activities while impaired by illegal drugs, alcohol or any controlled substance. Violations will result in immediate corrective action up to and including termination.

For the avoidance of doubt or confusion, using a *legal* drug (*e.g.*, prescription or over-the-counter medication) is permissible unless it causes the employee to become impaired while on College premises or performing duties for the College. Prescription medication must remain in the possession of and used only by the individual for whom it was prescribed, under the conditions prescribed by a treating physician.

We reserve the right to request a drug or alcohol test if we have reasonable suspicion that you are impaired by drugs or alcohol. We may also require testing after any employee suffers an injury or is involved in an accident in the workplace or while engaged in College business. We may also test applicants for employment in order to assist in maintaining a drug and alcohol-free workplace.

We may search and/or inspect all College property and your personal property on our premises for unlawful substances, unauthorized substances, or substances that this policy otherwise prohibits. We may discipline any employee who refuses to cooperate in testing or in an investigation – with corrective action up to and including immediate termination. Any illegal or controlled substances discovered on our premises will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

The College recognizes that drug and alcohol abuse are serious medical problems and we would like to assist employees who realize that they have such a problem, which may interfere with their ability to perform their job in a satisfactory manner. Please contact Human Resources for assistance. We urge any employee with a substance-abuse problem to seek voluntary treatment, and the College will make reasonable efforts to keep this fact confidential.

WORKPLACE ATTIRE

You are required to present a neat and professional image while at work or representing the College. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and directly affect the image we present to students, prospective students, the academic community, guests, vendors, and other members of the community.

Employees should be attired and groomed in a manner appropriate to and in keeping with their assigned duties. Staff members should keep in mind such factors as:

- the type of work you perform;
- the need for student, public, and/or academic community contact;
- the reasonable sensibilities of co-workers;
- the physical working environment;
- the safety of yourself and others; or
- your individual personal taste and comfort, to the extent that it is not in conflict with these guidelines or Generations' desired business image.

Employees are expected to dress in accordance with community standards of business or professional attire and to avoid extreme styles or informal attire more appropriately suited for personal leisure and recreational activities. If in doubt as to the appropriateness, err on the side of conservatism.

If you dress inappropriately, your supervisor or Human Resources may counsel you on appropriate attire. If your clothing is unduly distracting or inappropriate, you may be sent home without pay to change clothes. Repeated disregard for this policy may result in disciplinary action up to and including termination.

ATTENDANCE / PUNCTUALITY

It is your responsibility to report for your job punctually and regularly. Failure to do so places an unnecessary and unfair burden on your co-workers and violates your obligation to the College. The absence of one employee affects our entire operation. Regular attendance and punctuality are essential functions of your job at Generations.

You are expected to be at your work area to begin work by your agreed-upon starting time each day and to adhere to guidelines for breaks or lunches. Personal business should be handled before or after working hours or on your lunch break.

In the event you are unable to report to work at your scheduled start time or cannot work until the end of your scheduled shift, it is your responsibility to notify your management team. Do your part to assist in this process by giving your immediate supervisor or manager as much advance notice as possible. Employees must report tardiness and absences as follows:

- You must call, text or email your direct supervisor or manager at least 60 minutes prior to your scheduled start time to report that you will arrive late, be absent or depart early.
- Failing to report a tardy, absence or early departure as directed in this policy will result in an attendance infraction, even if you have an excuse for the tardy, absence or early departure.

In situations where you need to take an absence or tardy due to a reason approved by Generations policy or federal, state or local law, you must still follow the reporting procedures described above, except:

- In cases where you have a foreseeable need to take an absence, tardy or early departure for a reason that qualifies for leave under the federal Family and Medical Leave Act, you will be required to provide 30 calendar days of notice of the absence, tardy, or early departure and apply for FMLA (if you have not already applied).
- In other cases, not involving FMLA, where the need for an absence, tardy or early departure is foreseeable, you must provide 7 calendar days of notice.

If your need for an absence, tardy, or early departure is not reasonably foreseeable 30 calendar days in advance (for FMLA qualifying absences, tardiness, and early departures) or seven calendar days in advance (for other approved forms of leave), then you must provide notice as soon as possible, by phone, e-mail, or text message. Where possible, you need to give notice of an unforeseeable absence, tardy or early departure at least 60 minutes before your scheduled start time).

