



FERRUM
COLLEGE

Ferrum College
Staff Handbook

Revised October, 2010

Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, gender, sex, disability, or any other protected status in its programs and activities including, but not limited to, admission to, access to, treatment in or employment in any of its programs and activities. Ferrum College affirms the dignity and worth of every individual regardless of sexual orientation or gender identity and will not tolerate harassment or discrimination toward any individual.

The following person has been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources
Ferrum College
P.O. Box 1000
Ferrum, Virginia 24088-9001

John Wesley Hall, Room 204
(540) 365-4596 Phone
(540) 365-4530 Fax

The Department of Human Resources of Ferrum College has prepared this handbook. Any questions or concerns about information contained in this handbook should be directed to:

Director of Human Resources
Ferrum College
P.O. Box 1000
Ferrum, Virginia 24088-9001

John Wesley Hall, Room 204
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(540) 365-4530 Fax

The basic purpose of this handbook is to inform employees about their responsibilities to the College as well as to inform them about the College's responsibilities to its employees. It is specifically designed for all non-faculty employees. However, some sections of this Handbook are incorporated into the Faculty Handbook as appropriate.

This handbook contains general statements of policy, which the College fully expects to follow; however, these policies, procedures and practices are neither terms of employment nor are they contractually binding.

This handbook describes the current policies, procedures and services available at Ferrum College. It is reviewed and revised when necessary to respond to changing needs and circumstances.

Employees are strongly encouraged to become familiar with the information in this handbook. There are some policies and procedures too lengthy to describe in this publication; more complete information can be obtained in the Human Resources Office.

While the Administration of the College and the Board of Trustees have the authority to create and change policy, the College actively seeks and welcomes feedback and suggestions from employees.

Acknowledgement of Receipt of Ferrum College Staff Handbook

We hope that each employee's period of employment at Ferrum College will be a rewarding experience. However, we recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the College for other reasons. Other employees may not fulfill the operational needs of the College or changed circumstances may reduce available employment opportunities that may result in involuntary terminations. We sincerely hope that none of these situations occur, but we acknowledge that the possibility does exist. Therefore, the right of the employee or the College to terminate the employment relationship at-will is recognized and affirmed as a condition of employment. At-will means that both the employees and Ferrum College have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Upon receipt of the Staff Handbook, please sign below and return this form to the Human Resources Office.

This is to acknowledge that I have received notice of Ferrum College Staff Handbook updates and that I can access the Handbook online and may request a hardcopy from Human Resources. I understand I am responsible for knowledge of its contents and must abide by its provisions.

Employee's Signature

Employee's Name (please print)

Current Date

Ferrum College Staff Handbook

INTRODUCTION TO FERRUM COLLEGE	12
Welcome to Ferrum College.....	12
History.....	13
Statement of Mission.....	14
Hallmark of a Ferrum College Graduate.....	14
Ferrum College Student Learning Outcomes	14
Vision Statement	15
GENERAL POLICIES.....	16
Management Rights.....	16
Non-Discrimination Policy.....	16
Americans with Disabilities Act (ADA)	16
Procedure for Requesting an Accommodation	17
Background Checks	17
Employee Drug and Alcohol Policy	17
Policy on Harassment.....	18
Standards of Professional and Personal Conduct	19
Whistleblower Policy	19
Violence Prevention.....	19
Confidentiality	19
Conflict of Interest	20
Outside Employment.....	20
Media Calls and Crisis Situations	20
Electronic and Telephone Communication Policy.....	20
Intellectual Property Rights.....	22
Inclement Weather Policy	22

General Adverse Conditions-Students on Campus/ Classes NOT Canceled or Delayed	22
Severe Weather Conditions-Students on Campus/ Classes Canceled or Delayed	22
Severe Weather Conditions-Students NOT on Campus/ College Is Closed.....	22
Smoking.....	23
EMPLOYMENT POLICIES	24
Employment Classification	24
Full-Time Employment	24
Part-Time Employment	24
Seasonal Employment.....	24
Volunteers	24
Employment Status.....	24
Identification Card	24
Position Descriptions	25
Probationary Period.....	25
Performance Evaluations	25
Promotions	25
Personnel File	25
Employment of Relatives	26
Employee Relationships	26
Disciplinary Procedures.....	26
Employee Concerns.....	27
Resignation.....	27
Exit Interview.....	27
Termination.....	27
Retirement	28
Absences from Work.....	28
COMPENSATION POLICIES	29
Pay Periods and Payroll Information	29
Direct Deposit of Payroll Checks	29
Payroll Deductions	29
Official Work Week.....	30

Overtime	30
Emergency Call-In Policy	30
EMPLOYEE BENEFITS	31
Premium Conversion – Section 125 Cafeteria Plan	31
Insurance Plans	31
Health and Dental Insurance	31
Life Insurance	32
Short-term Disability Insurance.....	32
Long-term Disability Insurance.....	32
Flexible Spending Accounts Plan	32
Social Security.....	33
Unemployment Insurance	33
Workers’ Compensation Insurance.....	33
Retirement Plan	33
Employee Assistance Program (EAP).....	34
Tuition Assistance	34
Vacation Leave.....	35
Sick Leave	35
Holiday Leave	36
Personal Leave.....	36
Bereavement Leave	36
Family and Medical Leave	37
Reasons for Taking Leave	37
Eligibility Requirements.....	37
Leave Taken Intermittently or on a Reduced Leave Schedule	37
FMLA Leave for Spouses Employed by the College.....	38
Notice of Need for FMLA Leave	38
Certifications	38
Benefit Protection	38
Paid and Unpaid FMLA Leave.....	39
Return to Work.....	39
Initiating a Request for FMLA Leave.....	39
Leave of Absence	39
Military Leave	40
Civil/Jury Duty Leave.....	40

OTHER BENEFITS AND INFORMATION.....	41
Annual Fund	41
Bookstore	41
Dining Services.....	41
Children in the Workplace.....	41
Dress Code.....	42
Medical Facilities	42
Immediate Family	42
Library	42
Lost and Found	42
Notary Service	42
Parking Permit	42
Political Activities.....	43
Mail Services.....	43
Professional Development	43
Facility Services.....	43
Programs and Events.....	44
Purchasing	44
Recreational Facilities	44
Service Awards	44
Solicitations	44
Vaughn Chapel.....	44
CAMPUS SAFETY.....	45
Important Emergency Numbers.....	45
Emergency Information.....	45
Alert Siren.....	46
APPENDICES	47
Appendix A-Employee Drug and Alcohol Policy.....	47
Introduction	47
Employee Assistance and Drug-Free Awareness	47
Crimes Involving Drugs.....	47

Definitions	48
Work Rules	48
Required Testing	49
Consequences	49
Confidentiality	50
Inspections	50
Changes to Policy and Testing Procedures	50
Appendix B-Staff Code of Conduct and Ethics	51
Preamble	51
Definitions	51
Proscribed Conduct	51
Appendix C-Ferrum College Whistleblower Policy.....	54
Purpose and Applicability.....	54
Statement of Policy	54
Process for Disclosure	54
Complaints of Retaliation as a Result of Disclosure	55
Process for Adjudication of Complaints Stemming from Disclosure.....	55
False Allegations of Wrongful Conduct	56
Appendix D-Intellectual Property Rights.....	57
Policy	57
Royalties.....	58
Appendix E-Tuition Assistance.....	59
Tuition Waiver	59
Tuition Exchange Program	61

Introduction to Ferrum College

Dear Staff Member:

Welcome to Ferrum College.

Congratulations on being selected to join the ranks of an excellent and dedicated staff. Throughout our history we have been truly blessed with individuals who not only see Ferrum as a work place but also believe in its purpose and mission. This tradition continues today with a staff that our students often describe as “friendly,” “caring,” “understanding,” and “always willing to help.” Much will be expected of you as a Ferrum College employee, but you have been selected because you have the right combination of skills and abilities to be successful.

I sincerely hope that your employment at Ferrum College is both enjoyable and rewarding. I look forward to following your progress at this very special institution.

Sincerely yours,

A handwritten signature in cursive script that reads "Jennifer L. Braaten".

Jennifer L. Braaten, Ed.D.
President

JLB/tmp

History

At the time of its founding in 1913, Ferrum's community was the southern Blue Ridge Mountain area of Southwest Virginia, where public education at that time was in its infancy. To help meet the needs of private, Christian education for mountain girls and boys, the Woman's Missionary Society, under the leadership of its president, Miss Lutie Roberts, and the Board of Missions of the Virginia Annual Conference of the Methodist Church, provided the initial funds for the founding of Ferrum Training School. Dr. Benjamin M. Beckham, then presiding elder of the Danville District, became the school's first president. They were able to secure land for the campus and Ferrum Training School opened its doors in 1914, with a faculty of six members serving ninety-nine students in elementary grades through high school.

As public educational facilities became more available, Ferrum's branch schools were closed. In the early 1940's the elementary division was closed and in 1955 the high school department was discontinued so that the educational programs could be concentrated in the junior college work that had begun in 1926. The junior college received accreditation from the Southern Association of Colleges and Schools in 1960.

Under the guidance of Ferrum's seventh president, Dr. C. Ralph Arthur, the College's enrollment increased to over one thousand and the campus experienced dramatic physical improvements, with over eleven new facilities being constructed by the early 1970's. They included modern classrooms, dormitories, and athletic buildings, as well as a new student center, library, audiovisual center, science laboratories, chapel, gymnasium, and football stadium.

In 1974 the College began to offer bachelor's degrees in five human service fields. In December 1976 the College was awarded accreditation as a four-year college by the Southern Association of Colleges and Schools. The last associate degrees were awarded in 1991.

Today the College offers numerous major degree programs leading to the Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science and Bachelor of Social Work degree.

Under the leadership of Dr. Jennifer Braaten, Ferrum's current president, the College has achieved unprecedented levels of student service. Since Dr. Braaten started her tenure in 2002, enrollment has surged to over 1450 students; approximately 85 new faculty and staff have been added; and over \$30 million in new and renovated facilities have been completed.

Former Presidents of Ferrum College have been Dr. Benjamin M. Beckham, 1913-1934; John A. Carter, 1934-1935; Dr. James A. Chapman, 1935-1943; the Reverend Luther J. Derby, 1943-1948; Dr. Nathaniel H. Davis '24, 1948-1952; the Reverend Stanley E. Emrich, 1952-1954; Dr. C. Ralph Arthur, 1954-1970; Dr. Joseph T. Hart, 1971-1986; Dr. Bill J. Elkins, 1986-1987(acting); Dr. Jerry M. Boone, 1987 - 2002. The College's current President, Dr. Jennifer L. Braaten, Ed.D., has served since 2002.

Statement of Mission

Ferrum College is a liberal arts institution founded on Christian principles and related to The United Methodist Church. It is our mission to educate students in the disciplines of higher learning and to help them be thoughtful and perceptive, to be articulate and professionally capable, and to be caring and concerned citizens of their community, nation, and world. We therefore commit ourselves to developing the whole student, both in openness to a wide range of intellectual discovery, and in the physical, spiritual, and social aspects of life. Our campus environment supports service to others and the development of a personal code of values. Toward these ends, we expect all members of the campus community to treat each other with compassion, to respect each other's diverse qualities and backgrounds, and to support each other in the common pursuit of insight and discovery. In all these endeavors, we encourage students, faculty, and staff to appreciate excellence and to dedicate themselves to achieving it.

Hallmark of a Ferrum College Graduate

The Ferrum College graduate possesses integrated knowledge in the liberal arts and a depth of knowledge in a chosen major field of study. He/she thinks critically, communicates effectively, appreciates diversity, and serves his/her community, nation and the world.

Ferrum College Student Learning Outcomes

The Ferrum College graduate develops integrated knowledge in the liberal arts and depth of knowledge in a chosen major field of study. Learning experiences span across the five broad domains enumerated below.

1. Liberal Arts

Through experiences in the Core Requirements, the Ferrum College graduate will

- Demonstrate integrated knowledge in the liberal arts
- Demonstrate information literacy, using available technology when appropriate
- Demonstrate competency in quantitative skills and reading

2. Critical Thinking

Through opportunities to engage in critical thinking, both curricular and co-curricular, the Ferrum College graduate will

- Think critically and solve problems through analysis, evaluation, and inference.

