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WELCOME TO MANCHESTER COLLEGE!

We are glad to have you as a member of our team. At Manchester College, we believe our employees are one of our most valuable assets. You will discover that you are joining a team of friendly, cooperative and responsible people who make work interesting and challenging. Student employment with Manchester College offers an opportunity to fulfill the goals and objectives of the College and to participate in the history being created now. We are proud of the goodwill that the College’s employees have in our community. We understand that giving prompt, effective attention to those who use our services is very important. We respect and acknowledge that each and every employee is an important and integral part of the College and assists in fulfilling our mission.

This student employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between Manchester College and its student employees. The College reserves the right at any time to modify, change, suspend, or cancel all or any part of the policies, procedures and programs contained in this handbook. The College will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When the College develops or modifies new policies, procedures and programs, it will notify members of the College community as soon as possible. Changes will take precedence over the contents of this handbook.

This handbook does not constitute a contract or an offer to enter into a contract. Nothing in the descriptions contained in this handbook confers any right to continued employment with Manchester College or to any change in salary or position or to a continuation of described plans or programs while the employment relationship exists or after the employment relationship ends.

From time to time, updates, additions and/or changes to the employee handbook will be provided. We encourage you to study the additions carefully. A current student handbook will be maintained and available on the College website, which will supersede paper copies and control in the event of conflicts with old versions.

Should questions arise about the interpretation of any of the personnel policies in this handbook, or any other employment matters, please contact your supervisor or the Office of Human Resources. It is very important that all employees have a full and complete understanding of the College’s personnel policies.

We are very pleased that you have chosen to work with us. We hope that you will enjoy contributing toward the future of Manchester College. Education is noble work. In what you do for the College, you make us better and help us meet our societal responsibilities.

MANCHESTER COLLEGE

Student Employee Handbook Receipt

By my signature below, I acknowledge that I have received a copy of the Manchester College Student Employee Handbook. I agree to read it and to ask questions about anything in it that I do not understand.

I understand that all student employment relationships with the College are At-Will—that both the College and employees are free to end the employment relationship for any reason, at any time, with or without notice.

I further understand that the College regularly reviews its policies and benefits, which are subject to change from time to time.

Date: ______________________ 20____ Signature: ____________________________

Printed Name: ________________________________
HISTORY

Manchester College is a coeducational liberal arts college of the Church of the Brethren. It began as a United Brethren Seminary, which was moved from Roanoke, Ind., to North Manchester in 1889. In 1895, the campus and one building were purchased by representatives of the Church of the Brethren, and in 1902 the property of the College was deeded to the following church districts: Northern Indiana, Middle Indiana, Southern Indiana, and Northwestern Ohio. The transfer provided that other districts of the Church of the Brethren might join in the ownership of the College by cooperating in its support and by electing a trustee. In 1905, Southern Ohio joined in support of the College; in 1916 Michigan and Northeastern Ohio also voted to affiliate. In 1931, when Mount Morris and Manchester Colleges merged, both Northern and Southern Illinois districts became part of the supporting constituency of the College.

While the College is owned by the Church of the Brethren, its doors are open to all students who share its mission, regardless of religious affiliation.

ACCREDITATION AND AFFILIATIONS

Manchester College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

The teacher education program is accredited by the Indiana Department of Education: Division of Professional Standards and by the National Council for Accreditation of Teacher Education at the baccalaureate level.

The baccalaureate level social work program is accredited by the Council on Social Work Education.

The athletic training program is accredited by the Commission on Accreditation of Athletic Training Education.

Manchester College holds membership in the American Council on Education, the American Association of Colleges for Teacher Education, the National Association of Independent Colleges and Universities, the Council of Independent Colleges, the Indiana Campus Compact, Independent Colleges Organization, Independent Colleges of Indiana, Project Kaleidoscope and other educational organizations.

MISSION

Mission Statement
Manchester College respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

Values Statement
As a primarily undergraduate, residential, liberal arts community rooted in the tradition of the Church of the Brethren, Manchester College values:
- Learning, because high academic expectations in an environment combining liberal arts and professional preparation equip graduates to live healthy, productive, and principled lives;
● Faith, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives of agape (selfless love), tikkun olam (repairing a broken world), and salam (peace);
● Service, because committing self in service to others connects faith with action and abilities with convictions;
● Integrity, because honesty and trust are the foundations of teaching and learning, enriching, enduring relationships and strong communities;
● Diversity, because understanding differences develops respect for ethnic, cultural, and religious pluralism; an international consciousness; and an appreciation for the infinite worth of every person; and
● Community, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

RELIGIOUS LIFE POLICY ON CAMPUS

Many core values and commitments of the College emerge from its relationship with the Church of the Brethren. Values of peace, justice and service inform the College mission. While approximately ten percent of the student body comes from the Church of the Brethren, many Christian denominations and several non-Christian religions are represented in the faculty, staff and student body.

The campus pastor, Religious Life Committee, and Campus Ministry Board seek to provide opportunities for faculty, students and staff at Manchester College to nourish their faith as a part of their educational and work experiences. Learning about others’ religious experiences in an environment of religious freedom is encouraged.

In addition, the College offers courses in religion and philosophy, a weekly ecumenical chapel service, a Focus on Faith week that brings to campus leaders in religion, facilitates an active campus ministry program, and cooperates with area churches through the North Manchester Fellowship of Churches to encourage students to participate in the religious organizations of their choice.

ADMINISTRATION OF THE COLLEGE

President
The president is the chief executive officer of the College and is appointed by the Board of Trustees. S/he is responsible to plan, organize and direct all affairs of the College in accordance with the policies and directions of the board.

Senior Management Staff / Cabinet
The president selects a senior management team, which includes the executive vice president, vice president and dean for academic affairs, vice president for finance and treasurer, vice president

accident report will be completed by the director of health services (college nurse). The original accident report should be submitted to the Office of Human Resources within 24 hours of the accident or the next workday. If the nurse is not on duty at the time of an accident or injury, the injured person should contact a security officer.

The nurse will evaluate the employee’s injuries and will provide the immediate medical treatment necessary. If the nurse determines additional medical treatment is necessary, the nurse will refer the employee to Manchester Clinic for minor medical treatment and a local hospital for complex treatment.

Emergency Preparedness
In case of a fire, medical, weather or police emergency, Immediately call 9-911, and then contact the Department of Safety and Security at x5999. It is extremely important to contact security so security officers may assist emergency personnel with directions and support. The Physical Plant also should be notified concerning systems-related campus emergencies such as electrical, water or gas issues (x5061). The College’s Emergency Preparedness Plan is available for review in the Department of Safety and Security. (See Emergency campus lock down policy, page 21.)

Housekeeping
An essential part of safety and fire prevention is the observance of good housekeeping practices. Clean and orderly work areas, uncluttered aisles,
Multiple parking facilities are provided around campus. For everyone’s protection and safety, employees MUST observe traffic signs and drive at slow speeds while in parking lots. Please be considerate and park only within the marked spaces, and in designated areas.

All students and College employees must display a registration decal on each of their motor vehicles driven on campus. The registration decal authorizes parking in designated parking lots as well as general parking areas on campus. Parking decal(s) may be obtained from the Department of Safety and Security. Only one decal per vehicle is required; a new decal each year is not necessary.

All employees are subject to campus motor vehicle regulations and procedures as specified in the MC Source. The College is not responsible for theft or damage to vehicles while in the parking lots. The College does not control access to the campus or the parking areas, and assumes no responsibility for any loss or damage to vehicles when on campus. For protection, please lock vehicles and do not leave valuables in them.

To manage the College’s resources and prevent loss, the College reserves the right to search, inspect or examine all College property, including, but not limited to, desks, file cabinets, tool boxes, College vehicles, and electronic information, including e-mail. Additionally, the College reserves the right to search, inspect or examine all personal property (including vehicles) employees bring onto or take away from College property (including parking lots) if the College suspects theft or other illegal activity. An employee’s personal property will not be searched without first obtaining the employee’s consent. However, refusal by an employee to consent to a search, inspection or examination may result in corrective action up to and including discharge.

All employees must perform their jobs in a manner that preserves their personal safety as well as the safety of co-workers. The College endeavors to provide a safe and healthy work environment for all employees. Safety must be a primary concern in every aspect of planning and performing jobs. The College is committed to protecting its employees from injury or illness in the workplace to the greatest extent possible. Employees that become aware of an unsafe or unhealthy work situation on campus should report the condition immediately to the appropriate department head, supervisor, or director of safety and security.

On-the-job Injuries
On-the-job injuries should be reported to a supervisor immediately or as soon as possible. Even a slight injury may develop into something more serious, so it must become a matter of record for workers’ compensation insurance or group insurance, whichever may apply. An employee who believes he/she has been discriminated against should contact the compliance officer immediately.

Manchester College reaffirms its commitment to providing equal employment opportunities for all employees, students and applicants. The College endorses and will observe its Equal Opportunity Policy in implementing all employment practices, policies and procedures. Manchester College will recruit, hire, promote, educate and provide services to individuals based upon their qualifications. The College prohibits discrimination based on arbitrary considerations of sex, race, ethnicity, age, color, national origin, religion, disability, veteran status or any other legally protected status. Manchester College will make all employment decisions to advance the principle of equal employment opportunity.

The Equal Employment Opportunity Policy is a statement of Manchester College’s commitment to the principle of equal opportunity and to the elimination of unlawful discrimination in its employment practices. It seeks to recruit, employ, nurture, tenure and promote qualified employees and others, on the basis of their qualifications, without regard to race, color, national origin, age, sex, marital status, disability, handicap, religion, sexual orientation, or veteran status. The College does not discriminate against qualified individuals with disabilities in all its programs and activities.

Manchester College is committed to its commitment to social justice and appreciation of human diversity, supported by the College’s identity as a Church of the Brethren institution. Reflecting these commitments, the College Policy on Human Diversity has the following purposes:

1. to assist in upholding the College’s mission to educate its students, faculty and staff about the nature and value of human diversity;
2. to encourage the appreciation of human diversity in the College community;
3. to counter discrimination and harassment and to provide redress procedures should such violations occur; and;
4. to comply with all federal and state of Indiana laws applicable to Manchester College related to equal opportunity.

Equal Employment Opportunity/Non-discrimination
According to its Mission and Values Statements, Manchester College is committed to encouraging the appreciation of human diversity and recognizing the worth of every person. As part of this commitment, Manchester College ensures equal access and equal opportunity to applicants pursuing employment with the College in faculty, staff or student positions. It is the policy of Manchester College to not discriminate on the basis of national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion, disability, physical characteristics, veteran status or any legally protected classification.

Faculty are teaching members of the College and are also governed by additional policies contained in the Faculty Manual. Administrative faculty are those faculty who work 12 months per year, have significant administrative responsibilities and receive staff benefits.

Staff members perform a wide range of important job functions for the College. Staff consists of those employees, other than students, who are not classified as faculty.

The director of human resources is the College’s equal employment compliance officer. Any employee who believes he/she has been discriminated against should contact the compliance officer immediately.

Manchester College is committed to its diversity goals regarding employment practices. It seeks to recruit, employ, nurture, tenure and promote qualified employees and others, on the basis of their qualifications, without regard to race, color, national origin, age, sex, marital status, disability, handicap, religion, sexual orientation, or veteran status. The College does not discriminate against qualified individuals with disabilities in all its programs and activities.

Manchester College reaffirms its commitment to the principle of equal opportunity and to the elimination of unlawful discrimination in its employment practices. It seeks to recruit, employ, nurture, tenure and promote qualified employees and others, on the basis of their qualifications, without regard to race, color, national origin, age, sex, marital status, disability, handicap, religion, sexual orientation, or veteran status. The College does not discriminate against qualified individuals with disabilities in all its programs and activities.
members of traditionally under-represented groups at Manchester College.

2. Recruitment of Students: Manchester College is committed to its diversity goals in the recruitment and admission of students. It seeks to recruit qualified members of traditionally under-represented groups at Manchester College.

Non-discrimination in Admissions and Campus Life
Manchester College is committed to non-discrimination in campus life. The College does not discriminate on the basis of national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion, disability, physical characteristics, or veteran status in admissions or any area of campus life, including its educational programs, scholarships and loan awards, residence life programs, athletic programs, extracurricular programs, promotion and tenure policies and practice, and alumni affairs.

Non-harassment Policy
Manchester College is committed to providing an environment free of any form of harassment, including, but not limited to assault, abuse, verbal or physical conduct, humiliation, provocation, sexual imposition, intimidation, or communication constituting harassment as defined and otherwise prohibited by Manchester College policies, or by state and federal law. This policy applies to students, faculty, and staff of the College, as well as individuals employed by contractors who provide routine services at the College.

Remedies
State and federal laws applicable to Manchester College prohibit discrimination on the basis of an individual's national origin, race, color, age, gender, religion, disability or Vietnam-era veteran status. The College is firmly committed to complying with the letter and spirit of those laws. However, nothing in this policy is intended, nor shall it be construed, to create legally enforceable rights or obligations in addition to the rights and obligations that are created by those laws. If and to the extent this policy commits the College to obligations in addition to those created by state and federal law, the sole means of enforcing any such obligation shall be the procedures established under this policy.

For questions, comments or concerns about diversity at Manchester College send an e-mail to diversity@manchester.edu. All e-mails sent to this address will be received by the director of multicultural services and campus diversity.

PREVENTION AND REDRESS OF DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT

Discrimination
Application
As stated in the above Policy on Human Diversity, Manchester College seeks to provide an environment free of discrimination. This policy applies to students, faculty and staff of the College, as well as to individuals employed by contractors who provide routine services at the College.

Discrimination Defined
For purposes of this policy, discrimination is the act of unfairness, injuriousness, or prejudicially distinguishing between or among persons or groups, where a sound and fair distinction does not exist. Discrimination is also the act of treating an individual differently because of his or her national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion,
ad

a. The person requesting the key may obtain blank key contracts from the Department of Safety and Security, located at 1305 East Street, or from the Office of Human Resources in Calvin Urey Hall, Room 210.

b. The key contract must then be approved by the department head responsible for the area requested;

c. The approved key contract is then taken to the Department of Safety and Security;

d. Safety and Security will fill the key request and, under normal circumstances, the keys will be ready for pick-up within 24 hours from the time that the approved request is submitted.

4. Keys are only to be issued for access to areas where need can be demonstrated. Individuals may not hold unauthorized keys.