TELEPHONE ETIQUETTE

You are the College's representative whenever you answer the telephone at work. Our customer service philosophy demands that we all adopt and maintain outstanding telephone etiquette.

Always answer the telephone promptly and give the caller your undivided attention. Your voice should be alert, pleasant, natural, helpful and expressive.

Here are some guidelines for proper telephone etiquette:

- Answer incoming switchboard calls with "Generations College. How may I help you?"
- Thank the caller for waiting when you return to the line after putting a caller on hold.
- Display good manners. Always remember to say "thank you" and "please" and "I am sorry," as appropriate.
- Use the caller's name in conversation.
- Be tactful and diplomatic, especially if it is necessary to refuse a request because of a College policy. Give the caller another option whenever possible. Refer the caller to a supervisor or manager if there is a problem that you are not comfortable handling.
- Handle the call yourself if at all possible. Transfer the call only if absolutely necessary, and then explain the situation to both the caller and the employee who will be taking the call to avoid the caller having to repeat the problem, question or request.
- Offer to return the call if the information you need will take some time to get or if you need to ask for guidance on how to handle the call.

Remember that a telephone is a business tool and that personal calls, both incoming and outgoing, need to be held to a bare minimum both in frequency and length of the conversation. Personal calls should never be made in the presence of students or visitors except in unusual circumstances. If you must make a personal long-distance call from a Generations telephone, you should charge the call to your personal telephone card.

If you have a cell phone with you at work, the ringer should be turned off or to vibrate so that ringing does not create distractions or disturbances in the workplace. All personal calls, whether incoming or outgoing and whether received or made from your cell phone or from Generations College phones, must be kept to a bare minimum both in frequency and length.

Improper telephone usage or etiquette may result in disciplinary action up to and including termination.

SAFETY / JOB-RELATED INJURIES

The College makes every effort to maintain safe working conditions. The main responsibility for safety lies with you. It is the shared responsibility of all employees to be aware of and eliminate any potential hazards. If you see a safety or health hazard, correct it and/or report it to your supervisor so that it can be corrected without delay.

If an employee, student, or visitor is injured in any way, the most important step is to obtain proper medical treatment immediately. All other concerns – such as damage to property – should be considered secondary. All injuries or accidents, regardless of severity, ***must*** be reported to your supervisor and Human Resources immediately.

If you are injured at work or while out on College business, you must immediately report the details to your supervisor and Human Resources. If your supervisor or Human Resources is unavailable, you are required to report the injury to a Dean or Program Director no later than the end of the working day. Notice to a fellow employee who is not a member of management is ***not*** considered proper notice. You must also prepare a written memo describing the accident and your injuries by the end of the working day, or as soon as possible. You must cooperate with any investigation into your injuries. Failure to immediately report an injury can result in corrective action, up to and including termination.

Notification should include all details relevant to the circumstances surrounding the incident. Our workers' compensation insurance may cover costs incurred as a result of a work-related illness or injury. In order to ensure proper payment, you must report any such occurrences immediately.

CONFIDENTIALITY AND SECURITY

This applies to all employees, both on and off the College's premises.

Treat all communications that relate to Generations' confidential and proprietary information with *absolute confidentiality*. This applies to both written and oral communications, inside and outside of the work place. Some examples of such information are:

- identity of students, including telephone and any other personal information;
- identity and proposals or bids of vendors or potential vendors;
- pricing and fee strategies;
- marketing plans and strategies;
- any information regarding proposed classes or partnerships;
- financial information about Generations, students, or potential students;
- any other proprietary information of Generations College or students, suppliers, vendors, or contacts; and
- any trade secrets of Generations.

To the extent that you have custody of personally identifiable information, such as social security numbers or dates of birth, Generations requires that you take affirmative steps to guard against the inadvertent disclosure of such information.

Some issues to consider:

- *Be careful about discussions of sensitive materials outside our facilities*, in such places as: elevators, restaurants, trains, buses, airplanes, hotels, building lobbies, etc.
- *Do not discuss, show, or share confidential or proprietary information to any outsiders or non-involved employees* – unless they have a true “need-to-know,” and the Chancellor has approved it.
- *Be aware of privacy issues* when faxing, e-mailing, messengering, or shipping materials or information.
- *Remember to remove confidential materials* from desks, copy and fax machines, and other public areas. Lock file cabinets containing confidential materials before you leave for the day.
- *An employee should accompany visitors* at all times. If you see someone who is unescorted, ask that person pleasantly if you can direct him or her to a specific employee, classroom, or department.
- *The College should be secured properly* when the last person leaves for the evening. Employees who are working early, late or on weekends or are in the area alone should make sure that doors are locked and use good judgment and common sense in all matters of safety.

