



# Ferrum College

## Employee Handbook

*November 2020 (Rev.)  
[With updates through June 2023]*

## **Non-Discrimination Statement**

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and all other applicable non-discrimination laws, Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, sex, gender identity/expression, sexual orientation, pregnancy, disability, or any other protected status (identified in federal or state law) 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. For the complete Non-Discrimination Policy, see page 15.

For any general questions, please contact the Director of Human Resources.

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

Pine House – 109 Ferrum Mountain Road  
(540) 365-4287 Phone  
(540) 365-4530 Fax

It is the duty of *every employee of the College* to assist in creating and supporting a work and learning environment that is free of harassment and discrimination.

The Human Resources Office of Ferrum College has prepared this *Employee Handbook*. Any questions or concerns about the information contained herein should be directed to:

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

Pine House – 109 Ferrum Mountain Road  
(540) 365-4287 Phone  
(540) 365-4530 Fax

The *Employee Handbook* is intended to inform employees about their responsibilities to the College, as well as the College's responsibilities to them. Although it is specifically designed for all non-faculty employees, some sections of the *Employee Handbook* are incorporated into the *Faculty Handbook*, as appropriate.

The *Employee Handbook* sets forth policies, procedures, and other guidelines currently in place at Ferrum College. These policies, procedures, and guidelines are reviewed and revised when necessary to respond to changing needs and circumstances, as well as to remain in compliance with applicable federal and state law. These policies, procedures, and guidelines, however, neither constitute terms of employment nor are they contractually binding.

Each employee is strongly encouraged to become familiar with the information in the *Employee Handbook*. The *Employee Handbook* is also available online.

While the College's administration and the Board of Trustees have the authority and the responsibility to create and change policy and procedure, the College actively seeks and welcomes feedback and suggestions from its employees.

## Acknowledgement of Receipt of the Ferrum College *Employee Handbook*

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

This is to acknowledge my receipt of the Ferrum College *Employee Handbook*, and that, additionally, I have been informed I have access to the *Employee Handbook* online (which will reflect any subsequent updates and revisions). I understand I am responsible for knowing its contents and abiding by its provisions.

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Employee's Signature

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Employee's Name (please print)

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Date Signed

# Ferrum College *Employee Handbook*

<b>NON-DISCRIMINATION POLICY .....</b>	<b>2</b>
Non-Discrimination Statement .....	2
 <b>WELCOME TO FERRUM COLLEGE.....</b>	 <b>10</b>
History .....	11
 <b>GENERAL POLICIES.....</b>	 <b>12</b>
Americans with Disabilities Act (ADA) .....	12
Procedure for Requesting an Accommodation .....	12
Background Checks .....	12
Improper Conduct in Violation of Ferrum College’s EEO Policy .....	13
Standards of Professional and Personal Conduct .....	15
Whistleblower Policy .....	16
Violence Prevention.....	16
Confidentiality .....	16
Conflict of Interest .....	17
Outside Employment .....	17
Media Calls and Crisis Situations.....	17
Electronic and Telephone Communication Policy .....	17
Intellectual Property Rights .....	19
Inclement Weather Policy.....	19
General Adverse Conditions-Students on Campus/Classes NOT Canceled or Delayed .....	19
Severe Weather Conditions-Students on Campus/Classes Canceled or Delayed.....	19
Severe Weather Conditions-Students NOT on Campus/College Is Closed .....	19
 <b>EMPLOYMENT POLICIES.....</b>	 <b>21</b>
Employment Classification.....	21
Full-Time Employment.....	21
Seasonal Employment .....	21
Volunteers.....	21
Employment Status.....	21

Identification Card .....	21
Position Descriptions .....	22
Introductory Period .....	22
Performance Evaluations .....	22
Promotions and Transfers.....	22
Personnel File .....	23
Employment of Relatives .....	23
Employee Relationships.....	23
Relationships with Students .....	23
Disciplinary Procedures .....	23
Employee Concerns .....	24
Resignation .....	24
Exit Interview .....	24
Termination.....	24
Absences from Work .....	25
<b>COMPENSATION POLICIES .....</b>	<b>26</b>
Pay Periods and Payroll Information.....	26
Direct Deposit of Payroll Checks .....	26
Payroll Deductions.....	26
Official Work Week and Work Hours .....	26
Overtime .....	27
Emergency Call-In Policy .....	27
<b>EMPLOYEE BENEFITS .....</b>	<b>28</b>
Premium Conversion – Section 125 Cafeteria Plan.....	28
Insurance Plans.....	28
Health and Dental Insurance .....	28
Life Insurance .....	29
Short-term Disability Insurance .....	29
Long-term Disability Insurance .....	29
Flexible Spending Accounts .....	29

Unemployment Insurance .....	30
Workers' Compensation Insurance .....	30
Retirement Plan.....	30
Employee Assistance Program (EAP).....	31
Tuition Remission .....	31
Vacation Leave .....	32
Sick Leave .....	33
Holiday Leave .....	33
Personal Leave.....	33
Bereavement Leave .....	33
Family and Medical Leave .....	33
Reasons for Taking Leave.....	34
Eligibility Requirements.....	34
Leave Taken Intermittently or on a Reduced Leave Schedule .....	34
FMLA Leave for Spouses Employed by the College .....	34
Notice of Need for FMLA Leave .....	35
Certifications .....	35
Benefit Protection .....	35
Paid and Unpaid FMLA Leave .....	35
Return to Work.....	36
Initiating a Request for FMLA Leave .....	36
Leave of Absence .....	36
Military Leave .....	37
Leave for Jury Duty, Witness Service, and Voting.....	37
<b>OTHER BENEFITS AND INFORMATION.....</b>	<b>38</b>
Annual Fund .....	38
Campus Store .....	38
Dining Services.....	38
Children in the Workplace .....	38
Dress Code.....	39
Medical Facilities .....	39
Immediate Family .....	39
Library .....	39