3. Communication Skills

Through experiences in both the Core Requirements and the Major, the Ferrum College graduate will

- Communicate with unity of purpose and coherent organization consistent with standard rules and recognized conventions using appropriate methodologies

4. Competence in Academic Discipline

Through experiences in the Major, the Ferrum College graduate will

- Demonstrate a depth of knowledge, capability and ethical reasoning in a chosen field

5. Citizenship

Through opportunities, both curricular and co-curricular, the Ferrum College graduate will

- Demonstrate awareness of local, national and global issues
- Demonstrate personal responsibility
- Collaborate with people of diverse cultural attitudes, beliefs and values

Vision Statement

Ferrum College's unparalleled setting in Virginia's Blue Ridge Mountains forms an inspiring backdrop for a unique and multifaceted educational experience that will focus on leading-edge learning opportunities, diverse outdoor, cultural and service activities, and spiritual enrichment.

General Policies

Management Rights

The management of Ferrum College reserves the right to exercise the customary functions of management including, but not limited to, the right to manage and control the premises and equipment; the right to select, hire, promote, suspend, dismiss, assign, supervise and discipline employees; determine and change the size, composition and qualifications of the work force; establish, change and abolish policies, practices, procedures, rules and regulations; determine and modify job descriptions and classifications; determine and change methods and means by which its operations are to be carried out; assign duties to employees in accordance with the needs and requirements determined by management; carry out all ordinary functions of management.

We hope that each employee's period of employment at Ferrum College will be a rewarding experience. However, we recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the College for other reasons. Other employees may not fulfill the operational needs of the College or changed circumstances may reduce available employment opportunities that may result in involuntary terminations. We sincerely hope that none of these situations occur, but we must acknowledge that the possibility does exist. Therefore, the right of the employee or the College to terminate the employment relationship at-will is recognized and affirmed as a condition of employment. At-will means that both the employees and Ferrum College have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Non-Discrimination Policy

Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, gender, sex, disability, or any other protected status in its programs and activities including, but not limited to, admission to, access to, treatment in or employment in any of its programs and activities. Ferrum College affirms the dignity and worth of every individual regardless of sexual orientation or gender identity and will not tolerate harassment or discrimination toward any individual.

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It is the responsibility of each member of the administration of the College, from the President to a first line supervisor, to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every employee of the College to create a job environment that is conducive to our non-discrimination policies.

Americans with Disabilities Act (ADA)

In compliance with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities, Ferrum College is committed to providing reasonable accommodation for such individuals in accordance with

these laws. Any request for accommodation will be evaluated in light of the ADA's guidelines to determine whether such accommodation will create an undue hardship. It is the policy of Ferrum College to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Request medical examinations of employees only when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
4. Provide applicants and employees with disabilities reasonable accommodation, except where such an accommodation would create an undue hardship on the College.
5. Notify individuals with disabilities that Ferrum College provides reasonable accommodation to qualified individuals with disabilities, by including this policy in the Staff Handbook and by posting the Equal Employment Opportunity Commission's poster.

Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodations to the Director of Human Resources. On receipt of an accommodation request, the Director of Human Resources will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Ferrum College might make to help overcome those limitations.

The Director of Human Resources, in conjunction with, if necessary, appropriate management representatives identified as having a need to know (e.g., the individual's supervisor/department head), will determine the feasibility of the requested accommodation, considering various factors including, but not limited to, the nature and cost of the accommodation, and the accommodation's impact on the operation of the institution, including its impact on the ability of other employees to perform their duties.

Background Checks

As part of the process of weighing employment qualifications and determining a candidate's or employee's suitability for open positions, Ferrum College (the College) requires background checks for all candidates, herein defined as applicants who are finalists for a position or employees being considered for transfer or promotion. Portions of these background checks are conducted by a third-party consumer reporting agency. Ferrum College complies with the Fair Credit Reporting Act for information collected through such a consumer reporting agency.

Employee Drug and Alcohol Policy

Ferrum College considers its employees and students to be its most valuable assets. We realize that our employees are not immune to the problems associated with drug and alcohol abuse in our society. To help contend with such problems, and to prevent drug or alcohol use that adversely affects job performance and safety, the College has developed its Employee Drug and Alcohol Policy which is attached as Appendix A.

Policy on Harassment

Ferrum College is committed to providing a work environment that is free of unlawful harassment of all types. Consistent with our policy of equal employment opportunity, harassment in the workplace based on a person's race, color, sex, gender, religion, national origin, veteran status, age, or disability will not be tolerated. Thus, Ferrum College has a strict policy prohibiting unlawful harassment in any form, including sexual harassment, whether committed by other employees, supervisors, students, and/or third parties.

The harassment policy prohibits unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, particularly where:

1. Submission by an employee to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

In addition, this policy prohibits offensive or unwelcome sexual propositions, verbal abuse of a sexual nature, graphic comments about an individual's body, sexually degrading comments, and sexually suggestive objects, pictures or other materials in the workplace.

Each supervisor is responsible for ensuring that the College's work environment is free of harassment, whether sexual, gender-based or otherwise. In addition, all employees are responsible for respecting the rights of their co-employees.

Any employee who believes he or she has experienced unlawful job-related harassment should report any such harassment promptly to his or her supervisor. Should any employee believe it would be inappropriate to discuss the matter with his or her supervisor, the employee may report it directly to the President or Human Resources Director.

Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and take appropriate corrective action if warranted. If the College determines that any employee has violated this harassment policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. We will periodically follow-up with the complainant to ensure that the actions taken by the College have remedied any problems and that the issues that prompted the complaint have not recurred.

Ferrum College prohibits any form of retaliation against an employee for making a bona fide complaint of harassment under this policy or for assisting in a complaint investigation.

Ferrum College takes all charges of harassment seriously. If a complaint is found to be malicious and without any reasonable basis, the person who brought forward the complaint may be subject to disciplinary action.

Note: All cases of sexual assault will be directed to College Police.

Standards of Professional and Personal Conduct

Ferrum employees contribute significantly to the public image of the College. In the performance of job responsibilities, there are many contacts with students, parents, alumni and other visitors to campus and consequently, employees are the immediate representatives of the College. Definite opinions about Ferrum are formed from an employee's attitude and behavior. It is important that all employees treat the public and fellow employees courteously and thoughtfully. The same qualities that are appreciated in others will make an individual employee a valued asset. Tact, dependability, punctuality, and a friendly attitude should distinguish Ferrum College employees. Staff employees shall understand they are subject to the Staff Code of Conduct and Ethics which is attached as Appendix B.

Whistleblower Policy

Employees are free to report practices they believe to be unlawful or unethical without fear of retaliation. The full Whistleblower Policy is attached as Appendix C. Such concerns may be anonymously reported through Campus Conduct Hotline by calling 1-866-943-5787.

Violence Prevention

Ferrum College does not tolerate employee violence or threats of violence on College property or while on College business. Ferrum College strives to provide each employee with a safe working environment and to provide our students and visitors with a comfortable business climate. Employees who jeopardize this safe atmosphere by engaging in violent behavior will be disciplined, up to and including termination for a first offense. Violent behavior includes but is not limited to fighting, threats, harassment, verbal assault, and other aggressive or intimidating behavior that places another individual in discomfort or fear for his or her well-being.

Employees who are subjected to violent behavior should immediately inform Campus Police, their supervisor, or the Human Resources Director.

As part of our mission to ensure workplace safety through violence prevention, the unauthorized possession of firearms, illegal knives, blackjacks, explosives, or other weapons on College property or on College time is absolutely prohibited. Violation of this rule warrants termination for a first offense.

Any employee with knowledge of any violation of this policy should report to his or her supervisor without delay.

Ferrum College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, weapons, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Confidentiality

Ferrum College complies with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), which protects the privacy of educational records, establishes the rights of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading information.

The College also recognizes the confidentiality of its personnel records, financial records, and College donor records. If, during their employment, employees acquire confidential or proprietary information about the College, its students or its donors, such information is to be handled in strict confidence and discussed only with employees with a need to know. Employees are also responsible for the internal

security of such information. No employee will store information outside of the College (either in written or electronic form) about any matter pertaining to the conduct of the College's business without proper approval. Employees are reminded of their personal responsibility concerning these matters. If an employee inappropriately discloses or uses confidential information, disciplinary measures up to and including termination may result.

Conflict of Interest

Employees shall not place themselves in situations that prevent unbiased decisions in regard to other employees or the purchase of goods and services for the College in order to avoid any situation that is an obvious conflict of interest or might give the appearance of being a conflict. Employees have the responsibility of reporting any situation that might affect their ability to exercise impartial and ethical business judgments in the performance of their duties and will be asked annually to declare any such conflict or appearance of conflict.

Outside Employment

Employees are not permitted to engage in any other employment or private business or profession during hours in which Ferrum College normally employs them.

Outside employment is allowed provided it does not interfere with College employment. On-going outside employment and business activities requiring ten hours or more of time per week should be reported to the supervisor or department head. If, in the opinion of the department head, outside employment begins to interfere with job performance, the employee may be asked to choose which job he or she would prefer to keep and to resign the other one.

Outside employment should not be a discredit to the College nor should an employee use the College's position, name or assets to acquire such employment or to promote business. College equipment, supplies and facilities are not to be used in connection with outside employment.

Media Calls and Crisis Situations

College policy requires that all media inquiries, especially in crisis situations, be forwarded to the Director of Public Relations. Only the Director of Public Relations or another designee of the President of the College is authorized to make statements on behalf of and/or release information about the College.

A large component of information related to the College and its students is privileged information, protected by Commonwealth and national laws, including FERPA. Employees may not release or provide any information about a student or employee, past or present, without appropriate authorization. Release of such information shall occur only through a properly authorized and documented process and shall be done only by designated employees who have been properly trained in that process.

Electronic and Telephone Communication Policy

All electronic and telephone communication systems are the property of Ferrum College and, as such, are designed to be used for job related purposes. All communications and information transmitted by, received from, or stored in, the systems are, as between the employee and the College, the property of Ferrum College, except as such property right may be modified by other College policies. Employees should have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information on this equipment. The equipment and data covered by this policy includes, but is not limited to, individual computers, laptops, the computer network, e-mail, telephones, College supplied cell phones, facsimile machines and copy machines.

The use of Ferrum College computers, its computer network, and other forms of communication equipment is a privilege, not a right, and inappropriate use will result in disciplinary action by College officials and/or the cancellation of those privileges.

Ferrum College provides access to its computers, computer network and other forms of communication equipment for students, faculty and staff. All persons who access any of the above mentioned equipment shall thereby agree to this policy. All users are expected to use the equipment appropriately, honestly, and constructively. The following policy is meant to support and protect College students and personnel in the use of this valuable educational resource.

The following actions constitute irresponsible and unacceptable use of Ferrum College computers, Internet, e-mail, telephones, fax machines, and copiers:

- Sending or receiving copyrighted materials without permission
- Using impolite, abusive, or otherwise objectionable language in public messages
- Placing unlawful information on College computers
- Using College communication equipment in ways that violate local, state, federal, or international laws or statutes
- Excessive use of College communication equipment for non-school or non-work related activities
- Sending messages that are likely to result in the loss of the recipient's work or system
- E-mailing chain letters or pyramid schemes, and any other type of use that would cause congestion on College computers or otherwise interfere with the work of others
- Using College communication equipment for commercial purposes
- Excessive use of College communication equipment for personal use
- Changing any computer file that does not belong to the user
- Giving one's password to others or allowing someone else to use one's password
- Using another's password without proper authorization
- Using College communication equipment to send, retrieve, or copy pornographic material, inappropriate texts, or graphic files
- Circumventing security measures on College or remote computers or networks
- Attempting to gain access to another's resources, programs, data without proper authorization
- Vandalizing, which is any malicious attempt to harm or destroy data of another computer user
- Falsifying one's identity to others while on College computers or other communication equipment
- Using computer programs to decode passwords or access control information
- Attempting to circumvent or subvert any system of security measures
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files
- Using email, the telephone, fax machine or messaging services to harass, intimidate, or threaten another person
- Wasting communication equipment resources

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered irresponsible and unacceptable use of College computers, its network, and other communication equipment. The College reserves the right to monitor without notice employee usage of communication equipment including, but not limited to, the content of e-mail and Internet usage. Violations may also be subject to local, state, federal, and international laws and statutes.