5. All employees, including student employees, must sign for keys in their name through the Department of Safety and Security, if the key is to be issued to that person on a continuing basis; that is, for a period of more than two (2) days. Some departments and offices have control of keys which may be signed out for one-time, temporary use, i.e., less than 48 hours. Department heads are responsible for such keys.

6. The individual to whom a key is issued (key holder) is responsible for its use, or misuse, until the key is formally returned to the Department of Safety and Security. Keys must never be given or loaned to another person by any key holder. Master and/or sub master keys are NOT to be issued or signed out to students.

Exceptions to this rule may be requested in writing to the director of Safety and Security.

7. Loss, theft, or misplacement of a key or keys must be reported directly to the Department of Safety and Security and the Business Office immediately upon discovery that the key is missing. Key replacement authorization must be obtained from the department head who has authority over the area(s) accessed by the key. The key holder is responsible for a $25 fee per missing key. If it is necessary to replace lock cores, due to unaccounted key(s), the key holder may be held responsible for core replacement costs.

8. Key holders may not duplicate College keys, or allow the keys to be duplicated, under any circumstances.

9. Safety and Security personnel are not authorized to unlock any area without the expressed consent of the individual(s) responsible for such area, or an authorized College official.

10. When a key is no longer needed, it must be returned to the Department of Safety and Security. Students must turn in all keys at the end of each academic year, or upon terminating enrollment if prior to the end of the year. All employees, including student employees, must turn in keys when the employment ends. Residents of College-owned housing must turn in their keys upon vacating the apartment.

11. In all residence halls, where an alternate locks system is in effect, numbered keys will be issued. For purposes of security, residents are required to have a key. Residents are encouraged to always lock their room doors.
does not cover personal losses due to theft, vandalism, etc. Each member of the College community is obligated to protect the campus by keeping offices, rooms and unoccupied laboratories locked, keeping windows closed and secured, and maintaining awareness of and communicating potential security problems. Employees must not enter locked rooms, offices, desks or files of other persons and departments. Without exception, unauthorized persons are not allowed in College vehicles or non-public areas of the campus. This includes off-duty employees and family members of on-duty employees.

For assistance or to report problems, call the Safety and Security Department at x5388 or 5999.

**KEY CONTROL POLICY**

1. The director of Safety and Security is responsible for key control and lock services. Lock services are provided by Physical Plant personnel.

2. College employees, including student employees, are authorized to have keys issued as required to perform their duties. Key deposits will not be required at the time of issue; however, employees will be required to pay for all keys not returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

3. Keys are issued to employees, including student employees, via requests made through the Department of Safety and Security. Each individual, to whom keys are issued, must sign a key contract which must also be approved by the department head responsible for the room/area requested. The following is the procedure to receive keys:

   a. The director of Safety and Security will authorize access to keys.

   b. The department will issue keys.

   c. The department will keep a record of keys issued and the individuals to whom keys are issued.

   d. The individual to whom keys are issued will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   e. Keys will be returned to the College, and will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   f. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   g. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   h. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   i. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   j. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   k. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   l. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   m. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   n. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   o. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   p. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   q. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   r. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   s. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   t. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   u. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   v. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   w. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   x. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   y. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   z. Keys will be returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

   {Rev. 08/07}
performance ratings, graduation or tenure; 2. explicit or implicit threats of punishment for non-cooperation through misuse of institutional authority, for example, to affect a subordinate's admission or employment, academic or professional advancement, financial aid or salary, grades or performance ratings, graduation or tenure; 3. intimidation through sexual harassment that creates a hostile or offensive environment, interferes with an individual's scholastic or work performance, prevents an individual's full enjoyment of educational, professional, social opportunities, or induces stress, anxiety, fear or sickness on the part of the harassed person; 4. activities such as comments repeatedly emphasizing the sexuality or sexual identity of an individual, persistent requests for social-sexual encounters or favors, or unwanted physical contacts.

Implicit in the definition of sexual harassment is the assumption that it prevents the realization of the victim's full potential as a student or employee. Sexual harassment is not only unethical and unprofessional, it is illegal.

Procedures
This section contains the procedures, timelines, approaches, sanctions and responsibilities of the College community regarding discrimination and harassment (including sexual harassment).

Education
Manchester College recognizes that men and women must learn to address issues of harassment, sexual harassment and discrimination. Therefore, the Committee for Human Diversity is charged with the responsibility for:
1. educating the community about harassment and discrimination; 2. sensitizing staff and students to the issues and implications of harassment and discrimination; 3. making all supervisors aware of their responsibility, under College policy and federal and state law, and of the potential liabilities when violations of policy or law occur; 4. ensuring that each claim of harassment or discrimination is taken seriously and investigated immediately; and 5. encouraging members of the community to pursue appropriate redress in incidents of harassment or discrimination.

Responsibilities of Faculty, Staff and Students Regarding Harassment or Discrimination
The College will not tolerate unlawful harassment or discrimination. All members of the College community (employees and students) have an obligation to immediately report suspected harassment or discrimination so that a full investigation may be conducted. All faculty and staff are required to immediately report harassment or discrimination when they have reason to believe such acts have taken place. Reports of suspected harassment or

Employees whose job responsibilities include regular or occasional driving and who use cellular or digital phones for business purposes are expected to refrain from using them while driving. Safety must come before all other concerns.

Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not a reasonable option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in heavy traffic; in inclement weather, or on unfamiliar routes.

When job responsibilities include regular driving and accepting of business calls, hands-free equipment must be used to facilitate the provisions of this policy. Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell or digital phone for business purposes, are also expected to abide by this policy. Under no circumstances are employees allowed to put themselves or others at risk to fulfill business needs. Violations of this policy will subject the offender to corrective action.

Regardless of terms of this policy, employees must obey all state and local laws and/or ordinances regulating and/or restricting the use of communications devices while operating a motor vehicle.

SMOKING POLICY
The College is committed to a safe workplace and the good health of its employees and discourages the use of tobacco products. Tobacco is a health hazard that costs the College money in the form of increased health insurance premiums. The College encourages all employees who smoke to stop and will provide assistance with smoking cessation programs. Contact the Office of Human Resources or Health Services for details.

Smoking is permitted outdoors only, and only during scheduled breaks, meal times, and before and after work hours. Smoking is prohibited in all campus buildings and in all College vehicles. Taking excessive breaks to smoke, smoking in unauthorized areas, or improper use/disposal of smokeless tobacco or its byproducts will result in corrective action.

SOLICITATION AND DISTRIBUTION OF LITERATURE
Solicitation of employees for any reason or purpose other than College-sponsored charitable organizations or fund raisers is not permitted during work time or in work areas. Solicitation is permissible by employees during regularly scheduled breaks and meal times in non-work areas. Non-working employees may not solicit employees who are working.

Distribution of literature is forbidden during work time and in work areas. Distribution of literature by employees is permissible only during non-
Additional Prohibited Activities
Fraudulent, harassing, threatening, discriminatory, sexually explicit or obscene messages and/or materials may not be transmitted, printed, requested or stored on Colleges computer systems.

Users may not alter, steal or damage College information resources, data, software or hardware, or take any other actions that may impair the network, including, but not limited to, the following:
- Users may not alter or degrade the abilities of others to access the College network or its resources. This may include mass e-mailings, restricting access to servers or the spread of viruses (by malicious activity or neglect).
- Users may not engage in bandwidth-intensive activities or use software tools that circumvent College internet traffic controls. This may include network/multi-session game playing, wide-band real-time cameras, downloading of MP3 files and heavy FTP usage or any software application designed to counteract the effects of the "packet shaper." Users should contact ITS for authorization and verification of questionable usage.
- Users may not establish any server on the College network. This may include SMTP, internet, FTP or file servers.
- Users are prohibited from altering the network settings for any network-attached device.
- Users are prohibited from using any public or private peer-to-peer network for any reason.

E-mail
E-mail access is provided to all users with network privileges. Questionable content, such as hateful or threatening e-mail, is expressly prohibited and could lead to criminal charges. Therefore, any and all applicable College policies and regulations pertain to the use of the e-mail system, especially in regard to e-mail content.

Some activities seriously degrade system/network performance and are prohibited in all circumstances. Forwarding chain mail and/or sending bulk or all-campus e-mail without permission from a cabinet member are two such activities.

Members of the president’s cabinet may make exceptions for e-mail messages that must reach large numbers of the College community for reasons of safety or other matters of concern.

Web Publications
Use of any part of the College website, including personal web space provided by the College, should conform to generally accepted practices and coincide with the College Mission Statement. The content of any user-published material is governed by College policies and regulations. For example, publication of offensive, hateful or threatening content on the College website is subject to disciplinary action and/or criminal charges.

Use of any College web resources for “for-profit” activities is strictly prohibited. For more information regarding this usage, see the WWW Usage Policy on the College website.

Penalties
Violation of any provision of the acceptable use policy may lead to corrective action. Such actions may include warnings, revocation of various network privileges for a finite time period, complete revocation of network privileges, termination of employment and/or expulsion.

TELEPHONE POLICY
College telephones are intended for business purposes. Both incoming and outgoing personal calls must be held to a minimum. Employee may not charge personal long distance or other personal toll calls to the College.

discharge for employees and expulsion for students.

Reports and complaints of harassment and/or discrimination must be honest and truthful. Intentionally false reporting of harassment and/or discrimination will subject the reporting individual to corrective action.

Final summary reports will be provided by the administrator to the director of human resources. The director of human resources will maintain the institutional record of incidents of harassment or discrimination, and provide periodic reports to the president of the College.

The accused, as a member of the College community, may obtain information about complaint procedures from a senior administrator.

Outcomes
Final resolution of complaints regarding discrimination, harassment or sexual harassment will be made through the established procedures of the College. Any sanctions that result will be imposed through these same procedures.

Assessment
Assessment of the harassment reporting and resolution process will be conducted by the Committee for Human Diversity and management staff, and will include input from those individuals who believe they have experienced harassment or discrimination.
Protection of Complainants Against Retaliation
Retaliatory action against anyone reporting or filing a complaint of harassment or discrimination is strictly prohibited. Regardless of the means selected for resolving the problem, the initiation of a complaint of harassment or discrimination will not cause any reflection on the complainant nor will it affect such person's future dealing with the College. It will not affect employment, compensation, work assignments, or, in the case of students, grades, class selection or other matters pertaining to status. The complainant will have the option of requesting that Manchester College personnel other than the accused conduct performance reviews, evaluations and/or write letters of reference and recommendation.

However, reports and complaints of harassment and/or discrimination must be honest and truthful. Intentionally false reporting of harassment and/or discrimination will subject the reporting individual to corrective action.

Additional Assistance
Questions about interpretation of this policy or concerns related to harassment, sexual harassment or discrimination may be directed to the members of the Committee for Human Diversity, the vice president for student development, the vice president and dean for academic affairs, the director of human resources, the director of counseling, or the director of multicultural services and campus diversity.

AMERICANS WITH DISABILITIES ACT
The College and federal law prohibit employment discrimination against qualified individuals with physical or mental disabilities.

The Americans with Disabilities Act (ADA) defines an individual with a disability as a person who meets one of the following conditions:

- has a physical or mental impairment that limits one or more major life activities (e.g., walking, speaking, seeing, hearing, performing manual tasks);
- has a record of such impairment; or
- is regarded as having such an impairment.

A qualified person with a disability is someone with a disability who with or without a reasonable accommodation, can perform the essential functions of the employment position s/he holds or desires without threatening the safety of himself/herself or others and who otherwise meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

Manchester College is committed to ensuring equal employment opportunities for qualified individuals with disabilities. It is the policy of Manchester College to base selections on job-related criteria. The College will provide accommodations to employees and applicants protected by the ADA by making changes in the work environment or by changing certain practices and procedures as long as these

Ownership/Privacy Rights
All computers, computer systems, electronic media, electronic data, internet connections, electronic mail, software, networks, manuals, related licenses and all other resources are the exclusive property of the College and not that of any individual. Individual users have no personal privacy or property rights in e-mail or other communications that they receive or send on College resources. The College reserves the right (without notice) to monitor the use of its computer systems (including e-mail and internet access) to ensure compliance with this policy. It is the policy of the College to comply with all legal requests for information, including transactional history.

CAVEAT: Personal privacy tools do not effectively eliminate one’s network transactional traces.

Residence Hall Occupants
Users in residence hall rooms, even when utilizing personally-owned equipment, must abide by the same policies operating in the public labs. For example, a residence hall occupant is responsible for the use of his/her computer in his/her room and will be held responsible for any and all inappropriate activity involving his/her equipment. Residence hall occupants may not tamper with or attempt to repair any network and/or cabling device beyond and including the network wall plate.

Copyrighted Material
College computer resources are for legal purposes only. All copyrighted material located on College-owned equipment must be registered with the vendor and with ITS. Unregistered copies of copyrighted material found on the network will be deleted. Copyrighted material may not be sent over the network for others to copy. Users may not use College resources, including its network, to distribute any copyrighted material or create duplicate or mirror internet sites without express written permission from the copyright holder. Unauthorized copyrighted files will be deleted without warning unless written copyright permission is provided to the ITS director or his/her designee. For additional information, see the copyright policy on the College website.

Security
All users are provided with a network ID and password to access College network resources. Users may not provide rights or access to persons unauthorized for network privileges. Forwarding access or sharing network IDs and passwords is strictly prohibited.

Computer Facility Access
College computer facilities are available during regular posted hours. College IDs are required to use computer facilities. Those without a valid College ID will be asked to stop using computer facilities. Users must adhere to the rules posted at computer facilities.

Resource Allocation
College computer facilities are available to all users to support their activities in College programs. When demand for computer resources exceeds supply, the College observes a first-come, first-served policy, with priority to faculty and staff use for College purposes.
be taken, metrics to determine progress, and timeframes within which corrective actions must occur;
● Provide assurance of appropriate assistance, training and/or support;
● Thoroughly document the conversation for the file.

If there is reason to believe the problem may be a continuing one of a serious nature, the leader must inform higher management and the Office of Human Resources, and jointly determine if additional steps are appropriate.

Leaders also must provide employees with periodic evaluations of progress and have thorough documentation showing the nature of the problem and the corrective actions that have been taken to address it.

2. Written Reminder
If problem behaviors do not abate in response to formal counseling, or if the employee has violated a Non-summary Rule, the leader shall issue a written reminder that outlines the problem(s) and the necessary corrective action(s) to be taken by the employee (as outlined above). A copy of the written reminder will be given to the employee and another copy placed in the employee’s personnel file.