ELECTRONIC SECURITY/CONDUCT – E-MAIL AND INTERNET

To improve job performance and facilitate effective business communications, we may make telephone, voice mail systems, e-mail, internet, software, cloud systems, fax machines, computers, copy machines, personal computers, and other equipment/services available to you.

Keep in mind that these systems are intended solely for College use in order to facilitate business communications and increase efficiency. As such, all electronic communications transmitted, received or stored by or through the College's information systems or other machines are considered College property. You are responsible for the condition of any College-owned equipment issued to you. You must receive permission to remove College property from our premises. You must return all College property when leaving our employment, or any time we request it. We expect our equipment to be returned in a similar condition to that in which it was issued, including reasonable use.

All authorized users are responsible for the use, storage, and security of their equipment and files. You should be aware of the College's current system of securing and backing up data, and assist in ensuring that this system is not compromised in any way.

Employees have no privacy in the use of Generations' computers, Internet, software, or systems, or in any documents, messages or information created on, with or transmitted over the College's computers, Internet, software, or systems. The College has access to all electronic communications, its computers and its Internet, and maintains the right to access and monitor, consistent with the law, all documents, messages, data, and information created on, with or transmitted over its computers, Internet, software, or systems, including e-mail, without notice to employees. All such documents, messages, data, and information can be accessed, monitored, and reviewed by the College and law enforcement consistent with the law.

Electronic Communications

Employees may not use any electronic communication system in a harassing, illegal, or defamatory manner. An employee may not copy, download, or use any image, text, video, audio material, or software that is copyright-protected or trademark-protected without appropriate authorization.

Employees may not use College equipment or resources for personal use or benefit without prior supervisor approval, except that employees who have access to the email system as a regular part of their work may use email on their non-working time for statutorily protected communications, including communications with respect to terms and conditions of employment, as long as such communications do not interfere with an employee's work performance, interfere with any other employee's work performance, unduly disrupt the operation of the electronic communication system, or violate any other provision of this or any other Generations policy. If the College determines that an employee's personal use of the electronic communication system is disruptive or excessive, the employee will be disciplined and/or terminated from employment.

Protect your password security. It is your responsibility, and you will be presumed to be the author of anything created on your password-protected system.

It is strictly prohibited to:

- Access a file or to retrieve any stored communication unless you have been authorized to do so.
- Use other users' passwords without authorization.
- Install a private password system that is unknown to us.
- Display or disseminate materials of a sexual, pornographic, racist, or sexist nature, or that would otherwise violate any one of Generations' policies.
- Make unauthorized copies or distribution of software installed on the College's computers.
- Install personal software on Generations' computers.

Internet

Access to the Internet has been provided to staff members for the benefit of the College. When using the Internet, every staff member has a responsibility to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users, the following guidelines have been established.

- Internet use is reserved for business purposes. If you are accessing the Internet from College-owned equipment, you are representing the College, and all communications should be for professional reasons only. All Internet activity accessed via Generations's equipment is traceable back to Generations, even if you use your own Internet service provider. Please use extreme care and caution when accessing the Internet from Generations at all times. You are responsible for ensuring that *anytime* you access the Internet from Generations or representing Generations, you use it in an effective, ethical and lawful manner.
- Employees may not use the Internet for personal use or benefit without prior supervisor approval, except that employees who have access to the email system as a regular part of their work may use email on their non-working time for statutorily protected communications, as stated above. Unacceptable Internet use includes, without limitation, personal entertainment, personal communication, on-line shopping, auctions, chat rooms or securities trading. Internet use must not interfere with an employee's work performance, interfere with any other employee's work performance, unduly disrupt the operation of the electronic communication system, or violate any other provision of this or any other Generations policy.
- You are responsible for the content of all text, audio or graphic images that you place or send over the Internet. Information published on the Internet should not violate or infringe upon the rights of others. When viewing, transmitting, downloading, or otherwise using copyrighted materials, you must observe all copyright laws and license agreements.
- Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, gender, gender identity, age, physical attributes, or sexual preference are allowed to be transmitted. Examples of forbidden transmissions include, without limitation: obscene or abusive messages, language or images; sexually explicit messages, cartoons or jokes; unwelcome propositions, ethnic or racial slurs; or other messages that can be construed as harassment or disparagement of others. Any messages of this type that are received should be immediately deleted, and the sender informed that these types of messages are inappropriate. Displaying or disseminating materials that may be considered by some people to be obscene, racist, or sexist may constitute harassment by creating a hostile work environment for others.