Intellectual Property Rights

Ferrum College is committed to providing an environment that supports the learning, teaching and creative activity of its faculty, students, and staff. Its Intellectual Property Rights Policy is intended to encourage excellence and innovation in teaching and creative activities by identifying and protecting the rights of faculty, staff, students, and the College. The policy seeks to encourage the notion that creative works produced at Ferrum College should be used for the greatest possible benefit.

For further details, the entire policy is included as Appendix D of this Handbook.

Inclement Weather Policy

The Ferrum College Inclement Weather Policy is designed to give employees as much flexibility as possible in their work schedules during adverse weather conditions. Employees are urged to exercise good judgment and caution concerning weather/road conditions when attempting to report to and from work.

Local television and radio stations will be notified when there is a change in the normal hours of operation for the College. Information is also available by calling the Ferrum College Emergency Information line at X 5555 or 540-365-5555. See Campus Safety section for additional emergency information sources.

All missed work is to be reported to Human Resources on a signed Absence Report Form. The Inclement Weather policy applies to all staff employees. Time cards/sheets must be filled out to reflect the actual hours worked.

General Adverse Conditions-Students on Campus/ Classes NOT Canceled or Delayed

While there is no paid time specifically for adverse weather conditions, absences of four hours or less may be made up, during the same week only, with the approval of the supervisor. Personal or vacation leave may be used for such absences. If no paid leave is available and/or hours are not made up, time missed will be unpaid.

Severe Weather Conditions-Students on Campus/ Classes Canceled or Delayed

If classes are canceled or delayed, all staff employees, especially essential employees, are expected to report to work IF they can do so safely. Essential employees include but are not limited to Campus Police, Dining Services, Housekeeping, Maintenance, Grounds staff and others as designated. Employees who are unable to report to work may use paid vacation or personal leave or, with the approval of the supervisor, may make up lost time (within the same workweek only). Otherwise, missed time is unpaid.

Severe Weather Conditions-Students NOT on Campus/ College Is Closed

The College will not be considered closed when the general student population is on campus. If it is necessary to close the College when students are not on campus, employees will be notified by their supervisor if they are expected to report to work. Full-time employees regularly scheduled to work during a period of time when the College is closed will be compensated for that period of time they would otherwise have been working. Hourly employees who are notified to report to work when the College is closed will be paid for the number of work hours that the College is closed in addition to their actual hours worked. Salaried employees who are required to work will not receive additional compensation.

Smoking

All buildings on campus shall be smoke free. Employees are not permitted to smoke inside campus buildings including offices, lounges and break rooms. Smokers are asked to please be considerate of others by 1) moving outside to smoke; 2) stepping away from doors and windows where smoke could enter the building; 3) not smoking where others are gathered even when outside.

Employment Policies

Employment Classification

Depending on the requirements of a particular position, an employee will have employment status as described below:

Full-Time Employment

Eligible to Receive Benefits

- Employees who are scheduled to work 37.5 - 40 hours per week, 12 months per year.
- Employees who are scheduled to work 37.5 - 40 hours per week, 9 or 10 months per year.

Part-Time Employment

Eligible to Receive Benefits

- Employees who are scheduled to work 20 - 37.5 hours per week, 12 months per year.

Seasonal Employment

Not Eligible to Receive Benefits

- Employees who are regularly scheduled to work less than 20 hours a week or who work less than 1,000 hours per year.

Volunteers

Volunteers are not considered College employees; therefore, they are not eligible to receive benefits.

Employees cannot volunteer in the same or similar position/responsibilities for which they are currently being paid by the College.

Employment Status

Ferrum College is required to comply with the Fair Labor Standards Act and, accordingly, makes every effort to appropriately determine an employee's correct employment status. In order to exempt an employee from payment of overtime, the FLSA definitions for exemption must be met. The College currently recognizes the following three (3) status categories: salary (exempt), hourly (non-exempt) and salary/non-exempt. Final determination of employment status rests with the Director of Human Resources.

Identification Card

All employees are required to obtain an identification card (ID) as soon as possible after initial employment. IDs are made by Dining Services in Franklin Hall. Please call ahead to schedule a time for this service. College IDs are also available for the spouses and dependent children of full-time, part-time and seasonal employees, as well as for volunteers, and retirees.

Employees are expected to have their IDs with them at all times. In the event of an emergency, employees may be asked to present them to responding agencies.

This card remains the property of Ferrum College and must be returned to the College when employment ends. Spouses and dependent children must obtain a College ID if they want to participate in events on campus or access facilities such as the pool or Fitness Center. IDs also serve as debit cards to purchase meals in Dining Services venues.

Position Descriptions

At the time of initial employment, the employee is given a copy of a position description that summarizes the general duties and responsibilities of the job. Employees should carefully read and understand their position descriptions since these provide the basis for performance evaluations. A copy of the position description, signed by both employee and appropriate supervisor, is kept in the employee's personal file.

While the position description provides an overview of the job, it is not an employment contract and should not be considered to be a complete listing of job requirements. In addition, the position description may be updated as needed in consultation with Human Resources to more accurately reflect current job responsibilities.

Probationary Period

Employees are considered to be probationary members of the staff for the first sixty (60) days of employment, unless otherwise stated in their letter of employment. During this learning period, department managers and supervisors will counsel with each employee to provide assistance and evaluate progress. The College reserves the right to decline continued employment or to extend the probationary period. Employee eligibility for benefits is covered under separate benefit policies and is not affected by the probationary period nor does it change the "at will" status of the employee.

Performance Evaluations

Performance evaluations help identify the employee's performance level, growth potential and development needs. An employee's job performance will be formally evaluated at least once per year. The performance review is designed to be a positive learning experience for the employee. It is important that the supervisor and the employee discuss the evaluation and exchange information about job requirements and performance expectations. Both parties should be able to present their thoughts for work improvement and job success. Both the supervisor and the employee must sign the formal evaluation to acknowledge that a two-way communication has taken place. While written appraisals are conducted on an annual basis, they are not intended to replace daily performance discussions between the employee and supervisor.

Promotions

Ferrum College fills vacancies with the most-qualified individuals available. Because the College understands the value of promotion from within, consideration will be given to qualified employees who express an interest in a vacant position.

Personnel File

Ferrum College maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Ferrum College and access to the information they contain is restricted. Only management personnel are allowed access to such information. Employees who wish to review their own files may do so by contacting Human Resources. With reasonable advance notice, employees may review their own personnel files in the presence of the staff member designated by the College to maintain the files.

Employment of Relatives

All job applicants, including relatives, receive consideration for available job openings. It is the policy of the College that employees will not be placed in job situations in which they would be in the same department with or in a position to directly supervise or influence the terms of employment and working conditions of a relative or spouse.

In situations involving the hiring or transfer of relatives or spouses, which may be contrary to the above policy, preference will be given to protecting the employment of the employee already established in a position.

Exceptions to this policy must have prior approval from the President of the College.

Employee Relationships

If a non-work relationship (i.e., marriage, dating, or other) develops between current employees who are part of the same work unit or are in situations in which one of the employees involved may influence the working conditions of the other, the College reserves the right to review the circumstances and take appropriate steps to address any adverse work-related consequences created by the relationship.

The College also reserves the right to apply this same policy to non-work relationships that develop between a current employee and student.

Disciplinary Procedures

Disciplinary action is taken with the intent of correcting and improving performance. Depending on the situation, employees may be given verbal or written warnings. If unsatisfactory performance continues, suspension or dismissal may result.

Violation of some policies and procedures is considered to be of such a serious nature that immediate suspension or dismissal is necessary. The following is a partial listing of policy or procedural violations, which may result in suspension or termination without warning:

1. A willful or negligent act that may cause injury to person or property, including the possession of a weapon on campus.
2. Violation of the Employee Drug and Alcohol Policy (see Appendix A), Staff Code of Conduct and Ethics (see Appendix B) or Harassment Policy.
3. Insubordination.
4. Dishonesty including, but not limited to, theft, embezzlement, lying, and falsification of any records. This shall also include the application for employment and time reports.
5. Failure to respect the confidential nature of College records, payroll information or information about students, donors and/or employees.

6. Conduct that is unacceptable to the College including, but not limited to, use of abusive or profane language, immoral conduct, and threat or use of personal violence.
7. Unauthorized use of College Resources including, but not limited to, unauthorized personal use of electronic and other equipment or materials and the unauthorized use or duplication of College keys.

Employee Concerns

Misunderstandings or conflicts may arise in any organization. To ensure effective working relationships, it is important that such matters be resolved before serious problems develop. If a situation persists that an employee believes is detrimental to him or her, or to Ferrum College, the employee should bring the concern to the attention of his or her immediate supervisor. If, however, the employee does not believe a discussion with the immediate supervisor is appropriate, or if that discussion does not lead to a satisfactory solution, the employee may bring the concern to the attention of the Administrative Council member who has responsibility for the area. At any time throughout the process, the Director of Human Resources is available to provide additional information.

Resignation

Upon resignation from Ferrum College, an employee is expected to provide the supervisor at least a two (2) week notice. Failure to do so may mean that he or she forfeits payment for any unused vacation that might otherwise have been available.

Employees issued uniforms, keys, College credit cards, identification cards, laptops, cell phones, or any other College properties, must return those articles to their supervisor, to Human Resources, or to the department that issued the same. Failure to return such items may result in the final payment for unused leave being withheld or legal action being taken.

Exit Interview

When an employee of the College is terminating, either voluntarily or involuntarily, the employee is urged to participate in an exit interview with the Director of Human Resources on or prior to his or her last day of employment. The purpose of this interview is to be certain that all questions about benefits, final payment, and other matters are clearly understood by the departing employee. It is also an opportunity for the College to receive employee feedback on the employee's work experience so the institution might improve working conditions, learn of possible sexual harassment, workplace violence and discrimination issues, and otherwise improve its employee retention.

Termination

Ferrum College reserves the right to release any employee from employment with or without cause. When appropriate, the employee may be given notice prior to termination and will be expected to work this period of time unless the employee's continued presence would have an adverse effect on departmental operations. This determination will be made by management. However, the seriousness of the cause for dismissal may require immediate separation from the College.

Retirement

Ferrum College does not have a specific age at which an employee must retire. For a full-time or part-time employee to be considered a retiree of the College the employee must be fifty-five (55) years of age or older and have worked a minimum of ten (10) full-time consecutive years with the College immediately prior to retirement. Employees intending to retire must notify the Human Resources Office at least six (6) weeks prior to the effective date of retirement. NOTE: Some of the College's benefit plans have differing retirement requirements. Refer to plan documents for specific requirements.

Retirees may continue enrollment in the College health and/or dental insurance program up to age sixty-five (65). However, the College does not contribute to the retired employee's health or dental insurance premium or any other health or dental benefit. The retiree must pay the entire amount of the monthly premium, in advance, by personal check or cash.

Retirees who wish to return to work at the College on a part-time or seasonal basis must reapply for employment. Such employment is not automatic and depends on availability of positions and the retiree's qualifications for those positions.

Absences from Work

It is the employee's responsibility to obtain permission from the supervisor in advance when the employee needs to be absent from work. The employee must submit to the supervisor an Absence Report Form documenting the absence. In cases of unexpected absences, the employee must personally notify his or her supervisor prior to his or her normal starting time or, if that is not possible, as soon as practicable. If the supervisor cannot be reached or a message cannot be left with the department, notify Human Resources at X4596 or 540-365-4596.

If any employee is absent from work for three (3) consecutive working days without informing his or her supervisor, or Human Resources, as required in the prior paragraph, it will be assumed that the employee resigned and employment will be terminated as of the last day worked by the employee.

Compensation Policies

Pay Periods and Payroll Information

Normal pay dates at Ferrum College are the fifth and the twentieth of the month. Salary and salary/non-exempt employees are paid monthly on the twentieth. Hourly employees are paid on the fifth and the twentieth. If the fifth or the twentieth falls on a Saturday or a Sunday, checks/funds will be available on the preceding Friday. Ferrum College pay dates are not changed to accommodate banking holidays.

A designated person in each work area will distribute payroll checks. Checks will be given only to the employee unless the employee has provided to his or her supervisor written permission for someone other than the employee to receive the paycheck.