3. Decision-Making Day
If corrective action is not successfully implemented in response to a written reminder, or if the employee violates another Non-summary Rule, the leader shall issue a written reminder that outlines the problem(s) and the necessary corrective action(s) to be taken by the employee (as outlined above). A copy of the written reminder will be given to the employee and another copy placed in the employee’s personnel file.

4. Termination
If an employee violates a Summary Rule or fails to perform/behave in accordance with a Last Chance Agreement, his/her employment will normally be terminated.

COMPUTER SYSTEM: ACCEPTABLE USE POLICY

Definitions
AUP – Acceptable Use Policy
ITS – Information Technology Services
Resources – College owned PCs, the network and its ability to transmit data, access to and ability to browse the internet, access to servers like e-mail, network-stored files, etc.

General Policy
The College network, to include the internet connection and College-owned servers, is designed for productivity. To maintain an efficient and productive computer network, the College has an “acceptable use policy” applicable to the entire campus network of computing equipment attached to the network and College-owned computing equipment not attached to the network. Access to the network is a privilege. Any user engaging in activities contrary to policies governing computer technology use may lose network access privileges.

All users must ensure that College computer systems are used only in an efficient, ethical and lawful manner. Any user action not specifically mentioned in this document but that hinders or jeopardizes the network may be used as grounds for revocation of a user’s network privileges. This policy is subject to amendment without prior notice.

Changes do not pose an undue hardship on the College or alter the essential functions of the position.

EMPLOYMENT RELATIONSHIPS
All student employment relationships with the College are At-Will. Either party is free to terminate the relationship at any time, for whatever reason, with or without notice, provided there is no violation of applicable state or federal law.

No oral representations or information given by the College shall be a basis for variation of the At-Will nature of employment.

HIRING PROCEDURES

Employment Eligibility (I-9)
All new employees are required to report to the Office of Human Resources within the first three days of work to provide verification of employment eligibility, as required by the Immigration Reform Act of 1986. New employees who have not provided proof of employment eligibility within the specific time period will not be allowed to work until the requirement is fulfilled. Documents used to prove that an employee has the legal right to work in the United States include, but are not limited to, birth certificates, photo driver’s licenses, passports, Social Security cards and/or work visas (see I-9 form for a complete list). Documents must be originals; photocopies are not acceptable.

EMPLOYEE CLASSIFICATIONS / DEFINITIONS

Student Employees
All student employment is considered temporary and/or part time. Student employees are not eligible for most fringe benefits available to full time employees.

Hourly Employee
An Hourly Employee is paid at an hourly rate for the number of hours worked.

Salaried Employee
A Salaried Employee receives a fixed salary rather than payment by the hour.

Exempt Employee
An Exempt Employee is not subject to the overtime provisions of Wage-Hour Laws. All Exempt Employees are salaried.

Non-Exempt Employee
A Non-exempt Employee is subject to the overtime provisions of Wage-Hour Laws. Non-exempt Employees are usually paid by the hour, but some may be salaried.

Interns
Interns may be full time, part time or temporary; paid or unpaid; and may have benefits if eligible and designated for the position.

Level 1 Intern
Paid, full-time position, with full benefits, including room and meal plan; benefits are effective only while designated in the payroll system as full-time employee; Level 1 Interns are subject to FLSA regulations/tax withholdings.

Level 2 Intern
Paid, full-time position with only those benefits (including room and meal plan) as designated for a specific job title; benefits are effective only while designated in the payroll system as Full-Time Employee; Level 2 Interns are subject to FLSA regulations/tax withholdings.

Level 3 Intern
Paid, full-time, part-time or temporary position, without benefits, room nor meal plan; Level 3
All employees must have a Manchester College photo identification card, which can be obtained from the Business Office. Report the loss of a card immediately to the Business Office. A replacement fee may be charged.

PERSONNEL RECORDS

The College maintains personnel files for all student employees. Such files include the application for employment, records of training, documentation of performance appraisals and other employment and school records. Accordingly, employees should promptly notify the Records Office of any changes in personal data such as: mailing addresses, telephone numbers, marital status, individuals to contact in the event of emergency, educational accomplishments, change in legal name, etc. It is important that such information be accurately maintained in the records at all times.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are both conditions of employment with the College. All student employees are expected to report for work as scheduled and on time. Absenteeism and tardiness place a burden on other employees, disrupts work and prevent College departments and offices from meeting the needs of the College. Absence and tardiness are factors to be considered in the performance evaluation.

Student employees should get a clear understanding of attendance and punctuality expectations of their supervisors. Some jobs are flexible; others have very rigid time requirements. Failure to meet a supervisors attendance expectations may result in termination of employment.

Reporting Absences

Supervisors must be notified of pending absences as soon as possible (preferably, at least 24 hours in advance), including the reason for the absence(s) and the expected time of return to work. If the appropriate supervisor cannot be reached, leave a message on the supervisor’s record is controlling for all purposes and at all times.

IDENTIFICATION CARDS

All employees must have a Manchester College photo identification card, which can be obtained from the Business Office. Report the loss of a card immediately to the Business Office. A replacement fee may be charged.

APPEARANCE / DRESS CODE

As representatives of the College, employees should strive at all times to ensure that their clothing and appearance are business-like and contribute to a pleasant campus atmosphere for co-workers, students and guests. All employees are expected to maintain an appearance that projects a positive image of the College and is appropriate for their positions. What is considered appropriate in one department may not be appropriate dress attire in another. Employee dress should allow working comfort without annoying or distracting others.

Each department will establish dress and appearance standards for its staff. Uniforms are required or allowed for some positions on campus. Dress that is unprofessional or generally offensive to other persons is inappropriate. The following are examples of inappropriate apparel in the office: tattered jeans, cutoffs, overalls, sweatpants, Spandex, jogging suits, beach or shower-type sandals, tank tops, beach wear, short-shorts, and clothing that reveals bare backs, midriffs, thighs, shoulders, etc. If you question the appropriateness of a given article of clothing, make the professional choice.

The College reserves the right to determine appropriate dress and personal appearance. An employee with questions regarding appropriate attire or personal appearance should consult with his/her supervisor or with the director of human resources.

CORRECTIVE ACTION POLICY

The purpose of the Corrective Action Policy is to provide early identification and prompt coordinated action by leaders and employees toward successful resolution of employee performance and/or behavior problems. Corrective action is intended to be remedial, not disciplinary. Accordingly, each employee is responsible for taking appropriate remedial actions to correct his/her own performance or behavioral problems, with the support and assistance of his/her leader.

Corrective action usually is progressive. However, the College may accelerate the procedure or skip steps when it deems such action appropriate. The Office of Human Resources should be involved in addressing potentially serious problems. Steps in this process remain active in the employee’s file for two years.

Procedure

1. Formal Counseling

When a leader becomes aware of an employee’s performance, behavior or other problem, s/he shall conduct a formal counseling session with the employee to accomplish the following:

- Ensure that the employee understands job responsibilities, performance standards, and importance of the job;
- Make the employee aware of the problem(s) or issue(s);
- Determine the cause of the problem(s);
- Identify the corrective action(s) that must

Manchester College encourages harmonious working relationships. A commitment to on-going honest feedback and communication between leaders and staff members will help ensure that problems are resolved quickly and fairly. When problems persist, however, progressive corrective action is appropriate.

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- Determine the cause of the problem(s);
- Identify the corrective action(s) that must
limited to, breach of security or confidentiality, entering time data with another employee’s ID, falsification of any business record, or giving a false excuse for absence from work;
4. unauthorized use, disclosure, possession, intentional damage, sabotage, theft or other removal of confidential information or other property belonging to the College, students, employees or others;
5. willful violation of safety rules/regulations that endangers the safety of any person or College property;
6. any act of willful discrimination or illegal harassment of employees, students, or guests;
7. absence from work for three consecutive scheduled workdays without notification, or other job abandonment;
8. carrying or possession of firearms or other deadly weapons or explosives in campus facilities without express authorization, regardless of CCW license status;
9. insubordination, such as the refusal to perform work (excluding unsafe acts) assigned by a leader, willful disobedience of a reasonable instruction or direction of a leader, or other forms of insubordinate behavior. Employees who believe they are justified in not following directions should undertake the instruction as assigned and later register their complaint with higher supervision or with the Office of Human Resources;
10. violation of the College Substance Abuse Policy;
11. illegal or indecent off-duty conduct, the nature of which adversely affects the College or the employee’s credibility or ability to carry out employment responsibilities;
12. failure to return to work on a scheduled return date (may be considered voluntary termination);
13. failure to consent to drug and/or alcohol testing or medical evaluation; or
14. other similar behaviors or violations.

Off-Duty Conduct
Manchester College respects the privacy of its employees and recognizes their right to conduct personal lives free from interference from the College. Nonetheless, employees should keep in mind, that even while off duty, they represent the College to the public and should strive to protect the College’s reputation. Certain types of off-duty conduct may reflect poorly upon an employee’s character and judgment, and thereby affect his/her ability to credibly perform his/her job functions. Employees who engage in inappropriate, criminal or unprofessional off-duty conduct may be subject to corrective action up to and including termination.

Employees involved in one of the circumstances below must notify their supervisor and/or the Office of Human Resources immediately:
- arrested for or convicted of criminal conduct;
- loss or threat of loss of a certificate or a license required to perform their job.

HOURS OF WORK
Limited Work Hours
During the academic year, students may not work more than eight hours per day and/or 40 hours each “Work Week.” A Work Week at the College runs from Saturday to Friday of each week; during Extended Break Periods student may work no more than eight hours per day and/or 40 hours each Work Week.

Each student bears the primary responsibility for tracking the number of hours s/he works each Work Week. Students who are asked to work beyond their normal scheduled hours should immediately inform the supervisor if doing so would put them over the work-hour limits.

Extended Break Periods
Extended Break Periods include time periods when classes are not in session, for example:
- Between the end of first semester and the beginning of January session
- Students not enrolled in January session may work eight hours per day, up to 40 hours per Work Week (Sat.–Fri.). Students enrolled for January Session are restricted to 20 hours per Work Week.
- Spring break
- Students are permitted to work eight hours per day and 40 hours per Work Week (Sat.–Fri.) throughout the entire summer, regardless of summer sessions.

Shorter Break Periods
Students may work up to eight hours per day when classes are not in session for the full week, but must prorate (20 hours divided by five days equals four hours per day) the remaining portion of the work week when classes are in session.

For example, during Thanksgiving break a student could work eight hours between Monday and Tuesday, and eight hours each “break” day the balance of the week. Short breaks include:
- Fall Break
- Thanksgiving break
- Between January session and spring

This limitation is for the total of hours worked regardless of how many jobs a student holds. For international students, these are limits set by the terms of their work visas. Violating these limits may jeopardize their visa status.

Consequences of Exceeding Work Hour Limits
Hours worked are monitored by the Office of Human Resources. When these limits are exceeded the following action will be taken:
- First offense: The student will be issued a warning notice, and the supervisor will be notified.
- Second Offense: The student’s employment will be suspended for a period of two weeks, and the supervisor will be notified.
- Third Offense: The student’s employment...
Human Resources

legitimate need for your student(s) to work over

Accordingly, please contact the recruiting

Supervisor Exceptions

Supervisors must make every effort to fill this need by hiring temporary student help or by utilizing other staff first. However, this may not be a viable option.

 Occasional the needs of the College may

Supervisor Exceptions

Accordingly, please contact the recruiting specialist in Human Resources if you have a legitimate need for your student(s) to work over these limits. Exceptions must be approved by Human Resources prior to the event.

 However, at no time may an international student work more than eight hours a day or more than the 20- and 40-hour limits. Exceeding the limits puts our international students at jeopardy of losing their work visas.

Tracking Hours Worked (ezLaborManager)

Students must track the number of hours worked by logging on to the ezLabor website, via a computer that is connected to the campus network; ezLabor cannot be accessed off campus. Computer locations may include the department where working, at the computer lab, or at a kiosk located around campus (contact ITS for the location of campus computer kiosks).

All time worked is recorded in ezLabor software:

- Accounts are set up by Human Resources.
- Students’ supervisors train student employees on ezLabor and can provide instructional materials.
- The Human Resources Recruiting specialist resets passwords and reactivates accounts. Call x5559 for these services.

Time Worked Records: Hourly/Non-Exempt

Hourly (non-exempt) employees must record in ezLaborManager the time they begin work, the time they begin their meal period, the time they return from their meal period, and the time they end work. At the end of each pay period, supervisors must verify the accuracy and completeness of recorded hours.

Overtime Compensation (Non-Exempt)

Student employees will be paid 1 ½ times their regular rate of pay for all hours worked in excess of 40 hours in any scheduled work week. A student employee may not work overtime without express, advance supervisor approval. International students may never work overtime per the terms of their visa.

Payroll Deductions/Direct Deposit

Manchester College is required by law to make certain deductions from employees’ pay. These include FICA (Social Security and Medicare) and withholding for federal, state and county taxes. FICA is not withheld from students’ pay during the academic year and is never withheld from international students’ pay. FICA is withheld from non-international students’ summer employment pay. Other deductions may be authorized by employees. Direct payroll deposit is a free service that allows employees to deposit paychecks directly into banks and credit unions. The College strongly encourages the use of direct deposit. Forms for direct deposit are available at the

result in more severe action, up to and including termination.

Non-summary Rules – Prohibited Behaviors:

1. vulgar, profane, threatening, intimidating, demeaning and/or abusive language or conduct directed at a staff member, faculty member, student or visitor;
2. disorderly, disruptive or unsafe conduct on campus;
3. inefficiency, poor performance or unprofessional conduct directed at a staff member, faculty member, student or visitor;
4. leaving the campus during scheduled work time without appropriate notice and/or authorization;
5. loan-sharking, gambling, or bookmaking on campus;
6. failure to be ready to work on time;
7. to be responsible for avoidable waste of College property;
8. unpleasant, insulting, hateful or offensive personal conduct that has an adverse effect on productivity, safety, health or employee morale. Such conduct includes, but is not limited to spreading rumors, slander, gossip and lies;
9. negligence or carelessness that causes or could cause damage to College property or create a safety hazard;
10. posting, altering, or removing any matter on campus bulletin boards or property unless authorized;
11. abuse of, or conduct indicating intent to abuse, the attendance policy, including failures to provide notice of absence;
12. selling products, distributing materials, or soliciting or collecting contributions for any purpose during work time or in work areas without prior express permission;
13. unnecessary absence from workstations, sleeping, wasting time, or other abuse of working time;
14. failure to report accidents immediately;
15. disregard of safety practices, and/or failure to maintain good housekeeping standards;
16. smoking in buildings on campus or in College-owned vehicles;
17. violations of College policies, codes, rules or regulations found in the Employee Handbook, MC Source or other College publications;
18. conducting personal business during working time; or
19. other similar behaviors/violations.