- In order to prevent computer viruses and illegal software piracy, no unauthorized downloading of any software is permitted. Only files from reputable, known sources may be downloaded as necessary for specific business reasons.

Because of the evolving nature of technology, this policy is not intended to be comprehensive, and conduct not specifically mentioned that violates the spirit of this policy may also, at our discretion, result in corrective action up to and including termination.

Violations of any part of this policy can lead to corrective action up to and including termination. The College will cooperate with legal authorities in investigations of any potential illegal violations regarding e-mail and/or Internet use.

SOLICITATIONS, COLLECTIONS AND DISTRIBUTION

We strive to establish a work environment that is productive and without undue disruptions to the workday. Therefore, we do not allow you to sell, distribute or collect goods and money during work time on our premises. Distributing literature and circulating petitions during work time or in work areas is also prohibited. You may not solicit non-employees or visitors while on Generations business or while representing Generations, regardless of location.

Occasionally there may be voluntary collections for a gift for a co-worker or charitable fund-raising activities. These activities should always be on a clearly voluntary basis. Regardless of the purpose of the collection, under no circumstances are employees to be overtly or subtly coerced into contributing. Each employee is free to contribute or not contribute, and no one is to be criticized or ostracized for declining to make a contribution.

To avoid disruption of normal office operations, solicitations, collections, sales or distributions by employees should be limited to lunch periods or before or after working hours.

Non-employees are prohibited from trespassing, soliciting or distributing literature on College premises at any time.

CORRECTIVE AND/OR DISCIPLINARY ACTION

All College personnel are required to meet acceptable performance standards and comply at all times with the policies discussed in this Handbook. Corrective or disciplinary action may be taken when issues with an employee's conduct or performance arise. These issues may result in disciplinary action up to and including immediate termination. Generations reserves the right to terminate an employee at any time in accordance with the at-will employment policy.

PROFESSIONAL DEVELOPMENT

PERFORMANCE APPRAISAL

Each employee makes a unique contribution to the College. In order to assist you in maximizing your contribution, your manager or supervisor may informally give you performance feedback on a regular basis. In addition, you may receive an annual written appraisal summarizing your performance.

Consistent with our open-door policy, you should feel free to discuss any aspect of your performance with your supervisor at any time throughout the year. You are encouraged to review your job and performance, including your strengths as well as areas for improvement and development. You may also discuss and evaluate current goal achievement as well as establish objectives for the future.

Our approach to performance management is proactive and collaborative – if you do not think that you are getting enough feedback from your manager, it is your responsibility to ask. It is important that you and your supervisor have a clear, mutual understanding of the expectations and criteria for success in your job.

If you are newly hired, you may have a feedback session with your supervisor at the end of your 90-day introductory period. Of course, you may seek input on your performance at any time.

PROFESSIONAL DEVELOPMENT

We encourage the professional development of our regular full-time employees through our Professional Development policy. Under certain circumstances, we may also assist you with the financial cost of your job-related educational pursuits through our *Educational Assistance* policy. The ability of the College to pay for job-related educational pursuits will be based on available funds, the recommendation of your manager, and the final approval of the Chancellor.

Professional Memberships – We may sponsor one or more memberships in job-related professional organizations through payment of membership fees. You will need to get approval first from your manager or the Chancellor.

Certificates of Continuing Education – If you have a professional certification that you need to renew or update periodically, we may assist you with the cost of any required continuing education courses, depending upon funds availability. Any such reimbursement must be pre-approved. Please remember to renew your certifications in a timely fashion.

Training and Development – We may support outside or internal training programs and seminars, with management approval.

ADDITIONAL EMPLOYMENT POLICIES

EMPLOYEE SEPARATION

At Generations, we are committed to the philosophy that employment relationships are both personal and voluntary. By this we mean that although we hope for mutually beneficial working relationships with our employees, we recognize that changing circumstances make it impossible to guarantee employment.