If an employee does not have direct deposit and is not at work to receive his or her paycheck, the supervisor will hold the check until the employee returns to work or picks it up. The employee can request in advance that Human Resources mail the paycheck to the employee's home or another address as designated in writing. It will be mailed no earlier than the date of the check.

Precautions are taken to avoid errors in paychecks. If an employee believes that an error has occurred he or she should notify Human Resources right away. If an error is found, an adjustment will be made on the next paycheck.

Direct Deposit of Payroll Checks

Direct deposit to an employee's bank/financial institution is available to all employees. This is encouraged to ensure the security of the employee's earnings and for convenience, especially when an employee is unable to pick up a check because he or she is sick or away on vacation.

Earnings can be directly deposited into as many as three separate accounts. For the first pay period, the employee will receive a check while payroll sets up the automatic transfer with the employee's bank/financial institution; direct deposit will begin on the second payday. Full details about the program and the necessary forms for direct deposit are available in Human Resources.

Generally, the employee's money is in his or her bank by 9:00 a.m. on the check date, providing the employee's bank or financial institution is a member of the Federal Reserve. If the financial institution is not a member of the Federal Reserve, the transaction may require an extra day to complete.

Payroll Deductions

Deductions from payroll checks are made for Social Security (FICA) and federal and state taxes as required by law. The employee must specifically authorize other deductions (except garnishments, tax liens, mandatory child support, or other court-ordered deductions) by completing and submitting to Human Resources a Salary Reduction Agreement. Such deductions can include but are not limited to the following:

1. Employee portion of health and/or dental insurance premiums
2. Employee contributions to the College's retirement programs
3. Gifts to Ferrum College
4. Premiums for other College-approved insurance programs, whether or not the College contributes

5. Flexible Spending Accounts Plan (medical spending and/or dependent care)
6. United Way contributions

Official Work Week

For pay purposes, the official workweek of Ferrum College begins at 12:00 AM on Sunday and ends at 11:59 PM on the following Sunday.

The standard work week for a full-time salaried staff employee is 40 hours per week unless otherwise clearly stated in the employee's employment letter.

Overtime

As required by the Fair Labor Standards Act, all employees are divided into two categories, exempt and non-exempt. Exempt (salary) employees are exempt from overtime compensation. Non-exempt (hourly and salary/non-exempt) employees earn overtime pay at the rate of one and one-half times their regular hourly rate for hours actually worked in excess of 40 hours per week. Paid time off is not included when calculating overtime hours.

Any non-exempt employee must obtain approval from his or her supervisor before working overtime and the supervisor must approve all overtime on the employee's time card. An employee may be asked to adjust his or her work schedule during the week to avoid overtime situations. An employee who works overtime without prior supervisor authorization is subject to disciplinary action which could result in termination.

Emergency Call-In Policy

An hourly employee called in due to an emergency will be compensated for a minimum of three (3.0) hours up to actual time worked at his or her overtime rate. In addition, the employee will be reimbursed for actual miles traveled to and from work at the current mileage rate via submittal of a Reimbursable Expense Form.

If an employee is already at work and is required to remain past regular quitting times, or is notified in advance that work will be required at a time other than normal working hours, the emergency call-in minimum and travel allowances do not apply and he or she will be paid only for hours worked. Any time worked over 40 hours (not including use of paid time off) for the week will be compensated at the overtime rate of one and one half times the regular rate of pay.

Employee Benefits

NOTE: Ferrum College has the right to evaluate and change the benefit programs offered to employees. Any changes will be within the legal parameters of the Commonwealth of Virginia and the U.S. Government.

Premium Conversion – Section 125 Cafeteria Plan

Premium Conversion allows an employee to take payroll deductions to pay for specific benefits. These deductions are taken from his or her gross pay before taxes are calculated. This benefit is available by signing an election form in Human Resources at the time of employment or during open enrollment. Ferrum College's Section 125 Cafeteria Plan outlines this benefit in detail. A copy of the plan documents and summary plan documents for the Section 125 Plan are located in Human Resources.

Insurance Plans

Only full-time and part-time employees are eligible to apply for the insurance plans listed below. Coverage begins on the first day of the first month following the commencement of work if insurance applications have been completed and returned to Human Resources.

Complete information for all insurance programs, including plan documents, is available in Human Resources or by calling X 4596 or 540-365-4596.

Health and Dental Insurance

Ferrum College offers health insurance coverage through the Council of Independent College's Virginia Benefits Consortium, Inc. The program provides a range of health care services with a wide network of doctors, and hospitals. The College also offers dental insurance coverage with a strong network of local dentists. Information can be obtained on health and dental coverage by calling the providers' customer service numbers, accessing the providers' websites, or contacting Human Resources. Human Resources can also provide information on costs to participants.

To obtain coverage, the eligible employee must complete insurance enrollment form(s) available in Human Resources. Ferrum College and the employee share the cost of the premiums for the employee and the employee pays for additional costs for family or dependent coverage. Premiums for coverage are deducted from the employee's paycheck through a Payroll Reduction Agreement in advance of the period coverage.

The Consolidated Omnibus Budget Reconciliation Act of 1986, or COBRA, allows employees and covered family members to continue coverage at their cost in certain situations in which coverage would otherwise end. Upon termination of employment, the former employee is notified by mail of her or his COBRA rights for continued health and/or dental insurance coverage.

Upon retirement, pre-65 retirees may elect to remain on the College's group health and/or dental insurance plan until age 65. Arrangements must be made with Human Resources at least 6 weeks prior to the effective date of retirement. The pre-65 retiree must pay the entire amount of the monthly premium in advance of the period of coverage. The College does not contribute to the retired employee's health or dental insurance premium or any other health or dental benefit.

Life Insurance

Employees classified as full-time and part-time are eligible, while employed at Ferrum College, for term life insurance in the amount of one-time their annual base salary. An application must be completed and is available in Human Resources. The life insurance includes accidental death and dismemberment which doubles the life insurance amount if accidental death occurs. Ferrum College provides this benefit at no cost to the employee.

Upon termination of employment, individuals cease to be eligible for the College's group life coverage. However, the person is eligible to convert to an individual policy within the thirty-one (31) day conversion period by submitting a written application and paying the first premium payment directly to the life insurance company. Refer to the plan document for additional information regarding coverage and eligibility.

Employees who have become disabled and are receiving benefits through the College's long-term disability plan may complete a Waiver of Premium form and continue enrollment in the College's life insurance plan as provided in the plan document.

Short-term Disability Insurance

The College provides short-term disability insurance to full-time and part-time employees at no cost to the employee. A doctor's certification will be required. If a claim is found to be eligible by the College's third-party administrator, benefits may begin sixty (60) calendar days after the initial disability and pay up to sixty (60) percent of the basic monthly salary with the maximum benefit payable being \$5000 per month. Short-term disability may cover an employee up to one hundred twenty (120) calendar days or until the disability ends, whichever is shorter. Disability insurance will also contribute a specific percentage of base salary to the College's retirement program if the employee is a participant of the retirement plan.

Long-term Disability Insurance

The College provides long-term disability insurance to full-time and part-time employees at no cost to the employee. If a claim is found to be eligible by the insurance carrier, benefits may begin one hundred eighty (180) calendar days after the initial disability and pay up to sixty (60) percent of the basic monthly salary with the maximum benefit payable being \$5000 per month. Disability insurance will also contribute a specific percentage of base salary to the College's retirement program if the employee is a participant of the retirement plan as provided in the plan document.

Flexible Spending Accounts Plan

The Health Care Reimbursement Account allows an employee to pay for eligible medical expenses with payroll-deducted pre-tax dollars. With this account, the employee can pay for out-of-pocket medical expenses for the employee, her or his spouse and dependents for medical services that are incurred during the plan year. This benefit is available during open enrollment only.

The Dependent Care Reimbursement Account allows the employee to pay for dependent care expenses with pre-tax dollars. This benefit is available during open enrollment except that new employees are eligible immediately upon hire.

Social Security

All employees are required by Federal law to participate in the FICA (Social Security) protection plan. Deductions are made from paychecks in accordance with the current provisions of the law. The College contributes an equal amount as required by law.

Unemployment Insurance

Upon termination, eligible employees may apply to receive unemployment insurance benefits through the Virginia Employment Commission System (VEC). Benefits eligibility is determined by this agency. Ferrum College pays the entire cost of this benefit.

Workers' Compensation Insurance

Ferrum College employees are covered by state-mandated Workers' Compensation insurance, at no cost to the employee, for occupational injuries and illnesses that occur on the job or as a result of the job. All work related injuries must be reported promptly to the employee's supervisor, and a report filed by the injured employee with Human Resources immediately or as soon as the Human Resources office reopens.

If the injury requires examination by a physician, one must be chosen by the employee from a designated panel. The supervisor must immediately contact Human Resources for the College's panel of physicians and for assistance in scheduling an appointment. If the injury requires immediate attention, the supervisor should call 911 for emergency medical care. Employees should not be permitted to seek medical care from her or his personal physician unless the physician is on the College's panel of physicians and Human Resources is notified in advance.

If an employee must be absent from work as a result of a work-related injury or illness, Workers' Compensation insurance pays 66.67% of base pay beginning on the eighth (8th) day of absence. Any accumulated sick time may be used only for the first seven (7) days until workers' compensation pay begins. Sick time pay and workers' compensation pay cannot be collected simultaneously.

It is the responsibility of the supervisor to notify Human Resources of work-related injuries as soon as possible after the injury occurs and to maintain contact with Human Resources until the employee's injury has resolved.

Retirement Plan

Ferrum College offers enrollment in a 403(b) defined contribution retirement plan to all full-time and part-time employees. It also offers enrollment in a tax-deferred annuity plan for all employees.

The waiting period for enrollment in the defined contribution plan is one (1) year, unless the employee has participated in or was eligible to participate in a 403(b) plan prior to employment with Ferrum College. There is no waiting period for participation in the tax-deferred annuity plan.

Upon the employee's enrollment in the defined contribution plan, the College will contribute a matching percentage to the employee's account and may contribute a percentage even if the employee does not contribute to the retirement plan.

Additional information is available in Human Resources, including the plan documents and summary plan documents

Employee Assistance Program (EAP)

The College offers free, confidential assessment, short-term counseling, referral, and follow-up services for employees and their families through an Employee Assistance Program. In providing an EAP, Ferrum College is extending a unique and valuable benefit. The EAP is available to provide assistance to aid in resolving any type of personal problem the employee or family may be experiencing. An EAP counselor will provide a private, comprehensive evaluation of the employee's situation and assist in resolving concerns. All meetings with EAP counselors are strictly confidential.

The EAP is available to the employee and her or his family and is paid for by Ferrum College to help with virtually any issue or problem that may arise including, but not limited to:

- Emotional
- Family
- Marital
- Grief/Loss
- Alcohol/Substance Abuse
- Job-Related Issues
- Legal/Financial

Appointments can be made during day or evening hours by calling 800-992-1931. The EAP counselors have offices located in Roanoke and, upon request, in Rocky Mount. Additional information concerning the EAP program is available at Human Resources. A brochure with this information is located in the wall display outside the Human Resources office, between rooms 204 and 206 in John Wesley Hall.

Tuition Assistance

Ferrum College provides tuition assistance to its eligible employees and their eligible dependents through 2 programs. See Appendix E for eligibility and other details of the following programs:

- Tuition Waiver-this program allows waiver of tuition for classes at Ferrum College and is available to eligible employees, their spouses and dependents;
- Tuition Exchange-this program allows attendance at specific private colleges and universities nationwide at no or a significantly reduced level of tuition. Tuition Exchange is available only to dependent children of eligible employees. Two such programs are available.
 - Tuition Exchange, Inc.
 - Council of Independent Colleges (CIC) Tuition Exchange Program

The benefit of tuition assistance will remain in effect for an eligible employee as long as the employee remains with the College. When employment ceases or is reduced below the eligibility limit, the tuition benefit will cease, except in the case of retirees or employees who become disabled. The College President will make any exception to the policy on an individual basis.

Vacation Leave

Full-time, 12-month employees accrue vacation time by the pay period at a rate determined by the annual schedule listed below. For the first year of employment, vacation time is prorated.