Summary Rules are examples of behavior that constitute good cause for termination without employing the Corrective Action Process. Employees suspected of a summary offense will be suspended pending an investigation of the facts and a decision regarding termination of employment. A decision regarding termination will normally be made within ten business days from the commencement of the suspension.

Summary Rules – Prohibited Behaviors:

1. provoking or engaging in a fight with physical contact, or any threat of physical assault of a College employee, student or guest; other serious violations of the Campus Violence Policy.
2. conviction of a felony;
3. theft or dishonesty, including, but not
Testing for Controlled Substances and/or Alcohol

Reasonable Suspicion
The College reserves the right to require an employee to undergo an immediate alcohol and/or drug test when reasonable suspicion exists that the employee is under the influence of alcohol or Controlled Substances when reporting to work or when acting within the scope and course of employment. Reasonable Suspicion includes, but is not limited to, the following:
- observation by a supervisor, manager or other leader of an on-duty employee behaving in a manner that suggests the employee might be under the influence of alcohol or Controlled Substances;
- violations of safety rules or procedures that could potentially jeopardize the well-being of employees, students, or the public, or result in an accident;
- information from other observers regarding use or possession; or
- any work-related accident that requires first aid from a professional provider or results in property damage.

Searches
When there is Reasonable Suspicion that an employee is in violation of the Substance Abuse Policy, the College, at its discretion, may request the employee to empty his/her pockets, and may conduct a search of the employee's on-site property. Such property includes, but is not limited to, College-owned vehicles, desks, containers, files or lockers. Also subject to search are any vehicles, packages, purses, briefcases, lunch boxes or other containers brought onto the campus (including parking lots) by employees. Discovery of illegal drugs, paraphernalia or alcohol, or a refusal to allow a search, will subject the employee to corrective action up to and including discharge.

CODE OF CONDUCT / EMPLOYEE RESPONSIBILITIES

Given the diversity of people, backgrounds and points of view in any large organization, rules and regulations are indispensable to successful operation. The purpose of this code of conduct is not to restrict anyone's rights, but rather to provide guidelines that will communicate what behaviors are appropriate and/or inappropriate for Manchester College employees. The policy goals include: a safe and efficient campus, satisfactory employment for all employees, and good will and understanding throughout the College. These rules are not tough or complicated; they are simply common sense.

Each employee has certain responsibilities to coworkers and to the College, such as regular and prompt attendance, productivity on the job, and a pleasant and cooperative demeanor. Some other responsibilities or prohibitions, however, may not be as apparent. It is helpful, therefore, to specify as clearly as possible the types of conduct which are unacceptable and conduct that may result in termination of employment. Providing this information is part of leadership’s obligation to employees.

These rules are divided into two groups: Summary Rules and Non-summary Rules. It is not possible to list every negative behavior, and the lists below are not intended to be exhaustive.

Non-summary Rules are examples of conduct that normally will initiate progressive, corrective action (see Corrective Action Policy.) It is a leader’s responsibility to respond to employee performance and/or behavior issues and to help devise strategies to correct them. Employees, however, are responsible for correcting their own inappropriate behaviors or performance problems. A record of any corrective action(s) will be placed in an employee's personnel file. Repeated or extreme/egregious violations may result in immediate corrective action up to and including discharge.

Business Office, the Office of Human Resources and on the website.

Pay Distribution
All pay checks and direct deposit receipts will be distributed to the student's MC mailbox twice monthly: on the 15th of the month and the last business day of the month.

PERFORMANCE EVALUATIONS

The College wants all employees to succeed in their jobs. To help ensure that success, employees should get regular feedback regarding strong performance as well as the opportunities for improvement. Performance feedback should be provided regularly.

In addition to regular oral feedback, all student employees will receive formal, written performance evaluations. Written evaluations will normally be completed and conducted by immediate supervisors or department heads at the end of the academic year. The frequency of performance evaluations may vary, however, depending upon past performance, changes in job duties, or recurring performance issues.

Performance evaluations will address factors such as the quality and quantity of work, job knowledge, working relations with others, punctuality, attendance, communications, initiative and resourcefulness, etc. Performance evaluations should clarify strengths and opportunities for improvement.

After the review, employees will be asked to sign the evaluation to acknowledge that it has been discussed. A signature does not necessarily indicate agreement with every aspect of the evaluation; however, and student employees are welcome to attach additional comments to the evaluation.

A record of job terminations for performance or behavioral issues will be placed in personnel files. Such documentation will be made available to future hiring supervisors.

WORKERS’ COMPENSATION

Student employees must report occupational illnesses or injuries to their supervisor as soon as possible, so appropriate investigations and forms may be completed to secure available benefits. Such illnesses/injuries are covered under Workers’ Compensation. The Workers’ Compensation insurance company, subject to the approval of the state Workers’ Compensation Board, will determine appropriate compensation. Healthcare professionals will determine whether, and in what capacity, injured/ill employees are able to work. Workers’ Compensation benefits begin the eighth day of disability.

Employees who suffer on-the-job injuries will be directed to a College-sponsored health professional for medical attention.

Many injuries are the result of unsafe acts on the part of employees. Accordingly, employees should never perform any operation they do not understand or feel safe performing. The College will make every effort to provide all employees with a safe working environment to ensure personal safety.

ETHICAL BUSINESS PRACTICES/ CONFLICTS OF INTEREST POLICY

General Policy
Manchester College requires all employees to perform their job functions in the highest ethical manner and comply with all applicable laws and/or regulations in a manner that excludes considerations of personal advantage or gain. Employees also are required to disclose to the College any violation of this policy, any unethical
business practices observed and/or conflicts of interest and/or potential conflicts of interest that they may have with Manchester College.

Employees who find themselves in a potential conflict of interest with the College must submit a completed Conflict of Interest form, available from the Office of the President. Employees who become aware of unethical practices or actions must report them as indicated below.

Below is a summary of the College's policy with respect to: assets and resources; gifts, favors, entertainment and payments given or received by employees; potential conflicts of interest; confidential information; and environmental health and safety.

In addition to the specific categories of business conduct described in this policy, all employees must be familiar with the general and specific operating policies and procedural guidelines that cover the business activities that are within their individual responsibilities. This requirement varies significantly according to each employee's position, and may include information found in any or all of the following or in other sources not noted:

- Manchester College Amended Articles of Association
- Manchester College Code of Bylaws
- Manchester College Board Policy regarding Conflicts of Interest
- Manchester College Employee Handbook
- Manchester College Faculty Manual
- Manchester College Human Diversity Policy
- Manchester College (computer) Acceptable Use Policy
- MC Source (student handbook)

Assets and Resources

Good business practices require each employee to assume responsibility for safeguarding and preserving the assets and resources of the College. The following policy statements outline that responsibility:

- All revenues generated by the College and all expenditures for goods and services must be recorded and accounted for within the College's accounting system.
- False entries must not be made in the accounting or other College systems for any reason.
- The use of College funds for unlawful or improper purposes is prohibited.
- Employees may not use unrecorded or undisclosed bank accounts to fund authorized College activities.
- College equipment, supplies or facilities may not be used for revenue generating activity that benefits individual employees, without the expressed written approval of the treasurer.
- Persons in supervisory and/or management ranks may not use their authority to assign employees to perform non-employment related tasks.
- Manchester College supports the principle of fair competition and does not engage in any activities that impede competition or that foster a restraint of trade.
- Employees may not use the College's tax exempt number for personal use.
- Employees must access and use the College's technological and information resources in a legal and ethical manner, consistent with the Acceptable Use Policy.

Gifts, Favors and Payments by the College

Gifts, favors and payments may be given to or received by employees at College expense, if they meet all of the following criteria:

- are consistent with accepted business practices;
- are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
- do not violate applicable law and generally

EMERGENCY CAMPUS LOCK DOWN PLAN

Policy Regarding Lock Down Decision

The decision to implement an emergency campus lock down will be made only if there is a serious risk of danger to the staff, faculty and/or students of Manchester College.

The decision to lock down campus will be made by a member of the Safety and Security staff, law enforcement personnel or the Cabinet. The decision will be communicated by all means appropriate and available. The all clear signal will be given by law enforcement personnel, after consultation with appropriate College authorities.

Procedure During Lock Down

In the event of a lock down, employees should move quickly out of common areas and into the nearest residence hall, classroom or office. Once inside:

- secure the door by any means possible;
- cover the window(s) in the room to prevent anyone from seeing inside (without compromising your personal safety); and,
- assume a safe position away from doors and windows.

 Remain in your secure location until the all-clear signal has been given by law enforcement personnel.

SUBSTANCE ABUSE POLICY

The College has a duty to provide a safe working environment for its employees. Each employee has a corresponding duty to his/her co-workers and to Manchester College students to deliver services in a safe and conscientious manner. To help ensure that these responsibilities are fulfilled, employees must work free from the effects of performance-impairing substances (including illicit drugs, hallucinogens, herein called "Controlled Substances" and their metabolites, and alcohol).

Any employee of Manchester College who uses Controlled Substances or improperly consumes alcohol while working or while conducting business on behalf of the College, or who attempts to work while under the influence of same, potentially endangers him- or herself as well as co-workers. For purposes of this policy, "under the influence" means the employee tests positive for Controlled Substances and/or has a blood-alcohol level at or above 0.05. Possession, manufacture, distribution, dispensation or sale, use, consumption or being under the influence of Controlled Substances while on the College campus (including parking lots) or while on College business is strictly prohibited. Working while under the influence of alcohol is likewise prohibited.

All employees are required to notify the director of human resources of any drug- or alcohol-related conviction(s) no later than five days after such a conviction.

Prescription drugs also may affect performance and behavior. Accordingly, they must be used only in the manner, combinations and quantities in which they are prescribed, and only by the individual for whom they are prescribed. Any employee using prescription drugs that may affect his/her job performance or behavior must discuss his/her job requirements with the prescribing physician, and, if advised by the physician, discuss the matter with his/her supervisor.

Violation of this policy will result in corrective action, up to and including discharge, and may result in legal prosecution.
CAMPUS NON-VIOLENCE POLICY

The College endeavors to provide a safe campus for all employees, students and guests. To help ensure a safe campus and to reduce the risk of violence, all employees, students and guests should review and understand all provisions of this campus non-violence policy.

Prohibited Conduct
Manchester College does not tolerate any type of violence involving its employees, students or guests. Employees, students and guests are prohibited from making threats or engaging in violent activities. The following behaviors, while not all-inclusive, are examples of prohibited conduct:

- causing physical injury to another person;
- making threatening remarks or gestures;
- displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging College property or property of another employee, student or guest; or
- possessing a weapon without authorization on campus.

Reporting Procedures
Any potentially dangerous situation must be reported immediately to the Department of Safety and Security, a supervisor, the offices of Student Development or Human Resources if any individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include:

- displaying overt signs of extreme stress, resentment, hostility or anger;
- making threatening remarks;
- displaying a sudden or significant deterioration in job performance;
- displaying irrational or inappropriate behavior; or
- obsessing about weapons or bringing dangerous weapons to campus.

Dangerous/Emergency Situations
Employees, students and/or guests who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Try to remain calm, make eye contact, and talk calmly to the individual. If the Department of Safety and Security can be safely notified of the need for assistance without endangering anyone’s safety, do so. Otherwise, cooperate with the person.

Enforcement
Threats, threatening conduct, or any other acts of aggression or violence on the campus will not be tolerated. Any employee who has committed such acts will be subject to corrective action, up to and including termination. Any student who has committed such acts will be subject to Conduct Systems Sanctions up to and including expulsion. Non-employees engaged in violent acts on College property will be reported to the proper authorities and prosecuted.

Gifts, Favors, Entertainment and Payments Received by College Employees
Employees shall not seek or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose, nor seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with the College. In the application of this policy, employees may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:

- lunch and/or dinner with vendors, sometimes including spouses, if invited by the vendor;
- gifts of small value from vendors, students and/or prospective students, such as calendars, pens, pads, knives, etc.;
- tickets to events (sports, arts, etc.), if offered by the vendor and the vendor accompanies the employee to the event;
- day outings, such as golf, fishing and hunting, with prior approval from the appropriate College official;
- gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc.;
- receipt of alcoholic beverages is discouraged.

Use of vendor accommodations (vacation homes, etc.) by employees or their families for personal use is prohibited. If the vendor is present for the duration of the visit, such a situation is acceptable for limited duration (i.e., a long weekend).

It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount. Management personnel should not accept gifts from those under their supervision of more than limited value.

Conflicts of Interest
Employees should avoid any situation that involves or may involve a conflict, or any appearance of conflict, between their personal interests and the interest of the College. As in all other facets of their duties, employees dealing with students, suppliers, contractors, or any person doing or seeking to do business with the College must act in the best interest of the College. Each employee shall make prompt and full disclosure in writing to his/her supervisor of any potential situation which may involve a conflict of interest. Such conflicts include:

- ownership by an employee or by a member of his/her family of a significant

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interest in any outside enterprise that does or seeks to do business with the College;

- serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise that does or seeks to do business with the College;
- acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the College or its interests;
- any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the College.

Employment-related Conflicts: Outside employment must not conflict with an employee’s job performance and/or attendance, including working scheduled overtime. Outside work must not be conducted during an employee’s scheduled working time, on campus, nor use College resources. Employees may not use the Manchester College name to promote outside business activities without the express written approval of the president.

Individual employees have a right to speak publicly on and to express personal opinions regarding campus issues or issues that have no connection with Manchester College. However, care should be exercised to avoid public criticism of the College whenever such a stance is incompatible with the responsibilities of an employee’s position at the College. When speaking as a private person, an employee should make it clear that s/he is speaking in that capacity and not as a representative of the College. The use of Manchester College letterhead for expression of personal views on matters unrelated to one’s responsibilities as an employee or for non-official purposes is prohibited.

Nepotism: The College encourages current employees to communicate vacant positions on campus with well-qualified acquaintances, friends and relatives. However, the College will not place Close Family Members into positions that create direct supervisor-employee relationships. For the purposes of this policy, Close Family Member applies to the following relationships: spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild or in-law. If such a supervisory relationship occurs, the College may design an alternative supervisory arrangement to remove the conflict.