We recognize that each separation situation presents a unique set of circumstances. Occasionally circumstances arise that require the employment relationship to be terminated. As you are free to terminate your employment at any time, the College maintains the same right. It is our intention that employee separations will be handled in a professional manner.

VOLUNTARY TERMINATIONS

It is important for employees terminating employment voluntarily to advise the College in advance of their intent to resign. If you decide to resign from your job at Generations, we ask that you give us at least two weeks of notice. Faculty members are asked to give at least thirty days of written notice. This is considered a professional courtesy, even though you have no obligation to do so under the at-will employment policy. Please submit a letter of resignation to your manager as soon as possible, with a copy given to Human Resources.

We will need you to turn in keys and other College property and materials when you leave. You will also have to complete required paperwork. So be prepared, and do not leave everything until the last minute.

All accrued and/or borrowed vacation time and personal days will be reconciled upon separation.

Generally, your College benefits end at separation. However, upon termination, employees covered under our health and dental insurance plans have certain legal rights to remain on the insurance plans at their own expense through COBRA benefits. More information regarding COBRA coverage, costs, and administrative procedures is available from Human Resources at the time employment ends or when an employee has a question about other qualifying events.

WORK PRODUCT

Generations considers all work product – even if prepared by you – to be College property. Accordingly, upon your separation from Generations, for whatever reason, you will not be allowed to make or retain any work product or copies of work product, including but not limited to course outlines, syllabi, teaching or testing materials, student records, payroll or personnel information, files, contracts, and computer software.

EXIT INTERVIEWS

Before you leave, we may ask you to set aside some time for an exit interview.

An exit interview is meant to provide you with the opportunity to reflect on your experience at Generations and to offer comments, advice, or suggestions pertaining to our work policies and practices. Information shared during an exit interview will be treated as confidential. The information we get during exit interviews is one important way that we regularly evaluate the effectiveness of our work environment, job content, policies, and practices.

All College property must be returned at or prior to the exit interview. The employee's final paycheck will be issued, via mail to the last known address of the employee, consistent with all federal, state and local laws. All address changes should be reported to the payroll office to insure timely delivery of W-2s.

FACULTY AND STAFF GRIEVANCE PROCEDURE

A. Policy and Purpose

Generations College expects all employees involved in a complaint or dispute to seek amicable resolution of their differences in a civil, and professional manner. Employees are encouraged to resolve their differences, whenever possible, without relying on the formal grievance process. It is recognized that some complaints may arise in the workplace that require review by the College. For that reason, the College provides this grievance procedure as a vehicle by which to promote a prompt, efficient, and fair investigation and resolution of employee concerns. With the approval of the Board of Trustees, this procedure may be modified or adapted as needed to effectuate the overall intent of the College or other circumstances are present that warrant an adjustment to fulfill the purpose of this procedure.

B. Definitions

The following terms are defined for purposes of this procedure:

1. “Grievance” - The term “grievance” is be defined as a claim by an employee (“the grievant”) that he or she has suffered a harm in violation of the College policy, or has suffered adverse consequences as the result of an unfair action taken or decision made by another employee, including but not limited to, employees in a supervisory, administrative, or managerial position. Complaints related to dismissal or termination of employment are specifically excluded from the definition of “grievance” under this procedure.
2. “Grievant” - The term “grievant” means an employee who has a grievance.
3. “Grievance Officer” - The term “Grievance Officer” is defined as follows:
 - a. If the grievant is a member of the faculty, regardless of rank or status, the Grievance Officer is the Dean for Academic and Student Affairs or such other individual as appointed by the Chancellor of the College.
 - b. If the grievant is not a member of the faculty, the Grievance Officer is the Human Resources Director or such other individual as appointed by the Chancellor of the College.
 - c. If the grievance is against the Grievance Officer named above, or if the particular circumstances warrant a different appointment, the Chancellor will appoint another person to serve as Grievance Officer for that particular grievance.
4. “Member of the Faculty” - The term “member of the faculty” means any full-time faculty, adjunct faculty, lecturers, or any other person assigned to regular classroom, lab, or other academic teaching responsibilities in the College’s academic programs.

C. Grievance Procedure

All grievances should be processed in good faith in accordance with the following mandatory procedure.