Hourly Staff

- Start date through 3 years of continuous service.....5 days
- Beginning of 4th year through 10 years of continuous service.....10 days
- Beginning of 11th year through 15 years of continuous service.....15 days
- Beginning of 16th year of continuous service.....20 days

Salary and Salary/Non-Exempt Staff

- Start date through 5 years of continuous service.....10 days
- Beginning of 6th year through 10 years of continuous service.....15 days
- Beginning of 11th year of continuous service.....20 days

Administrative Council

- From date of employment.....20 days

Part-time employees who work 12 months per year are eligible for five (5) days of vacation time per year based on the number of hours in the employee's regular workday.

Nine- and ten-month full-time employees and seasonal employees are not eligible for vacation.

Vacation time for the fiscal year beginning July 1 may be advanced to employees as early as July 1 and must be taken by the following June 30. Vacation time may be scheduled in a minimum of ½-day blocks (or smaller if used for FMLA). If an employee resigns with two (2) or more weeks notice, he or she is entitled to be paid for unused vacation time using the regular monthly accrual rate figured through the date of termination.

Vacation time must be scheduled in advance, with the signed approval of the supervisor on an Absence Report Form. Departments have different peak periods of activity; thus each department may establish policies for vacation usage, as it deems necessary, including establishment of specific periods when vacation cannot be scheduled.

Vacation time may not be carried beyond June 30. Any request for exception, with justification, must be submitted in writing to the President and copied to the Director of Human Resources. The request must be made prior to June 30. The President makes the final decision to approve or deny the request.

Sick Leave

Full-time employees earn sick time at the rate of one (1) day per month worked.

Part-time employees earn sick time at the rate of one (1) day per month worked. For purposes of paid leave, a day of paid leave is the equivalent number of hours as the employee's average work day.

Seasonal employees are not eligible for sick leave.

Sick time may be used for personal illnesses and for medical appointments. Up to five (5) days per year of an employee's earned sick time may be used for illnesses or death in the immediate family. (See definition of Immediate Family under Other Benefits and Information.)

Sick time may be used in one-hour blocks. In cases of unexpected absences due to illness, the employee must notify his/her supervisor no later than the employee's normal starting time. If the supervisor cannot be reached, or a message cannot be left in the department, the employee must notify Human Resources at X 4596 or 540-365-4596.

In case of absence due to illness, the employee may be required to provide a doctor's excuse. An Absence Report Form must be completed and signed by the supervisor immediately before or after sick leave is taken.

A maximum of sixty (60) days of accumulated sick time may be carried over from year to year. No payment for accumulated sick time is made upon termination of service from Ferrum College.

Holiday Leave

Full-time, twelve-month employees are entitled to eleven (11) paid holidays per year as designated by the College. This includes New Year's Day, Independence Day, Thanksgiving (2 days), and the holiday season (6 days) and one (1) floating holiday to be designated by the President. Full-time 9- and 10-month employees and part-time employees will receive any designated holiday for which they would otherwise be scheduled to work. Seasonal employees do not receive paid holidays.

Personal Leave

All full-time employees are entitled to three (3) days of personal time per year. Part-time employees who work 12 months per year are entitled to three (3) days of personal time per year based on the average number of hours worked per day. Seasonal employees do not receive personal leave. For the first year of employment, personal time is pro-rated.

Personal time must be scheduled in advance, with the signed approval of the supervisor on an Absence Report Form. Personal time may be used in one-hour blocks. Personal time is awarded each year on July 1 and may not be carried beyond June 30. No payment is made upon termination for unused personal time.

Bereavement Leave

In the event of death in the immediate family, full-time and part-time employees may be granted three (3) working days of bereavement time without loss of pay for funerals and other necessary arrangements. (See definition of Immediate Family under Other Benefits and Information.) Seasonal employees are not eligible for this paid benefit.

If an employee attends a funeral for a person other than a member of the immediate family as defined, that absence must be charged against the employee's vacation or personal time and the time submitted on an Absence Report.

Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993, as amended (“FMLA”), Ferrum College provides family and medical leave to employees as follows:

Reasons for Taking Leave

1. An eligible employee shall be entitled to a total of 12 workweeks of leave during a “rolling” 12-month period measured backward from the date an employee uses FMLA leave for one or more of the following:
 - a. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter, and because of the placement of a son or daughter with the employee for adoption or foster care.
 - b. In order to care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
 - c. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
 - d. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
2. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness is entitled to a total of 26 workweeks of leave during a single 12-month period.
3. During the single 12-month period described in paragraph 2, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs 1 and 2. Nothing in this paragraph will limit the availability of leave under paragraph 1 during any other 12-month period.
4. Employee's entitlement to FMLA leave for birth or placement of a child expires 12 months after the birth or placement of the child.

Eligibility Requirements

An employee must be employed by the College at least one year and have worked at least 1,250 hours during the previous 12 months.

Leave Taken Intermittently or on a Reduced Leave Schedule

1. An employee may take intermittent leave or may work a reduced leave schedule due to health or health care reasons when medically necessary.
2. A new parent may not take intermittent leave or work a reduced schedule.
3. If an employee is taking intermittent leave, or leave on a reduced leave schedule, the College temporarily may reassign such employee to an alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular position of the employee.

FMLA Leave for Spouses Employed by the College

1. In any case in which a husband and wife are both entitled to leave, the combined total number of workweeks of leave both may take is limited to 12 workweeks during a 12-month period, if such leave is taken for the birth or placement of a new child or to care for a sick parent.
2. The combined total number of workweeks of leave that a husband and wife may take is limited to 26 workweeks during the single 12-month period if the leave is to care for a servicemember or is a combination of caring for a servicemember and for the birth or placement of a new child or to care for a sick parent.

Notice of Need for FMLA Leave

1. An employee must provide a minimum of 30 days' advance notice when the need for leave is foreseeable.
2. When the need for leave is not foreseeable, the employee must provide as much notice as is practicable under the circumstances.
3. In any case in which the necessity for leave under paragraph (1) (d) of Reasons for Taking Leave section is foreseeable, whether because the employee's family member is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee must provide such notice to the College as is reasonable and practicable.

Certifications

1. All employees who are taking FMLA leave are required to submit a Certification form, which is available from Human Resources.
2. The Certification must be returned within 15 days. Failure to return the Certification in a timely fashion may result in the delay or denial of the leave.
3. Employees will be required to re-certify the health condition from time to time such as when the employee requests or requires an extension of the leave, if the circumstances of the leave change, or for other justifiable reasons.
4. The College reserves the right to require at College's expense a second Certification. If the first and second Certifications differ, the College may require a third Certification at College's expense, which will be controlling.

Benefit Protection

1. If an employee is currently covered under the College's health benefits plan, these benefits will be maintained during the approved FMLA leave. Employees will be required to pay their portion of all benefit premiums on a monthly basis. Payment must be received by the Human Resources Department no later than the 20th day of the month. Non-payment of more than 30 days may result in termination of coverage.
2. Employees on FMLA leave will not lose eligibility/entitlement to any benefits/employment programs accrued prior to the day the leave commenced.
3. Vacation, personal and sick leave will accrue during FMLA leave. Pay for holidays, jury duty or bereavement will not be granted unless the employee meets the condition of the applicable policy to be paid.

Paid and Unpaid FMLA Leave

The College will require the use of all accrued but unused paid leave (vacation, sick leave, personal leave, as applicable to the case) prior to any unpaid leave. The FMLA leave time frame will not be increased by the length of any paid leave (paid leave and unpaid FMLA leave cannot be stacked to increase leave time; instead, such leave must run concurrently). Any paid sick or other leave due to a serious health condition will be designated as FMLA leave and will be counted against the employee's annual FMLA entitlement. In addition, any workers' compensation or other disability leave resulting from a serious health condition will be designated as FMLA leave. In other words, all FMLA-qualifying paid leave will be designated as FMLA leave and count against an employee's entitlement.

Return to Work

1. All employees on FMLA leave must notify their immediate supervisor at least 4 days prior to returning to work.
2. Employees who are on FMLA leave for their own serious health condition must submit a fitness for duty report to his/her supervisor before returning to work.
3. Upon return from an approved FMLA leave, an employee will be restored to his or her original or an equivalent position with equivalent pay and benefits.
4. Certain "key employees" may be denied job restoration at the conclusion of the leave.
5. Failure of an employee to return to work after the exhaustion of leave will be addressed in accordance with the College's attendance policies.

Initiating a Request for FMLA Leave

As soon as an employee is aware of the possibility of an FMLA leave request, the matter should be discussed with the employee's supervisor, who will provide the employee with the necessary paperwork to be completed by the employee and/or the employee's health care provider. If the employee provides sufficient notice of the need for leave, the College may conditionally designate the leave as FMLA-qualifying pending the receipt of a Certification from the employee's health care provider. The final determination as to the request for leave will be made upon receipt of the Certification.

Leave of Absence

If an employee must be away from work for a non FMLA reason, or he or she is not eligible for or has exhausted FMLA leave, that employee may request permission from the supervisor for a leave of absence for a period not to exceed one (1) month. The request must be in writing and must provide the requested amount of time and the reasons for the request for time away from work.

Upon receipt of such a request, or if the College deems a leave of absence to be necessary for an employee, the supervisor will make a recommendation to the appropriate Administrative Council member and the Director of Human Resources for a decision. If the leave of absence is for medical reasons, the College may require medical certification. Upon evaluation of the request, the supervisor and Human Resources Director will notify the employee if the leave is approved and, if so, for what time period.

The employee must use any and all available paid leave (vacation, personal leave and sick leave) as applicable. If none is available, the leave of absence is unpaid leave. The employee continues to accrue vacation, personal, and sick time during this leave of absence. The College will continue to pay insurance

premiums normally paid by the College for one month following the start of a leave of absence. During this period the employee continues to be responsible for the payment of their portion of insurance costs.

Whether the leave is at the request of the employee or the College, re-employment in the same position may be anticipated upon the employee's return but cannot be guaranteed. Every effort will be made to place the employee in the same or in a comparable position. If possible, one (1) week's notice should be given to the employee's direct supervisor of intent to return. If the basis for the leave of absence is medical, a physician's statement will be required regarding the employee's fitness to resume work at full duty.

Pregnancy is treated as any other medical condition. Persons wishing to take leave for reasons related to pregnancy should refer to Family Medical Leave Act in this section.

Military Leave

Leaves of absence without pay for military or Reserve duty will be granted to full-time, part-time and seasonal employees. If an employee is called to active military duty or to Reserve or National Guard training, or if an employee volunteers for the same, she or he must submit copies of the military orders to her or his Supervisor as soon as is practicable. The employee will be granted a military leave of absence in accordance with applicable federal and state laws.

An employee who is a reservist or a member of the National Guard will be granted time off for required military training. The first twenty-five (25) days of military leave during a calendar year will be with pay and any additional days will be without pay unless charged against accumulated vacation and/or personal days. The employee's eligibility for reinstatement after military duty or training is completed will be determined in accordance with applicable federal and state laws.

Civil/Jury Duty Leave

If an employee is called for jury duty or is subpoenaed to appear in court as a witness in court action that involves litigation in which he or she is not a principal, leave with pay will be granted for the time required away from the job. The employee must provide a copy of the official documents in advance for approval of this leave. The employee is expected to return to work if excused by the court prior to the end of the regular working day. The supervisor should notify Human Resources as soon as an employee has been subpoenaed to appear.

Other Benefits and Information

Annual Fund

The Annual Fund, conducted by the Development Office, is the yearly campaign to secure gifts and grants for the College. Employees are encouraged to participate in this worthy program. Gifts to the Annual Fund help underwrite the cost of educating Ferrum students. Participation is strictly voluntary. Gifts to the Annual Fund may be made through payroll deduction.

Bookstore

Employees and their families are entitled to receive a 15% discount on regularly priced merchandise (excluding textbooks) from the College Bookstore.

The Bookstore's News Café is open to employees as a place to take a break and catch up on emails, review national daily newspapers, and/or watch news on television while drinking free Starbucks coffee.

Dining Services

The College dining hall is open seven (7) days a week for breakfast, lunch, and dinner. Exceptions to this schedule are observed during holidays and student vacation periods. The dining hall provides a wide range of foods, including hot entrees, a sandwich bar, a salad bar, specialty items, desserts, a variety of beverages, etc. It is located in Franklin Hall.