Consensual Romantic Relationships: Conflicts of interest may arise when romantic or sexual relationships develop between and among employees, students and/or prospective employees. Employees are prohibited from evaluating the work of others with whom they have close familial relationships, or similarly, from making employment, promotional or similar decisions about them. Romantic/sexual relationships present the same ethical issues. Accordingly, whenever a potential for conflict of interest occurs because of a romantic and/or sexual relationship, it is each employee’s responsibility to inform his/her immediate supervisor concerning the relationship. If the relationship involves the immediate supervisor, the next level of management must be informed, and the necessary arrangements made to eliminate or resolve any conflict of interest. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in the relationship.

Confidential Information
Generally speaking, the revelation or use of any confidential information, data on decisions, plans or any other information that might be contrary to the interest of the College, without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly student and/or personnel information, is strictly prohibited.

All Manchester College records and information relating to students and/or employees are proprietary and/or confidential. No records or other confidential information, including without limitation, grades, financial aid data, employment records, personal health data or similar materials, may be removed from Manchester College’s premises without permission, except in the ordinary course of performing duties on behalf of the College. Additionally, the contents of Manchester College’s records or other confidential information may not be disclosed to anyone, except where required/requested for a legitimate purpose.

Employees must not disclose any confidential or proprietary information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the College. Employees must not release confidential information/data to anyone without written authorization from the employee or student, except as appropriate in the ordinary course of performing duties on behalf of the College. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate corrective action, up to and including dismissal, for knowingly or unknowingly revealing confidential information inappropriately.

Environmental Health and Safety
Manchester College strives to provide all employees and students with a healthy, safe, and productive work/learning environment. It is the College’s policy to comply with all environmental and safety laws and to handle and dispose of materials in compliance with all such laws, rules and regulations. Any employee who becomes aware of an environmental, health or safety issue or violation, should report it to any department head, senior administrator or to the Office of Human Resources.

Compliance/Reporting
Any employee having knowledge of any violation of this policy must promptly report such violation to any board member, officer, department head, the Office of Human Resources, or other appropriate individual. Each president’s cabinet member and department head is responsible for compliance in his/her area of responsibility. When questions arise concerning any aspect of this policy, contact the director of human resources. Any violation of this policy will subject the employee to corrective action up to and including termination of employment.

Confidentiality Agreements
Students who occupy positions that will involve exposure to confidential information will be required to sign a Confidentiality Agreement.

OPEN-DOOR POLICY
Manchester College actively promotes an atmosphere and culture enabling employees to talk freely with members of the leadership team. Employees are encouraged to openly discuss any problems or issues, so appropriate action may be taken. If the immediate supervisor cannot be of assistance, employees should feel free to speak with other members of management. The Human Resources team also is available for consultation and guidance. The College is interested in the success and happiness of every employee and welcomes the opportunity to help whenever possible.
employment must not conflict with an employee's responsibilities as an employee or for non-official purposes is incompatible with the responsibilities of an employee's position at the College. When speaking as a private person, an employee should make it clear that s/he is speaking in that capacity and not as a representative of the College. The use of Manchester College letterhead for expression of personal views on matters unrelated to one's responsibilities as an employee or for non-official purposes is prohibited.

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Employees must not disclose any confidential or proprietary information, purposely or inadvertently through casual conversation, to any unauthorized person inside or outside the College. Employees must not release confidential information/data to anyone without written authorization from the employee or student, except as appropriate in the ordinary course of performing duties on behalf of the College. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate corrective action, up to and including dismissal, for knowingly or unknowingly revealing confidential information inappropriately.

Environmental Health and Safety
Manchester College strives to provide all employees and students with a healthy, safe, and productive work/learning environment. It is the College’s policy to comply with all environmental and safety laws and to handle and dispose of materials in compliance with all such laws, rules and regulations. Any employee who becomes aware of an environmental, health or safety issue or violation, should report it to any department head, senior administrator or to the Office of Human Resources.
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- making threatening remarks or gestures;
- displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging College property or property of another employee, student or guest; or
- possessing a weapon without authorization on campus.

Reporting Procedures
Any potentially dangerous situation must be reported immediately to the Department of Safety and Security, a supervisor, the offices of Student Development or Human Resources if any individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include:

- displaying overt signs of extreme stress, resentment, hostility or anger;
- making threatening remarks;
- displaying a sudden or significant deterioration in job performance;
- displaying irrational or inappropriate behavior; or
- obsessing about weapons or bringing dangerous weapons to campus.

Dangerous/Emergency Situations
Employees, students and/or guests who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Try to remain calm, make eye contact, and talk calmly to the individual. If the Department of Safety and Security can be safely notified of the need for assistance without endangering anyone’s safety, do so. Otherwise, cooperate with the person.

Enforcement
Threats, threatening conduct, or any other acts of aggression or violence on the campus will not be tolerated. Any employee who has committed such acts will be subject to corrective action, up to and including termination. Any student who has committed such acts will be subject to Conduct Systems Sanctions up to and including expulsion. Non-employees engaged in violent acts on College property will be reported to the proper authorities and prosecuted.

Individual Situations: While the College does not expect everyone to be skilled at identifying potentially dangerous persons, all employees are expected to exercise good judgment and to inform the Department of Safety and Security, supervisors, the offices of Student Development or Human Resources if any individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include:

- displaying overt signs of extreme stress, resentment, hostility or anger;
- making threatening remarks;
- displaying a sudden or significant deterioration in job performance;
- displaying irrational or inappropriate behavior; or
- obsessing about weapons or bringing dangerous weapons to campus.

Gifts, Favors, Entertainment and Payments Received by College Employees
Employees shall not seek or accept for themselves or others any gifts, favors, entertainment or payments without a legitimate business purpose, nor seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with the College. In the application of this policy, employees may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:

- lunch and/or dinner with vendors, sometimes including spouses, if invited by the vendor;
- gifts of small value from vendors, students and/or prospective students, such as calendars, pens, pads, knives, etc.;
- tickets to events (sports, arts, etc.), if offered by the vendor and the vendor accompanies the employee to the event;
- day outings, such as golf, fishing and hunting, with prior approval from the appropriate College official;
- gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc.;
- receipt of alcoholic beverages is discouraged.

Use of vendor accommodations (vacation homes, etc.) by employees or their families for personal use is prohibited. If the vendor is present for the duration of the visit, such a situation is acceptable for limited duration (i.e., a long weekend).

It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

Management personnel should not accept gifts from those under their supervision of more than limited value.

Conflicts of Interest
Employees should avoid any situation that involves or may involve a conflict, or any appearance of conflict, between their personal interests and the interest of the College. As in all other facets of their duties, employees dealing with students, suppliers, contractors, or any person doing or seeking to do business with the College must act in the best interest of the College. Each employee shall make prompt and full disclosure in writing to his/her supervisor of any potential situation which may involve a conflict of interest. Such conflicts include:

- ownership by an employee or by a member of his/her family of a significant
business practices observed and/or conflicts of interest and/or potential conflicts of interest that they may have with Manchester College.

Employees who find themselves in a potential conflict of interest with the College must submit a completed Conflict of Interest form, available from the Office of the President. Employees who become aware of unethical practices or actions must report them as indicated below.

Below is a summary of the College’s policy with respect to: assets and resources; gifts, favors, entertainment and payments given or received by employees; potential conflicts of interest; confidential information; and environmental health and safety.

In addition to the specific categories of business conduct described in this policy, all employees must be familiar with the general and specific operating policies and procedural guidelines that cover the business activities that are within their individual responsibilities. This requirement varies significantly according to each employee’s position, and may include information found in any or all of the following or in other sources not noted:

- Manchester College Amended Articles of Association
- Manchester College Code of Bylaws
- Manchester College Board Policy regarding Conflicts of Interest
- Manchester College Employee Handbook
- Manchester College Faculty Manual
- Manchester College Human Diversity Policy
- Manchester College (computer) Acceptable Use Policy
- MC Source (student handbook)

Assets and Resources

Good business practices require each employee to assume responsibility for safeguarding and preserving the assets and resources of the College. The following policy statements outline that responsibility:

- All revenues generated by the College and all expenditures for goods and services must be recorded and accounted for within the College’s accounting system.
- False entries must not be made in the accounting or other College systems for any reason.
- The use of College funds for unlawful or improper purposes is prohibited.
- Employees may not use unrecorded or undisclosed bank accounts to fund authorized College activities.
- College equipment, supplies or facilities may not be used for revenue generating activity that benefits individual employees, without the express written approval of the treasurer.
- Persons in supervisory and/or management ranks may not use their authority to assign employees to perform non-employment related tasks.
- Manchester College supports the principle of fair competition and does not engage in any activities that impede competition or that foster a restraint of trade.
- Employees may not use the College’s tax exempt number for personal use.
- Employees must access and use the College’s technological and information resources in a legal and ethical manner, consistent with the Acceptable Use Policy.

Gifts, Favors and Payments by the College

Gifts, favors and payments may be given to others at College expense, if they meet all of the following criteria:

- are consistent with accepted business practices;
- are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
- do not violate applicable law and generally result in legal prosecution.

EMERGENCY CAMPUS LOCK DOWN PLAN

Policy Regarding Lock Down Decision

The decision to implement an emergency campus lock down will be made only if there is a serious risk of danger to the staff, faculty and/or students of Manchester College.

The decision to lock down campus will be made by a member of the Safety and Security staff, law enforcement personnel or the Cabinet. The decision will be communicated by all means appropriate and available.

The all clear signal will be given by law enforcement personnel, after consultation with appropriate College authorities.

Procedure During Lock Down

In the event of a lock down, employees should move quickly out of common areas and into the nearest residence hall, classroom or office.

Once inside:

- secure the door by any means possible;
- cover the window(s) in the room to prevent anyone from seeing inside (without compromising your personal safety); and,
- assume a safe position away from doors and windows.

Remain in your secure location until the all-clear signal has been given by law enforcement personnel.

SUBSTANCE ABUSE POLICY

The College has a duty to provide a safe working environment for its employees. Each employee has a corresponding duty to his/her co-workers and to Manchester College students to deliver services in a safe and conscientious manner. To help ensure that these responsibilities are fulfilled, employees must work free from the effects of performance-impairing substances (including illicit drugs, hallucinogens, herein called “Controlled Substances” and their metabolites, and alcohol).

Any employee of Manchester College who uses Controlled Substances or improperly consumes alcohol while working or while conducting business on behalf of the College, or who attempts to work while under the influence of same, potentially endangers him- or herself as well as co-workers. For purposes of this policy, “under the influence” means the employee tests positive for Controlled Substances and/or has a blood-alcohol level at/or above 0.05. Possession, manufacture, distribution, dispensation or sale, use, consumption or being under the influence of Controlled Substances while on the College campus (including parking lots) or while on College business is strictly prohibited. Working while under the influence of alcohol is likewise prohibited.

All employees are required to notify the director of human resources of any drug- or alcohol-related conviction(s) no later than five days after such a conviction.

Prescription drugs also may affect performance and behavior. Accordingly, they must be used only in the manner, combinations and quantities in which they are prescribed, and only by the individual for whom they are prescribed. Any employee using prescription drugs that may affect his/her job performance or behavior must discuss his/her job requirements with the prescribing physician, and, if advised by the physician, discuss the matter with his/her supervisor.

Violation of this policy will result in corrective action, up to and including discharge, and may result in legal prosecution.
Testing for Controlled Substances and/or Alcohol

Reasonable Suspicion
The College reserves the right to require an employee to undergo an immediate alcohol and/or drug test when reasonable suspicion exists that the employee is under the influence of alcohol or Controlled Substances when reporting to work or when acting within the scope and course of employment. Reasonable Suspicion includes, but is not limited to, the following:
- observation by a supervisor, manager or other leader of an on-duty employee behaving in a manner that suggests the employee might be under the influence of alcohol or Controlled Substances;
- violations of safety rules or procedures that could potentially jeopardize the well-being of employees, students, or the public, or result in an accident;
- information from other observers regarding use or possession;
- any work-related accident that requires medical attention from a professional provider or results in property damage.

Searches
When there is Reasonable Suspicion that an employee is in violation of the Substance Abuse Policy, the College, at its discretion, may request the employee to empty his/her pockets, and may conduct a search of the employee’s on-site property. Such property includes, but is not limited to, College-owned vehicles, desks, containers, files or lockers. Also subject to search are any vehicles, packages, purses, briefcases, lunch boxes or other containers brought onto the campus (including parking lots) by employees. Discovery of illegal drugs, paraphernalia or alcohol, or a refusal to allow a search, will subject the employee to corrective action up to and including discharge.

CODE OF CONDUCT / EMPLOYEE RESPONSIBILITIES

Given the diversity of people, backgrounds and points of view in any large organization, rules and regulations are indispensable to successful operation. The purpose of this code of conduct is not to restrict anyone’s rights, but rather to provide guidelines that will communicate what behaviors are appropriate and/or inappropriate for Manchester College employees. The policy goals include: a safe and efficient campus, satisfactory employment for all employees, and good will and understanding throughout the College. These rules are not tough or complicated; they are simply common sense.

Each employee has certain responsibilities to co-workers and to the College, such as regular and prompt attendance, productivity on the job, and a pleasant and cooperative demeanor. Some other responsibilities or prohibitions, however, may not be as apparent. It is helpful, therefore, to specify as clearly as possible the types of conduct which are unacceptable and conduct that may result in termination of employment. Providing this information is part of leadership’s obligation to employees.

These rules are divided into two groups: Summary Rules and Non-summary Rules. It is not possible to list every negative behavior, and the lists below are not intended to be exhaustive.

Non-summary Rules are examples of conduct that normally will initiate progressive, corrective action (see Corrective Action Policy.) It is a leader’s responsibility to respond to employee performance and/or behavior issues and to help devise strategies to correct them. Employees, however, are responsible for correcting their own inappropriate behaviors or performance problems. A record of any corrective action(s) will be placed in an employee’s personnel file. Repeated or extreme/egregious violations may lead to corrective action (see Corrective Action Policy.) It is a leader’s responsibility to respond to employee performance and/or behavior issues and to help devise strategies to correct them. Employees, however, are responsible for correcting their own inappropriate behaviors or performance problems. A record of any corrective action(s) will be placed in an employee’s personnel file. Repeated or extreme/egregious violations may lead to corrective action up to and including discharge.

Business Office, the Office of Human Resources and on the website.