1. Informal Discussion

An employee who believes he or she may have a grievance should first meet with his or her immediate supervisor for an Informal Discussion of the matter within fifteen (15) calendar days of the date the employee knew or reasonably should have known of the adverse action or decision upon which the grievance is based. For purposes of the Informal Discussion Step, the Dean of Academic and Student Affairs will be considered the supervisor for any grievances brought by members of the faculty. Both parties will make a good faith effort to resolve the matter informally. The supervisor seeking to resolve the grievance may consult with others as appropriate. If the matter is not resolved by Informal Discussion, the grievant may pursue the matter through a Formal Grievance. The grievant may also bypass the Informal Discussion if the nature of the issue renders informal resolution inappropriate or when the grievant has a reasonable basis for believing the informal step would be futile.

2. Formal Grievance Step

If the grievant is not satisfied with the result of the Informal Discussion, or the Informal Step is bypassed for reasons stated in section C(1), he or she may file a formal grievance. The formal grievance may be a simple written statement, but should include the following minimum information:

- a. A full description of the problem and any relevant facts, including but not limited to, the specific acts at issue, the individuals involved, and the harm suffered by the grievant;
- b. A summary of the steps, if any, the grievant has already taken in attempt to resolve the problem, including the names of persons involved;
- c. A statement of the requested resolution and the grievant's rationale for the requested resolution for each perceived violation;
- d. Any supporting documentation; and
- e. The name, contact information, and signature of the person initiating the grievance.

The written grievance should be filed with the appropriate Grievance Officer within 15 calendar days of the conclusion of attempts to resolve the matter through the Informal Grievance, or within 15 days of the action(s) complained of, if the Informal Step is bypassed.

Once the grievance has been properly filed, the Grievance Officer should conduct a thorough review of the allegations and collect information necessary to determine the merits of the grievance. This review can include, without limitation, convening a meeting during which the grievant, the individual(s) against whom the grievance has been brought, and witnesses can supply

factual information about what occurred. The Grievance Officer may interview those involved and any witnesses to determine the facts and resolve any factual disputes. The Grievance Officer can also consult with others as appropriate and review any records, documents, and emails relevant to the issues presented.

When a meeting of those involved is convened, persons present at the hearing will typically include the grievant and the individual who made the decision or took the action upon which the grievance is based. The hearing will also include any other person against whom the grievance is directed. Witnesses may be called as appropriate, and all employees are expected to cooperate fully in providing or producing information. Only the Grievance Officer will question witnesses, but any party to the grievance may suggest areas of inquiry to be explored. Because this is an internal matter, no legal counsel is permitted at grievance meetings. *All anti-retaliation and whistleblower rules under Generations's Harassment, Discrimination and Retaliation Policy apply.*

Once the matter has been fully examined, the Grievance Officer will determine whether the actions complained of occurred. The Grievance Officer will develop a documented report of findings and submit a written recommendation to the Chancellor of the College. The Grievance Officer's review and preparation of the report and recommendation normally should take no longer than thirty days unless the College is closed or not in session, or in extraordinary circumstances. While the report and recommendations are confidential, the Grievance Officer will also prepare and provide to the grievant and the individuals against whom the allegations were made a summary of the recommendations for resolving the grievance.

When the Grievance Officer recommends that remedial or disciplinary action should be taken against the individual against whom the grievance was filed, those recommendations will be provided separately with a copy provided only to the individual against whom the recommendation is made and Human Resources.

D. Final Disposition and Appeals to the President

If either the grievant or the individual(s) against whom the allegations were made are dissatisfied with the recommended resolution of the grievance, he or she has fifteen calendar days from receipt of the Grievance Officer's findings and recommendations to appeal to the Chancellor. Any appeal should be in writing and should specifically describe the point(s) on which the appeal is based. The Chancellor also has the independent authority to accept or reject the Grievance Officer's findings and recommendations in whole or part regardless of whether an appeal is filed, or may conduct additional fact-gathering activities for the purpose of obtaining additional information or clarifying the facts as reported.

The Chancellor will make the final decision and determine any appropriate remedies or sanctions in all cases upon receipt of the Grievance Officer's report and after the time for appeals has passed. The Chancellor should notify all affected parties of his or her decision within a reasonable period of time—typically fifteen days after receipt of the Grievance Officer's report or any appeal is filed (whichever is later) unless the College is closed or other extraordinary circumstances exist—and initiate whatever action he or she deems necessary.