The Subway serves hot and cold subs as well as other items typically available at Subway restaurants. It operates on a posted schedule and is located in the lower level of Franklin Hall.

Papa John's Pizza, serves pizza, bread sticks, and wings. It operates on a posted schedule and is located in the lower level of Franklin Hall.

Dining Services, from time to time, offers additional dining venues such as a hot dog vending cart. These venues are designed to provide variety and to offer quick dining options.

All dining venues operate on cash/check, debit, and (limited) credit card basis, and are open to students, employees, their families, and the community. Meals must be paid for at the time of service.

An employee's ID can be used as a debit card to purchase meals. Prior to purchasing a meal, the employee can take cash or check to the Dining Services office in Franklin Hall where it is applied to the employee's debit account. Use of an employee debit card in lieu of cash enables the employee (only) to receive a discount in the dining hall only. Contact the Dining Services Office for details and hours of availability.

Children in the Workplace

Ferrum College encourages the families of our employees to participate in College-sponsored activities and be a part of the campus community. However, an adult must accompany children not participating in an organized activity. Employees are not permitted to bring children to work with them due to the interruption it may cause in the workplace and potential liability issues.

Dress Code

Although no formal dress code exists, it is each employee's responsibility to dress neatly in clothing suitable for the type of work involved and which does not constitute a safety hazard. Interpretation of this policy is the responsibility of the supervisor and/or department head with approval of the appropriate Administrative Council member.

In certain departments, the College requires uniforms. If uniforms are required, they are provided at no expense to the employee. The supervisor will make the necessary arrangements. Employees in these departments are required to comply with uniform requirements.

The cost of any missing or lost uniforms is the responsibility of the employee. Upon termination of employment, the individual is required to return all issued uniforms to the supervisor on or before the last day of employment.

Medical Facilities

Tri-Area Community Health Center and Tri-Area Community Pharmacy, both located in the lower level of Vaughn Chapel, are available to provide health services and counseling to employees and their families, as well as our students and the community at large. The College's health insurance is accepted there; charges for treatment and medication are due at the time services are rendered.

Immediate Family

For the purpose of this handbook, the term "immediate family" is defined as parents, spouse, children, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, and person's living in the employee's immediate household.

Library

Stanley Library is available for use by employees, spouses, and dependent children. Presentation of a College ID is required for checking out materials, such as books, DVDs, etc.

Lost and Found

It is the responsibility of employees to ensure that personal belongings are secured while on College property. Employees are advised not to carry large sums of money or valuables while at work.

Any personal items lost or missing should be reported immediately to the Campus Police Office. Any items found on campus for which the owner cannot be identified should be turned over to the Campus Safety/Police office.

Notary Service

Notary service is available at no charge to employees. Contact Human Resources at X 4595 or 540-365-4596 for names of on-campus notaries.

Parking Permit

All employee vehicles must be registered with Campus Safety and all operators of such vehicles are subject to College traffic regulations. Employees must use those parking areas designated as faculty and staff parking. Parking citations are issued to employees violating College parking policies, and fines are charged in accordance with the violation.

Political Activities

A Ferrum College employee may not accept any appointed political or quasi-political office or seek to hold any elective remunerated political office without the consent of the President of the College. All employees are encouraged to exercise their rights as individual citizens to attempt to influence legislation or public policy. But, employees may not use College resources and time to do so and must make it clear that they speak as private citizens and not as College representatives.

Mail Services

Mail Services (the “post office”) provides on-campus mail service for all College-related mail. Window services are available at specified times, Monday through Saturday. Employees should make other arrangements for personal mail, as this is not the responsibility of Mail Services.

Professional Development

Whenever appropriate, employees will be given the opportunity to attend both on and off-campus conferences, seminars and workshops for which the College will pay. Employees are encouraged to take advantage of these educational opportunities.

Paid time may be granted to employees to attend workshops and conferences that are during their regular work schedule and related to their occupation with prior approval of the immediate supervisor. The immediate supervisor will determine the number of conferences, workshops or seminars an employee may attend based on the amount of money allocated for such programs in the department’s annual budget.

The Ferrum College Professional Development Program provides staff with the opportunity to take graduate or post-graduate courses at other institutions to work towards achievement of graduate degrees in order to enhance their abilities to perform in their work at the College.

Eligibility and Guidelines

Full-time staff members of the College are eligible to apply for professional development funding. This program is not available to part-time employees or dependents of employees. This program can fund up to 10 eligible employees.

Enrollment in graduate courses through this program should not interfere with the responsibilities of the employee’s position with the College. The immediate supervisor must approve any change in the employee’s work schedule due to enrollment.

An employee may be approved for up to \$1000.00 per fiscal year for tuition and books. This amount does not include any registration, equipment, travel, or other associated fees. Reimbursement will be up to 50% at enrollment and up to 50% upon successful completion of the course. Successful completion of the course is defined as receipt of a satisfactory grade of “B” or above. For classes that begin in one fiscal year and end in another, reimbursement will be applied to the fiscal year in which the class is completed.

Facility Services

Ferrum College encourages faculty, staff, students, and organizations associated with the College to plan events both for the general community and for particular audiences. Facility Services coordinates the reservation of rooms and services for College meetings, events, and activities, including the use of Ferrum College facilities (buildings and grounds), from simple meetings to events that require the entire campus.

The Facility Service Information Guide to Policies, Procedures, and Room Details is available by calling X 4474 or 540-365-4474.

Programs and Events

Staff, faculty, spouses and dependent children are admitted free of charge to most cultural arts programs, lectures, and athletic events held on campus. College ID cards must be presented for free admittance. Blue Ridge Dinner Theater ticket fees are excluded from this benefit.

Purchasing

Employees are responsible for obtaining all purchase order approvals as outlined in the Purchasing Manual for materials, supplies, services, and equipment to be used by Ferrum College. An employee does not have the authority to commit College funds without prior approval of the Purchasing Office.

If any employee makes purchases with personal funds, the College does not accept any responsibility for purchases if prior approval has not been received.

Any questions concerning purchasing procedures should be directed to the Business Office.

Recreational Facilities

Tennis courts, basketball courts, the College pool, and the Fitness Center are available for recreational use by employees, spouses, and dependent children when not reserved for other purposes. College IDs must be presented when using these facilities. Children must be supervised by an adult at all times while on campus.

Service Awards

Ferrum College recognizes full-time faculty and staff for years of continuous service to the institution. Presentations are made at the annual Employee Recognition Dinner for each five (5) years of service to the College beginning with the completion of the fifth year of service.

Solicitations

Solicitations on College property by external organizations or individuals is strictly prohibited unless the solicitation has been approved by the Director of Campus Safety/Chief of Police.

Vaughn Chapel

Students, faculty, staff, alumni and friends of Ferrum College representing religious traditions whose doctrines and philosophical positions are compatible with the United Methodist Church may use the Vaughn Chapel sanctuary for worship services and ceremonies. Chapel use must be approved and scheduled through Facility Services. All religious events must be cleared with the Dean of the Chapel.

Campus Safety

Ferrum College's Campus Safety/Police Department Office is located on Route 40 near the entrance to campus. This center also serves as the College's Visitors Center. It is staffed during normal business hours but hours are extended during special events.

In the event of an accident, injury, or other emergency, employees should react as calmly, safely and quickly as possible. Depending on the circumstances, help is available at one or more of the sources listed below. Whatever course of action is taken, the Campus Safety/Police should be notified of the incident.

Important Emergency Numbers

- Ferrum College Police Department.....540-365-4444
- Tri-Area Community Health Center540-365-4469
- Ferrum Fire Department.....911
- Ferrum Rescue Squad911
- Franklin County Sheriff's Department.....911

The Annual Security Report is available upon request in the Campus Safety, Human Resources, and Admissions offices.

Emergency Information

In the event of an emergency, employees will be provided information via the following:

- College website's emergency information site, http://www.ferrum.edu/campus_safety/emergency_announcements.aspx
- The Ferrum Emergency Blog, <http://ferrumemergency.blogspot.com/>
- The Ferrum e2campus text message alert system
- One or many campus-wide email messages
- On-campus alert siren
- One or many recorded messages on the Ferrum information line, (540) 365-5555
- Local TV and radio stations
- If the emergency is weather related, more information may be found at http://www.ferrum.edu/campus_safety/inclement_weather_page.aspx
- Verbal instructions may be passed along, either in person or by phone tree
- Any other methods as necessary.

Alert Siren

Ferrum College will sound its outside alert siren when we perceive an imminent threat to Ferrum College students, faculty, staff, and visitors. The siren will sound with a slow wailing tone. If the siren is activated, seek shelter and remain there until additional information is received. Do not assume the end of the siren wail indicates an "all clear" condition!

Once the threat has been contained, an "all clear" will be communicated by the same methods as listed previously under Emergency Information, except the siren. The siren tone will NOT be sounded to indicate "all clear."

Siren and other emergency plan testing will take place on a regular basis. Ferrum College will announce any testing in advance of the event.

Appendices

Appendix A-Employee Drug and Alcohol Policy

Introduction

In compliance with the Drug-Free Workplace Act of 1988, Ferrum College has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of Ferrum College employees and to the security of our campus, elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy continues to apply to all employees and all applicants for employment of Ferrum College. The Human Resources Department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resources Department, members of which have been trained to make referrals and assist employees with drug/alcohol problems.

Ferrum College will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other Ferrum College policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving. Once a drug test has been scheduled, the employee will have forfeited their right to be granted a leave of absence for treatment and possible discipline, up to and including discharge, will be unavoidable.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Crimes Involving Drugs

Ferrum College prohibits all employees, including employees performing work under contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug or having a detectable presence of drugs in ones' system in or on Ferrum College premises or while conducting College business. Ferrum College employees are also prohibited from misusing legally prescribed or OTC drugs. Law enforcement personnel shall be notified, as appropriate, where criminal activity is suspected.

Ferrum College does not desire to intrude into the private lives of its employees, but recognizes that employee's off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Ferrum College reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off College premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to Human Resources within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Ferrum College.

Definitions

“College Premises” includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Ferrum College or on any site on which the College is conducting business.

“Illegal Drug” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

“Refuse to Cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

“Under the Influence of Alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the Influence of Drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization).

Work Rules

1. Whenever employees are working, are operating any Ferrum College vehicle, are present on Ferrum College premises, or are conducting College related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
- Being under the influence of alcohol or an illegal drug as defined in this policy; and
- Possessing or consuming alcohol except under the following conditions:
 - While attending an on-campus event for which Administrative Council has approved the serving of alcoholic beverages and provides qualified parties for monitoring the serving of alcoholic beverages.
 - While attending off-campus College-related events where qualified third parties are responsible for monitoring the serving of alcoholic beverages.

While attending events as representatives of Ferrum College where alcoholic beverages are served, employees are strongly encouraged to exercise good judgment, including refraining from driving. Furthermore, Ferrum College does not accept responsibility for the actions of employees who are under the influence of alcohol.

2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s body system, while performing College business or while in a College facility, is prohibited.

3. Ferrum College will also not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee’s ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.

Required Testing

Pre-Employment

Applicants may be required to pass a drug test before beginning work or receiving an offer of employment. Such requirement would be based upon prior conviction of illegal drug use or trafficking as indicated in a background check, for jobs that are declared safety-sensitive by the College, and/or for other reasons as determined relevant by the College. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion

Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. Human Resources or the Vice President for Administration should be consulted before sending an employee for testing. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of supervision/management must escort the employee. The same will make arrangements for the employee to be transported home.*

Post-Accident

Employees may be subject to testing when they cause or contribute to accidents that seriously damage a Ferrum College vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring medical attention. A probable belief circumstance will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including, but not limited to, Ferrum College car, mini-van, shuttle, pickup truck, fork truck, aerial/man-lifts, golf cart) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place as soon as reasonably possible, preferably within two (2) hours following the accident, absent unavoidable circumstances. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*

Follow-Up

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending upon the circumstances and the employee's work history/record, Ferrum College may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Ferrum College as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

Collection and Testing Procedures

Employees subject to alcohol and/or drug testing shall be driven to a Ferrum College designated facility for testing as deemed appropriate. Applicants subject to drug testing shall likewise be driven to a Ferrum College designated medical facility. It is the obligations of applicants and employees to execute any necessary forms and to provide specimens as requested.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to re-apply/re-test in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. *If the employee refuses to be tested yet we believe they are impaired, under no circumstances will the employee be allowed to drive himself or herself home.*

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision and Human Resources. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant or Ferrum College.