Pay Distribution
All pay checks and direct deposit receipts will be distributed to the student’s MC mailbox twice monthly: on the 15th of the month and the last business day of the month.

PERFORMANCE EVALUATIONS

The College wants all employees to succeed in their jobs. To help ensure that success, employees should get regular feedback regarding strong performance as well as the opportunities for improvement. Performance feedback should be provided regularly.

In addition to regular oral feedback, all student employees will receive formal, written performance evaluations. Written evaluations will be completed and conducted by immediate supervisors or department heads at the end of the academic year. The frequency of performance evaluations may vary, however, depending upon past performance, changes in job duties, or recurring performance issues.

Performance evaluations will address factors such as the quality and quantity of work, job knowledge, working relations with others, punctuality, attendance, communications, initiative and resourcefulness, etc. Performance evaluations should clarify strengths and opportunities for improvement.

After the review, employees will be asked to sign the evaluation to acknowledge that it has been discussed. A signature does not necessarily indicate agreement with every aspect of the evaluation, however, and student employees are welcome to attach additional comments to the evaluation.

A record of job terminations for performance or behavioral issues will be placed in personnel files. Such documentation will be made available to future hiring supervisors.

WORKERS’ COMPENSATION

Student employees must report occupational illnesses or injuries to their supervisor as soon as possible, so appropriate investigations and forms may be completed to secure available benefits. Such illnesses/injuries are covered under Workers’ Compensation. The Workers’ Compensation insurance company, subject to the approval of the state Workers’ Compensation Board, will determine appropriate compensation. Healthcare professionals will determine whether, and in what capacity, injured/ill employees are able to work. Workers’ Compensation benefits begin the eighth day of disability.

Employees who suffer on-the-job injuries will be directed to a College-sponsored health professional for medical attention.

Many injuries are the result of unsafe acts on the part of employees. Accordingly, employees should never perform any operation they do not understand or feel safe performing. The College will make every effort to provide all employees with a safe working environment to ensure personal safety.

ETHICAL BUSINESS PRACTICES/ CONFLICTS OF INTEREST POLICY

General Policy
Manchester College requires all employees to perform their job functions in the highest ethical manner and comply with all applicable laws and/or regulations in a manner that excludes considerations of personal advantage or gain. Employees also are required to disclose to the College any violation of this policy, any unethical
and eligibility to work on campus will be suspended for the balance of the academic year.

**Supervisor Exceptions**

Occasionally the needs of the College may require additional student help. Supervisors must make every effort to fill this need by hiring temporary student help or by utilizing other staff first. However, this may not be a viable option. Accordingly, please contact the recruiting specialist in Human Resources if you have a legitimate need for your student(s) to work over these limits. Exceptions must be approved by Human Resources prior to the event.

However, at no time may an international student work more than eight hours a day or more than the 20- and 40-hour limits. Exceeding the limits puts our international students at jeopardy of losing their work visas.

**Tracking Hours Worked (ezLaborManager)**

Students must track the number of hours worked by logging on to the ezLabor website, via a computer that is connected to the campus network; ezLabor cannot be accessed off campus. Computer locations may include the department where working, at the computer lab, or at a kiosk located around campus (contact ITS for the location of campus computer kiosks).

All time worked is recorded in ezLabor software:
- Accounts are set up by Human Resources.
- Students’ supervisors train student employees on ezLabor and can provide instructional materials.
- The Human Resources recruiting specialist resets passwords and reactivates accounts. Call x5559 for these services.

**Time Worked Records: Hourly/Non-Exempt**

Hourly (non-exempt) employees must record in ezLaborManager the time they begin work, the time they begin their meal period, the time they return from their meal period, and the time they end work. At the end of each pay period, supervisors must verify the accuracy and completeness of recorded hours.

**Overtime Compensation (Non-Exempt)**

Student employees will be paid 1 ½ times their regular rate of pay for all hours worked in excess of 40 hours in any scheduled work week. A student employee may not work overtime without express, advance supervisor approval. International students may never work overtime per the terms of their visa.

**Payroll Deductions/Direct Deposit**

Manchester College is required by law to make certain deductions from employees’ pay. These include FICA (Social Security and Medicare) and withholding for federal, state and county taxes. FICA is not withheld from students’ pay during the academic year and is never withheld from international students’ pay. FICA is withheld from non-international students’ summer employment pay. Other deductions may be authorized by employees. Direct payroll deposit is a free service that allows employees to deposit paychecks directly into banks and credit unions. The College encourages the use of direct deposit. Forms for direct deposit are available at the accounting accounts. Call x5559 for these services.

**Non-summary Rules – Prohibited Behaviors:**

1. vulgar, profane, threatening, intimidating, demeaning and/or abusive language or conduct directed at a staff member, faculty member, student or visitor;
2. disorderly, disruptive or unsafe conduct on campus;
3. inefficiency, poor performance or unproductive behavior on campus;
4. leaving the campus during scheduled work time without appropriate notice and/or authorization;
5. loan-sharking, gambling, or bookmaking on campus;
6. failure to be ready to work on time;
7. to be responsible for avoidable waste of College property;
8. unpleasant, insulting, hateful or offensive personal conduct that has an adverse effect on productivity, safety, health or employee morale. Such conduct includes, but is not limited to spreading rumors, slander, gossip and lies;
9. negligence or carelessness that causes or could cause damage to College property or create a safety hazard;
10. posting, altering, or removing any matter on campus bulletin boards or property unless authorized;
11. abuse of, or conduct indicating intent to abuse, the attendance policy, including failures to provide notice of absence;
12. selling products, distributing materials, or soliciting or collecting contributions for any purpose during work time or in work areas without prior express permission;
13. unnecessary absence from workstations, sleeping, wasting time, or other abuse of working time;
14. failure to report accidents immediately;
15. disregard of safety practices, and/or failure to maintain good housekeeping standards;
16. smoking in buildings on campus or in College-owned vehicles;
17. violations of College policies, codes, rules or regulations found in the Employee Handbook, MC Source or other College publications;
18. conducting personal business during working time; or
19. other similar behaviors/violations.

**Summary Rules** are examples of behavior that constitute good cause for termination without employing the Corrective Action Process. Employees suspected of a summary offense will be suspended pending an investigation of the facts and a decision regarding termination of employment. A decision regarding termination will normally be made within ten business days from the commencement of the suspension.

**Summary Rules – Prohibited Behaviors:**

1. provoking or engaging in a fight with physical contact, or any threat of physical assault of a College employee, student or guest; other serious violations of the Campus Violence Policy.
2. conviction of a felony;
3. theft or dishonesty, including, but not
limited to, breach of security or confidentiality, entering time data with another employee’s ID, falsification of any business record, or giving a false excuse for absence from work;

4. unauthorized use, disclosure, possession, intentional damage, sabotage, theft or other removal of confidential information or other property belonging to the College, students, employees or others;

5. willful violation of safety rules/regulations that endangers the safety of any person or College property;

6. any act of willful discrimination or illegal harassment of employees, students, or guests;

7. absence from work for three consecutive scheduled workdays without notification, or other job abandonment;

8. carrying or possession of firearms or other deadly weapons or explosives in campus facilities without express authorization, regardless of CCW license status;

9. insubordination, such as the refusal to perform work (excluding unsafe acts) assigned by a leader, willful disobedience of a reasonable instruction or direction of a leader, or other forms of insubordinate behavior. Employees who believe they are justified in not following directions should undertake the instruction as assigned and later register their complaint with higher supervision or with the Office of Human Resources;

10. violation of the College Substance Abuse Policy;

11. illegal or indecent off-duty conduct, the nature of which adversely affects the College or the employee’s credibility or ability to carry out employment responsibilities;

12. failure to return to work on a scheduled return date (may be considered voluntary termination);

13. failure to consent to drug and/or alcohol testing or medical evaluation; or

14. other similar behaviors or violations.

Off-Duty Conduct
Manchester College respects the privacy of its employees and recognizes their right to conduct personal lives free from interference from the College. Nonetheless, employees should keep in mind, that even while off duty, they represent the College to the public and should strive to protect the College’s reputation. Certain types of off-duty conduct may reflect poorly upon an employee's character and judgment, and thereby affect his/her ability to credibly perform his/her job functions. Employees who engage in inappropriate, criminal or unprofessional off-duty conduct may be subject to corrective action up to and including termination.

Employees involved in one of the circumstances below must notify their supervisor and/or the Office of Human Resources immediately:

- arrested for or convicted of criminal conduct;
- loss or threat of loss of a certificate or a license required to perform their job.

HOURS OF WORK
Limited Work Hours
During the academic year, students may not work more than eight hours per day and/or 20 hours each “Work Week.” A Work Week at the College runs from Saturday to Friday of each week. Extended Break Periods student may work no more than eight hours per day and/or 40 hours each Work Week.

Each student bears the primary responsibility for tracking the number of hours s/he works each Work Week. Students who are asked to work beyond their normal scheduled hours should immediately inform the supervisor if doing so would put them over the work-hour limits.

Consequences of Exceeding Work Hour Limits

First offense: The student will be issued a warning notice, and the supervisor will be notified.

Second offense: The student’s employment will be suspended for a period of two weeks, and the supervisor will be notified.

Third offense: The student’s employment will be terminated.

Extended Break Periods
Extended Break Periods include time periods when classes are not in session, for example:

- Between the end of first semester and the beginning of January session
- Students not enrolled in January session may work eight hours per day, up to 40 hours per Work Week (Sat.–Fri.). Students enrolled for January Session are restricted to 20 hours per Work Week.
- Spring break
- Students are permitted to work eight hours per day and 40 hours per Work Week (Sat.–Fri.) throughout the entire summer, regardless of summer sessions.

Shorter Break Periods
Students may work up to eight hours per day when classes are not in session for the full week, but must prorate (20 hours divided by five days equals four hours per day) the remaining portion of the work week when classes are in session. For example, during Thanksgiving break a student could work eight hours between Monday and Tuesday, and eight hours each “break” day the balance of the week. Short breaks include:

- Fall Break
- Thanksgiving break
- Between January session and spring semester

This limitation is for the total of hours worked regardless of how many jobs a student holds. For international students, these are limits set by the terms of their work visas. Violating these limits may jeopardize their visa status.
PERSONNEL RECORDS
The College maintains personnel files for all student employees. Such files include the application for employment, records of training, documentation of performance appraisals and other employment and school records. Accordingly, employees should promptly notify the Records Office of any changes in personal data such as: mailing addresses, telephone numbers, marital status, individuals to contact in the event of emergency, educational accomplishments, change in legal name, etc. It is important that such information be accurately maintained in the records at all times.

IDENTIFICATION CARDS
All employees must have a Manchester College photo identification card, which can be obtained from the Business Office. Report the loss of a card immediately to the Business Office. A replacement fee may be charged.

ATTENDANCE AND PUNCTUALITY
Regular attendance and punctuality are both conditions of employment with the College. All student employees are expected to report for work as scheduled and on time. Absenteeism and tardiness place a burden on other employees, disrupt work and prevent College departments and offices from meeting the needs of the College. Absence and tardiness are factors to be considered in the performance evaluation.

APPEARANCE / DRESS CODE
As representatives of the College, employees should strive at all times to ensure that their clothing and appearance are business-like and contribute to a pleasant campus atmosphere for co-workers, students and guests. All employees are expected to maintain an appearance that projects a positive image of the College and is appropriate for their positions. What is considered appropriate in one department may not be appropriate dress attire in another. Each department will establish dress and appearance standards for its staff. Uniforms are required or allowed for some positions on campus. Dress that is unprofessional or generally offensive to other persons is inappropriate. The following are examples of inappropriate apparel in the office: tattered jeans, cutoffs, overalls, beach wear, short-shorts, and clothing that reveals bare backs, midriffs, thighs, shoulders, etc. If you question the appropriateness of a given article of clothing, make the professional choice.

Corrective action usually is progressive. However, the College may accelerate the procedure or skip steps when it deems such action appropriate. The Office of Human Resources should be involved in addressing potentially serious problems. Steps in this process remain active in the employee’s file for two years.

Procedure
1. Formal Counseling
When a leader becomes aware of an employee’s performance, behavior or other problem, s/he shall conduct a formal counseling session with the employee to accomplish the following:

● Ensure that the employee understands job responsibilities, performance standards, and importance of the job;
● Make the employee aware of the problem(s) or issue(s);
● Determine the cause of the problem(s);
● Identify the corrective action(s) that must
be taken, metrics to determine progress, and timeframes within which corrective actions must occur;
- Provide assurance of appropriate assistance, training and/or support;
- Thoroughly document the conversation for the file.

If there is reason to believe the problem may be a continuing one of a serious nature, the leader must inform higher management and the Office of Human Resources, and jointly determine if additional steps are appropriate.

Leaders also must provide employees with periodic evaluations of progress and have thorough documentation showing the nature of the problem and the corrective actions that have been taken to address it.

2. Written Reminder
If problem behaviors do not abate in response to formal counseling, or if the employee has violated a Non-summary Rule, the leader shall issue a written reminder that outlines the problem(s) and the necessary corrective action(s) to be taken by the employee (as outlined above). A copy of the written reminder will be given to the employee and another copy placed in the employee’s personnel file.

3. Decision-Making Day
If corrective action is not successfully implemented in response to a written reminder, or if the employee violates another Non-summary Rule, the leadership shall issue a written reminder that outlines the problem(s) and the necessary corrective action(s) to be taken by the employee (as outlined above). A copy of the written reminder will be given to the employee and another copy placed in the employee’s personnel file.

4. Termination
If an employee violates a Summary Rule or fails to perform/behave in accordance with a Last Chance Agreement, his/her employment will normally be terminated.

COMPUTER SYSTEM: ACCEPTABLE USE POLICY

Definitions
AUP – Acceptable Use Policy
ITS – Information Technology Services
Resources – College owned PCs, the network and its ability to transmit data, access to and ability to browse the internet, access to servers like e-mail, network-stored files, etc.

General Policy
The College network, to include the internet connection and College-owned servers, is designed for productivity. To maintain an efficient and productive computer network, the College has an “acceptable use policy” applicable to the entire campus network of computing equipment attached to the network and College-owned computing equipment not attached to the network. Access to the network is a privilege. Any user engaging in activities contrary to policies governing computer technology use may lose network access privileges.

All users must ensure that College computer systems are used only in an efficient, ethical and lawful manner. Any user action not specifically mentioned in this document but that hinders or jeopardizes the network may be used as grounds for revocation of a user’s network privileges. This policy is subject to amendment without prior notice.

changes do not pose an undue hardship on the College or alter the essential functions of the position.