The Chancellor may, in his or her discretion, appoint a designee to issue the final disposition for the College. The Chancellor may consult with College's Counsel or others in making his or her decision.

E. Expedited Time Frames

In the context of issues that may be time sensitive due to upcoming events or activities for which a decision must be made quickly, the Grievance Officer and the Chancellor or his or her designee can expedite all time frames under this policy to facilitate a prompt resolution.

F. Confidentiality

The grievant's confidentiality should be maintained by each person involved in the informal or formal investigation or resolution of a grievance under this policy. Any disclosures regarding the employee or the investigation will be limited to the minimum necessary to accomplish the investigation.

STUDENT RECORDS AND FERPA REGULATIONS

Generations College recognizes the importance of maintaining consistent and responsible student records and acts in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 12.32g) which stipulates that “a school may not generally disclose personally identifiable information from an eligible student’s education records to a third party unless the eligible student has provided written consent.” This means that a student must give written consent if he/she wishes Generations to share educational information even if it is with a parent or spouse. For more information, please contact Human Resources or consult the following: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

The official Records Custodian, charged with maintaining student records is Mariza Silva, Registrar supported by Roberto Torres, Dean of Enrollment Management and Student Services. The Records Custodian is responsible for the security, integrity and confidentiality of student records. Generations defines student records as any record that can identify the student and includes, without limitation, the student name, social security number, address, phone number and educational history. Some examples include:

- Course history
- Transcripts
- Financial status
- Grade holds due to
 - Probation
 - Financial restraints

The College ensures the security, integrity and confidentiality of student records by maintaining strict procedures for dissemination of records to both internal and external publics. The Records Custodian complies with the regulations of FERPA and does not disclose confidential information unless requested through approved channels. Paper student records are archived in file cabinets in a secure area for legally required time period, and the College utilizes an electronic database to gather student records. This database, SonisWeb, has been reviewed for accuracy and confidentiality and meets the College’s criteria for an academic database as well as standards applicable under FERPA. SonisWeb also maintains an off-site backup system should Generations’s servers experience an unexpected loss, ensuring records are secure and accessible at all times.

Current and former students of Generations College can request an academic transcript only by submitting a signed written request to the Records Custodian. No other requests will be accepted. The request should include the name under which the student was registered, the social security number, dates of attendance, and a complete mailing address where the transcript is to be sent. The request should be made two weeks in advance.

Students and/or alumni are entitled to one free transcript, which is given at graduation, and there is a fee payable in advance for each additional transcript. A request for a transcript is denied if there is any outstanding debt, or documents, equipment or materials owed to the College. Official transcripts are sent directly to the college, employer, or agency indicated on the student’s request. Students may request a transcript, which is labeled “Issued to Student.”

FERPA TUTORIAL

1

What is FERPA?

FERPA is an acronym for the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment) and is a federal law designed to:

- Protect the privacy of student education records.
- Establish the right of students to inspect and review their education records.
- Provide guidelines for the correction of inaccurate and misleading information.

What is an Education Record? 2

An Education Record is any record that can be personally identified to a student and is maintained by MacCormac College.

Education Records Can Include:

- Personal Information
- Registration Records
- Grade and GPA Information
- Student Information System (SonisWeb)

Education Records do NOT Include:

- Sole possession notes
- Records maintained by a law enforcement unit for a law enforcement purpose
- Employment records where employment is not connected to student status
- Medical records made and maintained for treatment purposes and released only to those providing treatment
- Records containing information about a student after he or she is no longer a student

STUDENT EDUCATION RECORDS ARE CONSIDERED CONFIDENTIAL AND MAY NOT BE RELEASED WITHOUT THE CONSENT OF THE STUDENT

3

Inspect and Review

With respect to a student's right to inspect and review records, it is MacCormac College's responsibility to:

- Comply with the request within 45 days
- Make a copy of available records when failure to do so would effectively deny access
- Refrain from destroying records if a request for access is pending

Information that may NOT be reviewed by the student includes:

- Parental financial information
- Recommendation letters student's have already waived the right to review

4

Disclosure of Student Records

MacCormac College must obtain written consent from students before releasing personally identifiable information.

This includes releasing information to parents and spouses.

When is written release NOT necessary?

- To school officials who have legitimate educational interest
- In connection with financial aid
- To accrediting organizations
- To comply with a judicial order or subpoena
- In a health or safety emergency

5 Restricting the Release of Directory Information

If students wish for directory information to be withheld, they may fill out a confidentiality form.