Inspections

Ferrum College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Changes to Policy and Testing Procedures

This policy is intended as advice concerning general Ferrum College practices and procedures. The contents hereof should not be viewed as binding or contractual in nature, but rather as general guidelines only. Ferrum College reserves the right to respond to all situations in the best interest of Ferrum College and to review and amend this policy at Ferrum College's discretion at any time.

Appendix B-Staff Code of Conduct and Ethics

Preamble

As members of the Ferrum College community all staff employees are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The College values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices. It is the intent of the Staff Code of Conduct and Ethics to protect academic freedom, to help preserve the highest standard of teaching and scholarship, and to advance the mission of the College.

Definitions

“College” means Ferrum College.

“Student” includes all persons other than employees taking courses at the College either full-time or part-time, pursuing undergraduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons other than employees who are living in the College residence halls although not enrolled in this institution.

“Faculty member” means any person employed by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

“Staff” includes any full-time, part-time or seasonal employee of the College who holds managerial, administrative, clerical, technical, skilled craft, service or other positions designated by the College to be subject to these rules, policies, procedures and benefits.

“Member of the College community” includes any person who is a student, faculty or staff member, College official or any other person employed or contracted by the College. A person’s status in a particular situation shall be determined by the Director of Human Resources.

“College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.

“Organization” means any number of persons who have complied with the formal requirements for College recognition or registration.

“Policy” means the written regulations of the College as found in, but not limited to, the Faculty and Staff Codes of Conduct and Ethics, Faculty and Staff Handbooks, the College website, and the Ferrum College Catalog.

“Resources” means anything reserved for business purposes on behalf of the College and includes but is not limited to: the name, marks, or logos of Ferrum College; property owned by or leased to the College; funds; equipment and supplies; vehicles; facilities; mail service; computing and communication equipment and systems, including computers, networks, electronic mail services, electronic information sources, the domain for electronic communication forums, voicemail, telephone services, and other communication resources; procurement tools such as purchasing cards and petty cash; and the time and effort of other staff, students, and others at the College.

Proscribed Conduct

Jurisdiction of the College Staff Code of Conduct and Ethics

The Staff Code of Conduct and Ethics shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the staff member’s fitness to perform his/her responsibilities. Staff employees who have teaching responsibilities are also required to comply with the Faculty Code of Conduct and Ethics. Each staff member shall be responsible for his/her conduct throughout his/her employment relationship with the College.

Conduct – Rules and Regulations

Staff employees are required to comply with basic standards of conduct and professionalism as members of the College community. Failure to comply with the Staff Code may result in disciplinary action up to and including termination as outlined in the Staff Handbook. This list is non-exhaustive and the College reserves the right to discipline staff for conduct not listed below.

1. Neglect of duty and/or lack of due care and/or diligence in the performance of duties.
2. Unsatisfactory job performance or failure to maintain reasonable standards of performance.
3. Inappropriate appearance including failure to maintain personal appearance or dress, including uniform or style of dress, according to departmental standards.
4. Incivility, poor attitude and discourtesy toward others (for example, rudeness or lack of cooperation).
5. Excessive absenteeism or tardiness, or an unacceptable pattern of absences.
6. Insubordination, including refusal to comply with a supervisor's instructions unless the instructions are illegal, endangering, or unethical.
7. Gambling while on duty.
8. Unauthorized use of the College's name or letterhead for personal business.
9. Theft, misappropriation, and/or unauthorized possession or removal of property belonging to the College, members of the College community, or other persons with whom the College has a business relationship.
10. Concealing, falsifying, altering, misusing, or removing records, including electronic data records.
11. Unauthorized use, abuse, or direct or indirect misuse of College resources.
12. Use of College resources for other than officially approved activities or for commercial, political, or other improper purposes. They may not be used for personal gain or for personal reasons except in a manner that is incidental and reasonable in light of the staff member's duties.
13. Smoking in unauthorized areas.
14. Sleeping while on duty.
15. Failure or refusal to cooperate in or interference with College disciplinary proceedings.
16. Violation of the Conflict of Interest Policy.
17. Unauthorized use of alcohol or being under the influence of alcohol while on College premises or working for the College.
18. Providing alcoholic beverages to any student less than twenty-one (21) years of age.
19. Violation of safety rules and policies or any willful or negligent act that may cause injury to person or property.
20. Staff members must comply with all federal laws, state laws, agreements with third parties, and College policies and principles pertaining to the use, protection, and disclosure of various types of confidential, proprietary, and private information. Such policies apply even after the staff member's relationship with the institution ends. Refer to the Confidentiality Policy.
21. Discrimination, including harassment, against another College community member including, but not limited to, students, faculty, staff, administrators, and independent contractors, on political grounds, or for reasons of race, religion, sex, age, disability, and any other basis prohibited by state, federal, and/or local law, or for other arbitrary or personal reasons. Where actions are found to have occurred that violate this standard, the College will take prompt action to cease the offending

conduct, prevent its recurrence and discipline those responsible. Refer to the College's discrimination and harassment policies.

22. Harassment of any person including, but not limited to, violation of the Sexual Harassment Policy.
23. Disruption or obstruction of lawful institutional activities and functions.
24. Threats, intimidation, physical contact, physical abuse, harassment, coercion and any other conduct which threatens or endangers the health or safety of any person.
25. Attempted or actual theft, unauthorized possession, and/or damage to property of the College, any person, or any other entity.
26. Possession or use on the College premises of any weapon (for example, firearms and dangerous knives), dangerous instruments, explosive devices, fireworks, or dangerous chemicals except as provided in proper classroom/lab settings.
27. Theft, abuse, and/or misuse of computer facilities and resources including, but not limited to:
 - a) Unauthorized entry into a file, to use, read, or change contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Use of another individual's identification and/or password.
 - d) Use of computing facilities and resources to interfere with the work of another staff member, a student, faculty member or College official.
 - e) Use of computing facilities and resources to send obscene or abusive messages.
 - f) Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g) Use of computing facilities and resources in violation of copyright laws.
 - h) Any violation of the College Use of Communication Equipment Policy.
28. Violations of other published College policies in hard copy or available on the College website.
29. Intentionally misrepresenting personal views as the position of the institution.
30. Conviction for criminal acts which demonstrate unfitness as a staff member including, but not limited to, crimes of moral turpitude.
31. Possession, distribution, sale or use, or being under the influence of, illegal drugs while on College premises, participating in College-sponsored activities, representing the College, or performing job duties. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes.
32. Violation of intellectual property rights as defined in the College Intellectual Property Rights Policy. Staff members must abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information. Staff must refrain from any activity that constitutes infringement of individual or College intellectual property and properly attribute the ideas and work of others.
33. Interference with disciplinary procedures including, but not limited to, destroying or concealing evidence, providing false or misleading information, intimidation of witnesses, or inducing a witness to provide withheld information or to provide false information.
34. Improper documentation, destruction, or making false statements, alterations, deletions, or omissions on College forms, records, or reports including, but not limited to, production records, time records, employment applications, and medical records.
35. Violation of the College's Whistleblower Policy.
36. Failure or refusal to cooperate in or interference with an investigation by the College.

Appendix C-Ferrum College Whistleblower Policy

Purpose and Applicability

The purpose of this policy is to set forth the Ferrum College policy on disclosure of misconduct and to protect individuals from retaliation in the form of an adverse employment action for disclosing what they believe evidences certain unlawful or unethical practices. This policy is applicable to all employees of Ferrum College and to applicants for jobs at Ferrum College.

Statement of Policy

It is the policy of Ferrum College that employees and applicants shall be free without fear of retaliation to report conduct within Ferrum College that they reasonably believe may constitute misconduct including, but not limited to, the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting and internal controls, auditing matters, harassment, discrimination, hostile workplace, safety and security issues, illegal or unethical business practices, wrongful termination, hate messages, faculty and staff handbook violations, violations of laws, mismanagement, waste of institution resources, and abuse of authority. A representative of Ferrum College shall not take or shall refuse to take any employment action in retaliation against an employee or applicant who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy or any law or other Ferrum College policy. However, employees or applicants who knowingly file false or misleading reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy, and in the case of an employee, may be subject to discipline, including termination of employment.

Process for Disclosure

- A. An employee or applicant shall disclose all relevant information regarding evidenced misconduct to the President or his/her designee in a signed written document within ninety (90) days of the day on which he or she first knew of the misconduct.

If the employee or applicant would prefer to contact a source outside of Ferrum College, he or she may anonymously contact the confidential Campus Conduct Hotline service provided by EIIA by calling 1-866-943-5787.

- B. Upon receipt of such information, either directly or as received through Campus Conduct Hotline, the President or his/her designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- C. In the case of disclosure of misconduct involving the President, the disclosure shall be directed to the Chairperson of the Ferrum College Board of Directors. The Chairperson shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- D. The disclosure recipient will be responsible for:
1. Ensuring all investigations are carried out in a fair and unbiased manner.
 2. Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.

Complaints of Retaliation as a Result of Disclosure

- A. If an employee or applicant believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.
- B. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

Process for Adjudication of Complaints Stemming from Disclosure

- A. An employee or applicant must file a complaint with the President or his/her designee within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee or applicant should reasonably have had knowledge of the adverse employment action.

He or she may file a complaint by contacting the confidential Campus Conduct Hotline service provided by EIIA by calling 1-866-943-5787.

- B. If filed directly with the President or his/her designee, complaints shall be filed in writing and shall include:
 - 1. Name and work address of the complainant;
 - 2. Name and title of Ferrum College official(s) against whom the complaint is made;
 - 3. The specific type(s) of adverse employment action(s) taken;
 - 4. The specific date(s) on which the adverse employment action(s) were taken;
 - 5. A clear and concise statement of the facts that form the basis of the complaint;
 - 6. A clear and concise statement of the complainant's explanation of how his or her report of possible misconduct is related to the adverse employment action; and
 - 7. A clear and concise statement of the remedy sought by the complainant.
- C. Within sixty (60) calendar days of receipt of complaint, whether direct or through Campus Conduct Hotline, the President or his/her designee (or the Chairperson of the Ferrum College Board of Directors in the case involving the President) shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure. The President shall review and shall report to the complainant, through Campus Conduct Hotline, if relevant, the conclusions of the investigation absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept confidential to the extent possible within the legitimate needs of law and the investigation.
- D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. Record of this determination shall be retained in the Office of the President or his/her designee. The decision of the President or Chairperson of the Ferrum College Board of Directors shall be final.

False Allegations of Wrongful Conduct

Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment, in accordance with College rules, policies and procedures.

NOTE: This policy is not a contract and it can be modified at any time, with or without notice. It does not provide greater or lesser rights than applicable law provides.

Appendix D-Intellectual Property Rights

Ferrum College is committed to providing an environment that supports the learning, teaching and creative activity of its faculty, students, and staff. This Intellectual Property Rights Policy is intended to encourage excellence and innovation in teaching and creative activities by identifying and protecting the rights of faculty, staff, students, and the College. The policy seeks to encourage the notion that creative works produced at Ferrum College should be used for the greatest possible benefit.

The policy governs the respective ownership rights of the College and its employees in material produced within the scope of employment. The policy protects the traditional rights of scholars with respect to the products of their intellectual endeavors. The College cedes ownership to the author(s) of scholarly and academic works such as books, papers, and journal articles created by faculty who use only generally available College resources.

When College support makes the work possible or when it provides extra or special support, either with money, facilities, equipment, or staff for the development of ideas or the production of works, it is reasonable for the College to participate in the benefits of the work. The College asserts its right of ownership if substantial College resources (including sponsor-provided funds) are used in the creation of the work.

Policy

The College owns the rights to all works, inventions, developments and discoveries (herein referred to as "work" or "works") created through the effort of individuals who are compensated by the College or which involve the substantial use of College equipment, services or resources. This includes any patentable invention, computer-related software, databases, web-based learning, and related materials. The College historically has not, and does not now, assert any claim or ownership interest in the following categories of scholarly or academic works: textbooks; class handouts or presentations; research articles, proposals or monographs; student theses or dissertations; paintings; drawings; sculpture; photographs; musical or dramatic compositions and performances; poetry; and popular fiction and nonfiction. Ownership of these categories of traditional faculty endeavor is waived by the College in favor of the faculty member, and these are exempt from the provisions of this policy.