EMPLOYMENT RELATIONSHIPS
All student employment relationships with the College are At-Will. Either party is free to terminate the relationship at any time, for whatever reason, with or without notice, provided there is no violation of applicable state or federal law.

No oral representations or information given by the College shall be a basis for variation of the At-Will relationship. Express or implied promises of “permanent” employment shall not vary the At-Will nature of employment.

HIRING PROCEDURES

Employment Eligibility (I-9)
All new employees are required to report to the Office of Human Resources within the first three days of work to provide verification of employment eligibility, as required by the Immigration Reform Act of 1986. New employees who have not provided proof of employment eligibility within the specific time period will not be allowed to work until the requirement is fulfilled. Documents used to prove that an employee has the legal right to work in the United States include, but are not limited to, birth certificates, photo driver’s licenses, passports, Social Security cards and/or work visas (see I-9 form for a complete list). Documents must be originals; photocopies are not acceptable.

EMPLOYEE CLASSIFICATIONS / DEFINITIONS
Student Employees
All student employment is considered temporary and/or part time. Student employees are not eligible for most fringe benefits available to full time employees.

Hourly Employee
An Hourly Employee is paid at an hourly rate for the number of hours worked.

Salaried Employee
A Salaried Employee receives a fixed salary rather than payment by the hour.

Exempt Employee
An Exempt Employee is not subject to the overtime provisions of Wage-Hour Laws. All Exempt Employees are salaried.

Non-Exempt Employee
A Non-exempt Employee is subject to the overtime provisions of Wage-Hour Laws. Non-exempt Employees are usually paid by the hour, but some may be salaried.

Interns
Interns may be full time, part time or temporary; paid or unpaid; and may have benefits if eligible and designated for the position.

Level 1 Intern
Paid, full-time position, with full benefits, including room and meal plan; benefits are effective only while designated in the payroll system as full-time employee; Level 1 Interns are subject to FLSA regulations/tax withholdings.

Level 2 Intern
Paid, full-time position with only those benefits (including room and meal plan) as designated for a specific job title; benefits are effective only while designated in the payroll system as Full-Time Employee; Level 2 Interns are subject to FLSA regulations/tax withholdings.

Level 3 Intern
Paid, full-time, part-time or temporary position, without benefits, room nor meal plan; Level 3
Protection of Complainants Against Retaliation
Retaliatory action against anyone reporting or filing a complaint of harassment or discrimination is strictly prohibited. Regardless of the means selected for resolving the problem, the initiation of a complaint of harassment or discrimination will not cause any reflection on the complainant or will it affect such person’s future dealing with the College. It will not affect employment, compensation, work assignments, or, in the case of students, grades, class selection or other matters pertaining to status. The complainant will have the option of requesting that Manchester College personnel other than the accused conduct performance reviews, evaluations and/or write letters of reference and recommendation.

However, reports and complaints of harassment and/or discrimination must be honest and truthful. Intentionally false reporting of harassment and/or discrimination will subject the reporting individual to corrective action.

Additional Assistance
Questions about interpretation of this policy or concerns related to harassment, sexual harassment or discrimination may be directed to the members of the Committee for Human Diversity, the vice president for student development, the vice president and dean for academic affairs, the director of human resources, the director of counseling, or the director of multicultural services and campus diversity.

AMERICANS WITH DISABILITIES ACT
The College and federal law prohibit employment discrimination against qualified individuals with physical or mental disabilities.

The Americans with Disabilities Act (ADA) defines an individual with a disability as a person who meets one of the following conditions:

- has a physical or mental impairment that limits one or more major life activities (e.g., walking, speaking, seeing, hearing, performing manual tasks);
- has a record of such impairment; or
- is regarded as having such an impairment.

A qualified person with a disability is someone with a disability who with or without a reasonable accommodation, can perform the essential functions of the employment position s/he holds or desires without threatening the safety of himself/herself or others and who otherwise meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

Manchester College is committed to ensuring equal employment opportunities for qualified individuals with disabilities. It is the policy of Manchester College to base selections on job-related criteria. The College will provide accommodations to employees and applicants protected by the ADA by making changes in the work environment or by changing certain practices and procedures as long as these

Ownership/Privacy Rights
All computers, computer systems, electronic media, electronic data, internet connections, electronic mail, software, networks, manuals, related licenses and all other resources are the exclusive property of the College and not that of any individual. Individual users have no personal privacy or property rights in e-mail or other communications that they receive or send on College resources. The College reserves the right (without notice) to monitor the use of its computer systems (including e-mail and internet access) to ensure compliance with this policy. It is the policy of the College to comply with all legal requests for information, including transactional history.

CAVEAT: Personal privacy tools do not effectively eliminate one’s network transactional traces.

Residence Hall Occupants
Users in residence hall rooms, even when utilizing personally-owned equipment, must abide by the same policies operating in the public labs. For example, a residence hall occupant is responsible for the use of his/her computer in his/her room and will be held responsible for any and all inappropriate activity involving his/her equipment. Residence hall occupants may not tamper with or attempt to repair any network and/or cabling device beyond and including the network wall plate.

Copyrighted Material
College computer resources are for legal purposes only. All copyrighted material located on College-owned equipment must be registered with the vendor and with ITS. Unregistered copies of copyrighted material found on the network will be deleted. Copyrighted material may not be sent over the network for others to copy. Users may not use College resources, including its network, to distribute any copyrighted material or create duplicate or mirror internet sites without express written permission from the copyright holder. Unauthorized copyrighted files will be deleted without warning unless written copyright permission is provided to the ITS director or his/her designee. For additional information, see the copyright policy on the College website.

Security
All users are provided with a network ID and password to access College network resources. Users may not provide rights or access to persons unauthorized for network privileges. Forwarding access or sharing network IDs and passwords is strictly prohibited.

Computer Facility Access
College computer facilities are available during regular posted hours. College IDs are required to use computer facilities. Those without a valid College ID will be asked to stop using computer facilities. Users must adhere to the rules posted at computer facilities.

Resource Allocation
College computer facilities are available to all users to support their activities in College programs. When demand for computer resources exceeds supply, the College observes a first-come, first-served policy, with priority to faculty and staff use for College purposes.
**Additional Prohibited Activities**

Fraudulent, harassing, threatening, discriminatory, sexually explicit or obscene messages and/or materials may not be transmitted, printed, requested or stored on Colleges computer systems.

Users may not alter, steal or damage College information resources, data, software or hardware, or take any other actions that may impair the network, including, but not limited to, the following:

- Users may not alter or degrade the abilities of others to access the College network or its resources. This may include mass e-mailings, restricting access to servers or the spread of viruses (by malicious activity or neglect).
- Users may not engage in bandwidth-intensive activities or use software tools that circumvent College internet traffic controls. This may include network/multi-session game playing, wide-band real-time cameras, downloading of MP3 files and heavy FTP usage or any software application designed to counteract the effects of the "packet shaper." Users should contact ITS for authorization and verification of questionable usage.
- Users may not establish any server on the College network. This may include SMTP, internet, FTP or file servers.
- Users are prohibited from altering the network settings for any network-attached device.
- Users are prohibited from using any public or private peer-to-peer network for any reason.

**E-mail**

E-mail access is provided to all users with network privileges. Questionable content, such as hateful or threatening e-mail, is expressly prohibited and could lead to criminal charges. Therefore, any and all applicable College policies and regulations pertain to the use of the e-mail system, especially in regard to e-mail content.

Some activities seriously degrade system/network performance and are prohibited in all circumstances. Forwarding chain mail and/or sending bulk or all-campus e-mail without permission from a cabinet member are two such activities.

Members of the president’s cabinet may make exceptions for e-mail messages that must reach large numbers of the College community for reasons of safety or other matters of concern.

**Web Publications**

Use of any part of the College website, including personal web space provided by the College, should conform to generally accepted practices and coincide with the College Mission Statement. The content of any user-published material is governed by College policies and regulations. For example, publication of offensive, hateful or threatening content on the College website is subject to disciplinary action and/or criminal charges.

Use of any College web resources for “for-profit” activities is strictly prohibited. For more information regarding this usage, see the WWW Usage Policy on the College website.

**Penalties**

Violation of any provision of the acceptable use policy may lead to corrective action. Such actions may include warnings, revocation of various network privileges for a finite time period, complete revocation of network privileges, termination of employment and/or expulsion.

**TELEPHONE POLICY**

College telephones are intended for business purposes. Both incoming and outgoing personal calls must be held to a minimum. Employee may not charge personal long distance or other personal toll calls to the College.

**Complaint Procedures**

Students, faculty, staff or other individuals who believe they have experienced harassment or discrimination within the College community are encouraged to promptly report the matter to a senior administrator or a member of the counseling staff.

Generally, students are referred to the vice president for student development, faculty members are referred to the vice president and dean for academic affairs, and staff members are referred to the director of human resources.

The senior administrator and the individual who has reported harassment or discrimination will discuss the availability and/or option of counseling, mediation, the filing of a complaint through the student conduct review system, the filing of an official complaint with the College, and related matters.

All complaints of harassment and/or discrimination will be investigated and appropriate action will be taken in a timely manner. Harassing or discriminatory conduct will result in corrective action, up to and including discharge for employees and expulsion for students.

Reports and complaints of harassment and/or discrimination must be honest and truthful. Intentionally false reporting of harassment and/or discrimination will subject the reporting individual to corrective action.

Final summary reports will be provided by the administrator to the director of human resources. The director of human resources will maintain the institutional record of incidents of harassment or discrimination, and provide periodic reports to the president of the College.

The accused, as a member of the College community, may obtain information about complaint procedures from a senior administrator.

**Outcomes**

Final resolution of complaints regarding discrimination, harassment or sexual harassment will be made through the established procedures of the College. Any sanctions that result will be imposed through these same procedures.

**Assessment**

Assessment of the harassment reporting and resolution process will be conducted by the Committee for Human Diversity and management staff, and will include input from those individuals who believe they have experienced harassment or discrimination.
performance ratings, graduation or tenure;
2. explicit or implicit threats of punishment for non-cooperation through misuse of institutional authority, for example, to affect a subordinate's admission or employment, academic or professional advancement, financial aid or salary, grades or performance ratings, graduation or tenure;
3. intimidation through sexual harassment that creates a hostile or offensive environment, interferes with an individual's scholastic or work performance, prevents an individual's full enjoyment of educational, professional, social opportunities, or induces stress, anxiety, fear or sickness on the part of the harassed person;
4. activities such as comments repeatedly emphasizing the sexuality or sexual identity of an individual, persistent requests for social-sexual encounters or favors, or unwanted physical contacts.

Implicit in the definition of sexual harassment is the assumption that it prevents the realization of the victim's full potential as a student or employee. Sexual harassment is not only unethical and unprofessional, it is illegal.

Procedures
This section contains the procedures, timelines, approaches, sanctions and responsibilities of the College community regarding discrimination and harassment (including sexual harassment).

Education
Manchester College recognizes that men and women must learn to address issues of harassment, sexual harassment and discrimination. Therefore, the Committee for Human Diversity is charged with the responsibility for:
1. educating the community about harassment and discrimination;
2. sensitizing staff and students to the issues and implications of harassment and discrimination;
3. making all supervisors aware of their responsibility, under College policy and federal and state law, and of the potential liabilities when violations of policy or law occur;
4. ensuring that each claim of harassment or discrimination is taken seriously and investigated immediately; and
5. encouraging members of the community to pursue appropriate redress in incidents of harassment or discrimination.

Responsibilities of Faculty, Staff and Students Regarding Harassment or Discrimination
The College will not tolerate unlawful harassment or discrimination. All members of the College community (employees and students) have an obligation to immediately report suspected harassment or discrimination so that a full investigation may be conducted. All faculty and staff are required to immediately report harassment or discrimination when they have reason to believe such acts have taken place. Reports of suspected harassment or

Employees whose job responsibilities include regular or occasional driving and who use cellular or digital phones for business purposes are expected to refrain from using them while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not a reasonable option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in heavy traffic; in inclement weather, or on unfamiliar routes.

When job responsibilities include regular driving and accepting of business calls, hands-free equipment must be used to facilitate the provisions of this policy. Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell or digital phone for business purposes, are also expected to abide by this policy. Under no circumstances are employees allowed to put themselves or others at risk to fulfill business needs. Violations of this policy will subject the offender to corrective action.

Regardless of terms of this policy, employees must obey all state and local laws and/or ordinances regulating and/or restricting the use of communications devices while operating a motor vehicle.

SMOKING POLICY
The College is committed to a safe workplace and the good health of its employees and discourages the use of tobacco products. Tobacco is a health hazard that costs the College money in the form of increased health insurance premiums. The College encourages all employees who smoke to stop and will provide assistance with smoking cessation programs. Contact the Office of Human Resources or Health Services for details.

Smoking is permitted outdoors only, and only during scheduled breaks, meal times, and before and after work hours. Smoking is prohibited in all campus buildings and in all College vehicles. Taking excessive breaks to smoke, smoking in unauthorized areas, or improper use/disposal of smokeless tobacco or its byproducts will result in corrective action.

SOLICITATION AND DISTRIBUTION OF LITERATURE
Solicitation of employees for any reason or purpose other than College-sponsored charitable organizations or fund raisers is not permitted during work time or in work areas. Solicitation is permissible by employees during regularly scheduled breaks and meal times in non-work areas. Non-working employees may not solicit employees who are working.

Distribution of literature is forbidden during work time and in work areas. Distribution of literature by employees is permissible only during non-
Campus sources are costly. College insurance

Stealing, vandalism and other misuse of College Escort program and assistance with closely monitors the issuance of keys and vehicle property. The Department of Safety and Security hour services to enhance the safety of employees, College safety and security personnel provide 24-

SECURITY

This policy also prohibits guests and visitors from soliciting and/or distributing literature on campus without prior written approval from the president or his/her designee.

College safety and security personnel provide 24-hour services to enhance the safety of employees, students and guests and to protect College property. The Department of Safety and Security closely monitors the issuance of keys and vehicle registrations and provides services such as the Campus Escort program and assistance with unlocking and/or jumpstarting cars.

Stealing, vandalism and other misuse of College facilities and property from both on- and off-campus sources are costly. College insurance does not cover personal losses due to theft, vandalism, etc. Each member of the College community is obligated to protect the campus by keeping offices, rooms and unoccupied laboratories locked, keeping windows closed and secured, and maintaining awareness of and communicating potential security problems.