If a confidentiality form has been submitted, the release of ALL information including directory information is restricted.

In this instance MC cannot even verify enrollment. We may only respond with "I have no information on this person."

6 What is Directory Information

Directory information is information not generally considered harmful or an invasion of privacy if disclosed.

MacCormac College Directory Information Includes:

- Name
- Email Address
- Phone Number(s)
- Address (it is recommended that parent addresses not be released without written consent from the parent)
- Classification (Freshman, Junior, etc.)
- Major Field of Study
- Dates of Attendance
- Degrees pursued
- Enrollment status (full-time, half-time etc.) ***Actual number of credit hours is NOT Directory Information***
- Degrees received
- Weight and height of members of athletic teams
- Honors and awards received
- Date of birth
- Last school attended
- Past and present participation in officially recognized sports
- Academic standing (eligible to register)

Directory Information Should Never Include

- Race
- Gender
- Social Security Number
- GPA or Grades

7 What is Legitimate Educational Interest?

A school official has legitimate educational interest in the protected education records if the official is:

- Performing a task that is specified in the official's position description or contract agreement; related to a student's education; or related to the discipline of a student
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid
- Maintaining the safety and security of the campus

Legitimate educational interest does not include simply having a curiosity about the academic record or disciplinary proceedings with regard to a student without some legitimate academic reason

All records of all students are not open to all faculty or staff at the College regardless of access

Consult with the Office of the Registrar if you have any question about whether a legitimate educational interest exists in connection with a request for student data

8 Who is a School Official?

School officials include:

- An employee of the college in an administrative, supervisory, academic, research or support staff position
- A trustee
- An outside contractor such as an attorney or auditor acting as an agent for the college
- Anyone assisting another school official in performing his or her tasks

CONCLUSION

As Generations continues to evolve, and laws and employee needs continue to change, Generations may modify its policies and benefits to keep pace with progress. Except where otherwise mandated by law, the College reserves the right to alter, reduce or eliminate any policy or benefit stated herein, at any time, without notice. We will do our best to keep you informed of any revisions to College policies and procedures.

We believe that the best interests of Generations College and its employees will be served by honest relationships, understanding and a spirit of cooperation. With your help, Generations College will continue to be a leader in setting the standard of excellence in career-oriented education and an enjoyable place to work.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This is a duplicate copy of the signed and dated acknowledgment form on file in Human Resources.

I hereby acknowledge that I have received a copy of the Generations College Employee Handbook. I understand that it describes the general policies of Generations College that govern my employment, and that I am responsible for familiarizing myself with the information it contains. I further understand that this Handbook supersedes all employment handbooks previously issued by the College.

I agree to abide by the policies contained in the Handbook and with any revisions made hereafter. Furthermore, I agree to abide by the policies contained in the current E-catalog (www.Generations.edu). I also understand that any delay or failure by Generations College to enforce any e-catalog or Handbook policy will not constitute a waiver of its right to do so in the future.

I acknowledge that the receipt of this Employee Handbook in no way creates a contract between Generations College and me. I understand and agree that, except where otherwise mandated by law, all matters discussed in the Handbook are subject to change or modification from time to time in Generations College's sole discretion, with or without prior notice.

I further understand that the Handbook provides that my employment may be terminated at any time, for any reason, with or without notice, by either Generations College or me. I agree that my employment with the College has an at-will status unless otherwise covered by a written contract signed by Generations' Chancellor ("Chancellor"), Academic Dean, or Dean of Finance and Administration. I understand and agree that the At-Will Employment Policy represents the final and complete agreement concerning the duration of my employment.

Neither I nor others associated with me shall reproduce this Handbook in whole or in part without the express written permission of Generations College.

Date: _____

Employee's Signature

Print Name

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I further understand that the Handbook provides that my employment may be terminated at any time, for any reason, with or without notice, by either Generations College or me. I agree that my employment with the College has an at-will status unless otherwise covered by a written contract, signed by Generations' Chancellor ("Chancellor"), Academic Dean, or Dean of Finance and Administration. I understand and agree that the At-Will Employment Policy represents the final and complete agreement concerning the duration of my employment.

Neither I nor others associated with me shall reproduce this Handbook in whole or in part without the express written permission of Generations College.

Date: _____

Employee' Signature

Print Name