The use of College resources is substantial when it entails the dedicated use of College equipment, facilities, personnel or funding, or resources not ordinarily used by or available to all, or virtually all members of the Faculty. The use of a computer in a faculty office, incidental supplies, and occasional use of College personnel or shared facilities would typically not be considered substantial use. In contrast, utilization of College laboratories or special instrumentation, dedicated assistance by College employees, special financial assistance, or extensive use of shared facilities would constitute substantial use.

Funds and facilities provided by governmental, commercial, or other private organizations which are administered and controlled by the College shall be considered College resources for purposes of this policy. If a work results from research sponsored in whole or part through governmental or other outside funding, the research agreement shall govern the disposition of intellectual property rights, but no research agreement shall be entered into without the review and approval of the Dean in order that the College may protect its intellectual property rights to the greatest extent possible. If the sponsor does not assert an ownership interest, ownership vests with the College as provided in this policy.

Where a question arises of whether a particular work involves compensated effort or substantial use of College resources; the matter shall be referred to an ad-hoc committee comprised of three members of FDAC, the Dean or designee, and the Vice President for Business Affairs or designee. This committee will make the final decision on the ownership of the work.

If an individual creates a work that is potentially covered by this policy, he or she is expected to immediately notify his or her department chair and the Dean and provide them with sufficient detail to permit the College to evaluate the work and, if appropriate, take steps to protect the intellectual property rights. If the College decides not to exercise its ownership in a particular case, the ownership rights and responsibilities related to such, rights for patenting, copyrighting and licensing shall rest with the author(s). The College retains a nonexclusive, royalty-free right to use for non-commercial purposes works produced by its employees acting within the scope of employment even if ownership is ceded to the author(s).

Royalties

The College endorses the legitimate expectation of the author(s) to share in the net revenues produced by licensing or other development of the work, but given the College's substantial cost involved in supporting scholarship and research, the College is also entitled to a share in any such royalties. Accordingly, for any work in which the College asserts ownership interest under this policy, the College and the author(s) will share the net royalties (revenues less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) in the following percentages:

Net Royalties	Author(s)	Ferrum College
\$5,000	100%	0%
\$5,000-\$25,000	75%	25%
\$25,000-\$100,000	60%	40%
\$100,000	50%	50%

Net royalties received by Ferrum College shall be restricted to support scholarly, research, or creative activity of faculty. If the work is a joint creation, the authors will divide their share equally, unless they provide the College with an alternative royalty distribution agreed upon by them.

If a work is a compilation involving the College's intellectual property, the Faculty member shall retain all ownership interests in his or her creation, but by allowing his or her work to become part of the compilation thereby grants a non-exclusive royalty-free license to the College for use of his or her contribution. While the College shall own rights to the compilation, it shall own no rights to the underlying work beyond said license. Notwithstanding the royalty-free license, the College will share the net proceeds from the compilation as described above.

Recognizing that this area is complex and rapidly evolving, Ferrum College remains open to the possibility arriving at alternative agreements as the need may arise. This policy shall be reviewed within three years by FDAC and the Cabinet, and the Cabinet will extend this policy or approve and amended one.

Appendix E-Tuition Assistance

Ferrum College provides tuition assistance to its eligible employees and their eligible dependents through:

- Tuition Waiver-this program allows waiver of tuition for classes at Ferrum College and is available to employees, their spouses and dependents;
- Tuition Exchange-this program allows attendance at specific private colleges and universities nationwide at no or a significantly reduced level of tuition. Tuition Exchange is available only to dependent children of employees. Two such programs are available.
 - Tuition Exchange, Inc.
 - Council of Independent Colleges (CIC) Tuition Exchange Program

The benefit of Tuition Exchange will remain in effect for an employee as long as the employee remains full-time with the College. When employment ceases or is reduced to part-time, the tuition benefit will cease, except in the case of retirees or employees who become disabled. The College President will make any exception to the policy on an individual basis.

Tuition Waiver

A part-time employee is eligible for waiver of certain fees including tuition for enrollment in classes at Ferrum College for him or herself only and is not eligible for release time.

A full-time employee is eligible for waiver of certain fees including tuition for enrollment in classes at Ferrum College for him or herself, spouse, and dependent children according to the following guidelines:

Fees

Fees covered by Tuition Waiver include: tuition, audit, internship, overload, and major events.

Fees not covered by Tuition Waiver include: room & board, miscellaneous fees (except major events), field placement, student teaching, independent study, and private music lessons.

Tuition Assistance Grant (TAG)

A dependent requesting tuition waiver must apply for TAG by July 31st regardless of full-time or part-time enrollment status. The following conditions apply to TAG and tuition waiver:

- If the dependent does apply for TAG by July 31st, but is not eligible to receive TAG because enrolled only part-time for the Fall semester, the dependent will not be responsible for the amount of tuition that TAG would have paid if he or she enrolls full-time the Spring semester.
- If the dependent does not apply for TAG by July 31st and is enrolled full-time, the dependent will be responsible for the amount of tuition that TAG would have paid for the Fall and Spring semester.
- If the dependent does not apply for TAG by July 31st even though he or she is not enrolled full-time for the Fall semester, the dependent will be responsible for the amount of tuition that TAG would have paid if he or she enrolls full-time the Spring semester.
- If the dependent decides to enroll in classes after the deadline to apply for TAG (July 31st), the dependent will be responsible for the amount of tuition that TAG would have paid if he or she enrolls full-time for the Fall and/or Spring semester.

External Financial Aid Awards

- External financial aid awards to pay tuition and other fees: The dependent can use the award to pay for room, board, textbooks, and major events fees first. Any remaining funds must be used to reduce the tuition waiver benefit. External awards cannot be applied to miscellaneous fees (except major event fees) or the following special instruction fees: independent study and/or private music lessons.
- External financial aid awards to pay tuition only: The dependent must use the award to pay for tuition only unless he or she receives written permission to use the award to pay other fees. In this case, written permission from the award provider must accompany the “Tuition Waiver” that specifically identifies the fees that can be paid first. Any remaining funds must be used to reduce the tuition waiver benefit.

Internal Financial Aid Awards

- Internal financial aid awards – Academic or Leadership Based: The dependent can use the award to pay for up to 50% of room and board fees first. Any remaining funds must be used to reduce the tuition waiver benefit. Internal awards cannot be applied to miscellaneous fees, including fees for a private room or the following special instruction fees: independent study and/or private music lessons.
- Internal financial aid awards – Need Based: A dependent that is eligible to receive the tuition waiver benefit will not qualify for need based grants or scholarships, nor awards of circumstance. However, the dependent may qualify for student loan programs.

Employees

There is a waiting period of one full semester, after the date of employment, for an employee to be eligible to enroll in classes under the Tuition Waiver policy. Employees are limited to no more than six (6) credit hours per semester. A full-time employee may be granted up to a maximum of three (3) credit hours of release time for taking classes. Release time is time granted to an employee by his or her supervisor to take a class during his or her normal work schedule. Release time does not have to be made up.

The ability to take classes is dependent upon the requirements of the employee’s particular job and is at the discretion of the supervisor and Administrative Council member for the area. If taking classes is interfering with an employee’s work, the employee may be asked to withdraw from class.

To apply for Tuition Waiver an employee is required to complete the Tuition Waiver - Employee Form each semester prior to registering for classes and submit it to Human Resources.

Any employee taking more than one (1) class under the Tuition Waiver policy is required to notify his or her supervisor and Human Resources of which class will apply under the three (3) credit hour release time from work by placing a “Y” (yes) beside the class on the Tuition Waiver form. The release time granted can only be used for the particular class noted on the form throughout the entire semester. If the class does not meet or is canceled, the release time cannot be used toward other classes.

In addition, attendance to any and all other classes that occur during the employee’s normal work schedule must be reflected on his or her timecard. If an employee’s time is recorded by a time clock, he or she must punch out for class and punch in upon return to work. If an employee’s time is recorded by hand, he or she must write the time out for class and write the time back in upon return to work.

Dependents

Tuition waiver is available to a full-time employee's spouse, dependent children or other dependents that meet the Internal Revenue Service's or the U.S. Department of Education's definition of a dependent. The individual for whom tuition waiver is requested must have been claimed as a dependent on the employee's tax form 1040 for the year prior to enrollment, or he or she is determined to be a dependent based on the criteria in the Free Application for Federal Student Aid. The College may require documentation of dependency. Before their dependents can qualify for Tuition Waiver, full-time employees will be required to satisfy a two year eligibility (waiting) period from the employee's date of hire. For employees hired prior to November 1, 2009, dependents are immediately eligible for this benefit.

To apply for the tuition waiver benefits for a dependent, the employee is required to complete the Tuition Waiver - Dependent Form each semester prior to the dependent registering for classes and submit it to Human Resources.

A dependent enrolled full-time (12 credit hours or more) is required to complete a Financial Aid Evaluation Form from which the Financial Aid Office will determine if a Free Application for Federal Student Aid (FAFSA) must be filed. Full-time students who fail to submit the Financial Aid Evaluation Form or the FAFSA (if required) will not receive the tuition waiver benefit. Please contact the Financial Aid Office for additional information regarding these applications.

Students also need to pay the required Confirmation Deposit to receive mailings.

Tuition Waiver & Financial Aid Evaluation Forms are available in Human Resources.

Tuition Exchange Program

Ferrum College participates in two undergraduate tuition exchange programs, Tuition Exchange, Inc. and the Council of Independent Colleges (CIC) Tuition Exchange Program. These programs are available to a full-time employee's dependent children who meet the Internal Revenue Service's definition. Employees and their spouses are not eligible for Tuition Exchange.

Before their dependents can qualify for Tuition Exchange, full-time employees will be required to satisfy a two year eligibility (waiting) period from the employee's date of hire. For employees hired prior to November 1, 2009, dependents are immediately eligible for this benefit.

Tuition Exchange, Inc.

Ferrum College belongs to Tuition Exchange, a national organization that administers multilateral tuition remission scholarships for employees of member colleges and universities. The TE program is offered to dependent children of full-time administrators, faculty, and staff.

Tuition Exchange scholarships are not guaranteed to applicants. Member institutions apply their own admissions standards and are free to choose among applicants. Also, students are expected to meet standards for academic performance and personal conduct.

A TE scholarship is awarded generally for eight semester units to cover four-year undergraduate scholarships if an eligible individual enrolls as a freshman. The host college determines the value of the TE scholarship awarded. Tuition exchange usually covers tuition charges but not room, board, course overloads, and other fees. Also, at some member institutions, the amount of federal, state, and other grants that may or may not be based on financial need reduce TE scholarships. Each member institution determines if TE scholarships may be used for graduate programs, summer school, or study abroad programs.

Full details about Tuition Exchange and a list of participating institutions are available in the Human Resources Office or at www.tuitionexchange.org.

The Council of Independent Colleges (CIC)

The CIC Tuition Exchange Program addresses two needs:

- Encourages dependents of employees of private colleges and universities to attend similar institutions; and
- Assists these families in meeting the partial cost of college attendance.

The program consists of a network of CIC colleges and universities willing to accept – tuition free – students from full-time employee families of other CIC institutions. Each participating institution in the Network agrees to accept a limited number of students from other colleges on the same admission basis as they accept all other students. Students are responsible for all non-tuition charges – board, room, and fees – at the institution in which they enroll.

The following guidelines apply to all students in the CIC program:

1. Applicants must be admissible at the host institution in accordance with regular institutional admission standards and must comply with all host institution's financial aid policies and procedures.
2. The host college's commitment to each student is limited to tuition remission students, less any duplicative state scholarships or other types of financial aid. Students are responsible for all other expenses, such as room and board.
3. Host institutions determine whether part-time, graduate, and study abroad students are eligible for CIC Tuition Exchange.
4. Tuition Exchange benefits under the CIC plan are automatically terminated if the employee (e.g., the student's parent) drops below full-time employment at the sponsoring institution (Ferrum College).

Full details about the CIC Tuition Exchange Program and a list of participating institutions are available in the Human Resources Office or at www.cic.edu.