Employees must not enter locked rooms, offices, desks or files of other persons and departments. Without exception, unauthorized persons are not allowed in College vehicles or non-public areas of the campus. This includes off-duty employees and family members of on-duty employees.

For assistance or to report problems, call the Safety and Security Department at x5388 or 5999.

KEY CONTROL POLICY

1. The director of Safety and Security is responsible for key control and lock services. Lock services are provided by Physical Plant personnel.

2. College employees, including student employees, are authorized to have keys issued as required to perform their duties. Key deposits will not be required at the time of issue; however, employees will be required to pay for all keys not returned to the College, and will be responsible for the replacement costs of all lock cores required to be changed by the loss of the key(s).

3. Keys are issued to employees, including student employees, via requests made through the Department of Safety and Security. Each individual, to whom keys are issued, must sign a key contract which must also be approved by the department head responsible for the room/area requested. The following is the procedure to receive keys:

   a. Make written request to the Office of Human Resources.
   b. The request is approved by the appropriate authority, for example, to affect a subordinate’s admission or employment, academic or professional advancement, financial aid or salary, grades or statements or dissemination of opinion will be made with a proper regard for the protection of individual rights, religious and moral convictions and academic freedom and advocacy.

Sexual Harassment Defined

Sexual harassment is a form of sex discrimination involving inappropriate introduction of sexual activities, stereotypes, or comments into the learning, living or working environment. Often, sexual harassment involves individuals in relationships of unequal power that contain elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting academic, social or work benefits.

Sexual harassment also may involve individuals making inappropriate sexual advances or repeated verbal remarks or suggestions having a harmful effect on a person’s ability to study, work or otherwise function in the campus setting.

Any of the following constitutes sexual harassment:

1. explicit or implicit promises of rewards for cooperation through misuse of institutional authority, for example, to affect a subordinate’s admission or employment, academic or professional advancement, financial aid or salary, grades or
members of traditionally under-represented groups at Manchester College.

2. Recruitment of Students:
Manchester College is committed to its diversity goals in the recruitment and admission of students. It seeks to recruit qualified members of traditionally under-represented groups at Manchester College.

Non-discrimination in Admissions and Campus Life
Manchester College is committed to non-discrimination in campus life. The College does not discriminate on the basis of national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion, disability, physical characteristics, or veteran status in admissions or any area of campus life, including its educational programs, scholarships and loan awards, residence life programs, athletic programs, extracurricular programs, promotion and tenure policies and practice, and alumni affairs.

Non-harassment Policy
Manchester College is committed to providing an environment free of any form of harassment, including, but not limited to assault, abuse, verbal or physical conduct, humiliation, provocation, sexual imposition, intimidation, or communication constituting harassment as defined and otherwise prohibited by Manchester College policies, or by state and federal law. This policy applies to students, faculty, and staff of the College, as well as individuals employed by contractors who provide routine services at the College.

Remedies
State and federal laws applicable to Manchester College prohibit discrimination on the basis of an individual's national origin, race, color, age, gender, religion, disability or Vietnam-era veteran status. The College is firmly committed to complying with the letter and spirit of those laws. However, nothing in this policy is intended, nor shall it be construed, to create legally enforceable rights or obligations in addition to the rights and obligations that are created by those laws. If and to the extent this policy commits the College to obligations in addition to those created by state and federal law, the sole means of enforcing any such obligation shall be the procedures established under this policy.

For questions, comments or concerns about diversity at Manchester College send an e-mail to diversity@manchester.edu. All e-mails sent to this address will be received by the director of multicultural services and campus diversity.

PREVENTION AND REDRESS OF DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT

Discrimination
Application
As stated in the above Policy on Human Diversity, Manchester College seeks to provide an environment free of discrimination. This policy applies to students, faculty and staff of the College, as well as to individuals employed by contractors who provide routine services at the College.

Discrimination Defined
For purposes of this policy, discrimination is the act of unfairness, injurious, or prejudicially distinguishing between or among persons or groups, where a sound and fair distinction does not exist. Discrimination is also the act of treating an individual differently because of his or her national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion,

a. The person requesting the key may obtain blank key contracts from the Department of Safety and Security, located at 1305 East Street, or from the Office of Human Resources in Calvin Urely Hall, Room 210;

b. The key contract must then be approved by the department head responsible for the area requested;

c. The approved key contract is then taken to the Department of Safety and Security;

d. Safety and Security will fill the key request and, under normal circumstances, the keys will be ready for pick-up within 24 hours from the time that the approved request is submitted.

4. Keys are only to be issued for access to areas where need can be demonstrated. Individuals may not hold unauthorized keys.

5. All employees, including student employees, must sign forkeys in their name through the Department of Safety and Security, if the key is to be issued to that person on a continuing basis; that is, for a period of more than two (2) days. Some departments and offices have control of keys which may be signed out for one-time, temporary use, i.e., less than 48 hours. Department heads are responsible for such keys.

6. The individual to whom a key is issued (key holder) is responsible for its use, or misuse, until the key is formally returned to the Department of Safety and Security. Keys must never be given or loaned to another person by any key holder. Master and/or sub master keys are NOT to be issued or signed out to students.

Exceptions to this rule may be requested in writing to the director of Safety and Security.

7. Loss, theft, or misplacement of a key or keys must be reported directly to the Department of Safety and Security and the Business Office immediately upon discovery that the key is missing. Key replacement authorization must be obtained from the department head who has authority over the area(s) accessed by the key. The key holder is responsible for a $25 fee per missing key. If it is necessary to replace lock cores, due to unaccounted key(s), the key holder may be held responsible for core replacement costs.

8. Key holders may not duplicate College keys, or allow the keys to be duplicated, under any circumstances.

9. Safety and Security personnel are not authorized to unlock any area without the expressed consent of the individual(s) responsible for such area, or an authorized College official.

10. When a key is no longer needed, it must be returned to the Department of Safety and Security. Students must turn in all keys at the end of each academic year, or upon terminating enrollment if prior to the end of the year. All employees, including student employees, must turn in keys when the employment ends. Residents of College-owned housing must turn in their keys upon vacating the apartment.

11. In all residence halls, where an alternate system is in effect, numbered keys will be issued. For purposes of security, residents are required to have a key. Residents are encouraged to always lock their room doors.

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PARKING AND VEHICLE REGISTRATIONS

Multiple parking facilities are provided around campus. For everyone's protection and safety, employees MUST observe traffic signs and drive at slow speeds while in parking lots. Please be considerate and park only within the marked spaces, and in designated areas.

All students and College employees must display a registration decal on each of their motor vehicles driven on campus. The registration decal authorizes parking in designated parking lots as well as general parking areas on campus. Parking decal(s) may be obtained from the Department of Safety and Security. Only one decal per vehicle is required; a new decal each year is not necessary.

All employees are subject to campus motor vehicle regulations and procedures as specified in the MC Source. The College is not responsible for theft or damage to vehicles while in the parking lots. The College does not control access to the campus or the parking areas, and assumes no responsibility for any loss or damage to vehicles when on campus. For protection, please lock vehicles and do not leave valuables in them.

SEARCH POLICY

To manage the College's resources and prevent loss, the College reserves the right to search, inspect or examine all College property, including, but not limited to, desks, file cabinets, tool boxes, College vehicles, and electronic information, including e-mail. Additionally, the College reserves the right to search, inspect or examine all personal property (including vehicles) employees bring onto or take away from College property (including parking lots) if the College suspects theft or other illegal activity. An employee's personal property will not be searched without first obtaining the employee's consent. However, refusal by an employee to consent to a search, inspection or examination may result in corrective action up to and including discharge.

WORKING SAFETY

All employees must perform their jobs in a manner that preserves their personal safety as well as the safety of co-workers. The College endeavors to provide a safe and healthy work environment for all employees. Safety must be a primary concern in every aspect of planning and performing jobs. The College is committed to protecting its employees from injury or illness in the workplace to the greatest extent possible. Employees that become aware of an unsafe or unhealthy work situation on campus should report the condition immediately to the appropriate department head, supervisor, or director of safety and security.

On-the-job Injuries

On-the-job injuries should be reported to a supervisor immediately or as soon as possible. Even a slight injury may develop into something more serious, so it must become a matter of record for workers' compensation insurance or group insurance, whichever may apply. An employee who believes s/he has been discriminated against should contact the compliance officer immediately.

HUMAN DIVERSITY POLICY

Statement of Purpose

Manchester College has a tradition of commitment to social justice and appreciation of human diversity, supported by the College's identity as a Church of the Brethren institution. Reflecting these commitments, the College Policy on Human Diversity has the following purposes:

1. to assist in upholding the College's mission to educate its students, faculty and staff about the nature and value of human diversity;
2. to encourage the appreciation of human diversity in the College community;
3. to counter discrimination and harassment and to provide redress procedures should such violations occur; and;
4. to comply with all federal and state of Indiana laws applicable to Manchester College related to equal opportunity.

Equal Employment Opportunity/Non-discrimination

According to its Mission and Values Statements, Manchester College is committed to encouraging the appreciation of human diversity and recognizing the worth of every person. As part of this commitment, Manchester College ensures equal access and equal opportunity to applicants pursuing employment with the College in faculty, staff or student positions. It is the policy of Manchester College to not discriminate on the basis of national or ethnic origin, race, color, age, gender, sexual orientation, marital status, religion, disability, physical characteristics, veteran status or any legally protected classification.

Diversity in Recruitment

1. Recruitment and Employment of Faculty and Staff:
Manchester College is committed to its diversity goals regarding employment practices. It seeks to recruit, employ, nurture, tenure and promote qualified
Faith, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives of agape (selfless love), tikkun olam (repairing a broken world), and salam (peace);

Service, because committing self in service to others connects faith with action and abilities with convictions;

Integrity, because honestly and trust are the foundations of teaching and learning, enriching, enduring relationships and strong communities;

Diversity, because understanding differences develops respect for ethnic, cultural, and religious pluralism; an international consciousness; and an appreciation for the infinite worth of every person; and

Community, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

RELIGIOUS LIFE POLICY ON CAMPUS

Many core values and commitments of the College emerge from its relationship with the Church of the Brethren. Values of peace, justice and service inform the College mission. While approximately ten percent of the student body comes from the Church of the Brethren, many Christian denominations and several non-Christian religions are represented in the faculty, staff and student body.

The campus pastor, Religious Life Committee, and Campus Ministry Board seek to provide opportunities for faculty, students and staff at Manchester College to nourish their faith as a part of their educational and work experiences. Learning about others’ religious experiences in an environment of religious freedom is encouraged.

In addition, the College offers courses in religion and philosophy, a weekly ecumenical chapel service, a Focus on Faith week that brings to campus leaders in religion, facilitates an active campus ministry program, and cooperates with area churches through the North Manchester Fellowship of Churches to encourage students to participate in the religious organizations of their choice.

ADMINISTRATION OF THE COLLEGE

President
The president is the chief executive officer of the College and is appointed by the Board of Trustees. S/he is responsible to plan, organize and direct all affairs of the College in accordance with the policies and directions of the board.

Senior Management Staff / Cabinet
The president selects a senior management team, which includes the executive vice president, vice president and dean for academic affairs, vice president for finance and treasurer, vice president accident report will be completed by the director of health services (college nurse). The original accident report should be submitted to the Office of Human Resources within 24 hours of the accident or the next workday. If the nurse is not on duty at the time of an accident or injury, the injured person should contact a security officer.

The nurse will evaluate the employee’s injuries and will provide the immediate medical treatment necessary. If the nurse determines additional medical treatment is necessary, the nurse will refer the employee to Manchester Clinic for minor medical treatment and a local hospital for complex treatment.

Emergency Preparedness
In case of a fire, medical, weather or police emergency, Immediately call 9-911, and then contact the Department of Safety and Security at x5999. It is extremely important to contact security so security officers may assist emergency personnel with directions and support. The Physical Plant also should be notified concerning systems-related campus emergencies such as electrical, water or gas issues (x5061). The College’s Emergency Preparedness Plan is available for review in the Department of Safety and Security. (See Emergency campus lock down policy, page 21.)

Housekeeping
An essential part of safety and fire prevention is the observance of good housekeeping practices. Clean and orderly work areas, uncluttered aisles,
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WELCOME TO MANCHESTER COLLEGE!

We are glad to have you as a member of our team. At Manchester College, we believe our employees are one of our most valuable assets. You will discover that you are joining a team of friendly, cooperative and responsible people who make work interesting and challenging. Student employment with Manchester College offers an opportunity to fulfill the goals and objectives of the College and to participate in the history being created now. We are proud of the goodwill that the College’s employees have in our community. We understand that giving prompt, effective attention to those who use our services is very important. We respect and acknowledge that each and every employee is an important and integral part of the College and assists in fulfilling our mission.

This student employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between Manchester College and its student employees. The College reserves the right at any time to modify, change, suspend, or cancel all or any part of the policies, procedures and programs contained in this handbook. The College will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When the College develops or modifies new policies, procedures and programs, it will notify members of the College community as soon as possible. Changes will take precedence over the contents of this handbook.

This handbook does not constitute a contract or an offer to enter into a contract. Nothing in the descriptions contained in this handbook confers any right to continued employment with Manchester College or to any change in salary or position or to a continuation of described plans or programs while the employment relationship exists or after the employment relationship ends.

From time to time, updates, additions and/or changes to the employee handbook will be provided. We encourage you to study the additions carefully. A current student handbook will be maintained and available on the College website, which will supersede paper copies and control in the event of conflicts with old versions.

Should questions arise about the interpretation of any of the personnel policies in this handbook, or any other employment matters, please contact your supervisor or the Office of Human Resources. It is very important that all employees have a full and complete understanding of the College’s personnel policies.

We are very pleased that you have chosen to work with us. We hope that you will enjoy contributing toward the future of Manchester College. Education is noble work. In what you do for the College, you make us better and help us meet our societal responsibilities.

MANCHESTER COLLEGE

Student Employee Handbook Receipt

By my signature below, I acknowledge that I have received a copy of the Manchester College Student Employee Handbook. I agree to read it and to ask questions about anything in it that I do not understand.

I understand that all student employment relationships with the College are At-Will—that both the College and employees are free to end the employment relationship for any reason, at any time, with or without notice.

I further understand that the College regularly reviews its policies and benefits, which are subject to change from time to time.

Date: ____________________, 20____ Signature: _______________________________

Printed Name: __________________________________________________________