Lost and Found .....	39
Notary Service .....	39
Parking Permit .....	39
Political Activities .....	40
Campus Mail Services .....	40
Professional Development.....	40
Conferences and Events.....	40
Programs and Events .....	41
Purchasing .....	41
Recreational Facilities .....	41
Service Awards .....	41
Solicitations .....	41
Vaughn Chapel.....	41
<b>CAMPUS SAFETY AND SECURITY .....</b>	<b>42</b>
Important Emergency Numbers.....	42
Emergency Information .....	42
Alert Siren .....	43
<b>APPENDICES.....</b>	<b>44</b>
Appendix A-Employee Drug and Alcohol Policy .....	44
Introduction .....	44
Employee Assistance and Drug-Free Awareness.....	44
Crimes Involving Drugs .....	44
Definitions .....	45
Work Rules .....	45
Required Testing.....	46
Consequences.....	47
Confidentiality.....	47
Inspections .....	47
Changes to Policy and Testing Procedures .....	47
Appendix B-Staff Code of Conduct and Ethics .....	48
Preamble .....	48
Definitions .....	48
Proscribed Conduct .....	48
Appendix C-Ferrum College Whistleblower Policy .....	51
Purpose and Applicability.....	51
Statement of Policy .....	51
Process for Disclosure.....	51
Complaints of Retaliation as a Result of Disclosure .....	52



Process for Adjudication of Complaints Stemming from Disclosure.....	52
False Allegations of Wrongful Conduct .....	53
Appendix D-Intellectual Property Rights .....	54
Policy .....	54
Royalties.....	55
Appendix E-Remote Work Policy .....	56

## ***Welcome to Ferrum College***

Dear Ferrum College Employee:

We are so pleased you are part of the Panther Family, a community of women and men dedicated to serving students and to strengthening the College. Each day we bring our collective gifts and skills to our work across campus and, no matter our title or position, we are part of the same team helping the College achieve its mission to be “a dynamic learning community where students enter with promise and leave with purpose.”

It is my hope that your work at Ferrum College is rewarding and challenging, and that you find ample opportunity to flourish both personally and professionally.

## **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 and circumstances often prevented students from attending school. To help meet the needs of private, non-sectarian Christian and liberal arts 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 1940s, the elementary division was discontinued, and, in 1955, in order that the educational programs could concentrate on the junior college work that had originally begun in 1926 (and was discontinued temporarily after the onset of the Great Depression, but reappeared in the late 1930s), the high school department was discontinued. The junior college received regional accreditation from the Southern Association of Colleges and Schools in 1960.

Under the guidance of Ferrum's seventh president, Dr. C. Ralph Arthur, enrollment increased to over one thousand students and the campus experienced modernization and dramatic physical improvements—with over eleven new facilities constructed by the early 1970s. These included updated classrooms, dormitories, several athletics facilities, a new student center, a library, an audiovisual center, science laboratories, and the chapel. Under Dr. Arthur's successor, Dr. Joseph T. Hart, Ferrum College established the Blue Ridge Institute in 1973.

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 degree programs leading to the Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Bachelor of Social Work, and Bachelor of Criminal Justice. Graduate programs began in spring of 2020, and the College launched its new RN to BSN program in fall of 2020.

Under the leadership of successive presidents, the College has expanded the range of services offered to its students, has seen growth in enrollment, has added faculty and staff, and has continued progress in enhancing and adding campus facilities.

This is the honor roll of the presidents of Ferrum College: 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; Dr. Jennifer L. Braaten, 2002-2016; Dr. Joseph C. Spooner, 2016-2017; Dr. Jennifer L. Braaten, 2017-2017 (interim); and Dr. David L. Johns, 2018-2022.

## **Mission Statement**

We are a dynamic learning community where students enter with promise and leave with purpose.

## **Vision Statement**

We will be a community that inspires everyone to do good work, build good futures, and live good lives.

# ***General Policies***

## **At-Will Employment**

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 employees and Ferrum College have the right to terminate employment at any time, with or without advance notice, and with or without cause. Moreover, the policies herein are not contractual. Ferrum College has the right to make whatever decisions it deems appropriate.

## **Americans with Disabilities Act (ADA)**

In compliance with the Americans with Disabilities Act (ADA) of 1990, as well as applicable state and local laws that provide 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 ADA guidelines. It is the policy of Ferrum College, therefore, 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 similarly treated in a nondiscriminatory manner with respect to all terms, conditions, and privileges of employment.
2. Keep all medical-related information confidential, in accordance with ADA requirements, and retain such information in separate confidential files.
3. Provide applicants and employees with disabilities reasonable accommodation(s), except where such accommodation(s) would create an undue hardship on the College.
4. Notify individuals with disabilities that Ferrum College provides reasonable accommodations to qualified individuals with disabilities, such as by including this policy in the *Employee Handbook* and by posting required information in the Human Resources Office in compliance with federal and state guidelines.

## ***Procedure for Requesting an Accommodation***

Qualified individuals with disabilities may make a request for accommodations to the Director of Human Resources. On receipt of an accommodation request, the Director of Human Resources will confer with the individual to identify and discuss the limitation(s) resulting from the disability, as well as the potential accommodation(s) that Ferrum College might make.

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, the accommodation’s impact on the operation of the institution. The individual agrees to cooperate with the College during this process.

## **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 requires a background check for all candidates, including external applicants who are finalists for a position or employees who are being considered for a transfer or promotion.

## Improper Conduct in Violation of Ferrum College's EEO Policy

Ferrum College is an EEO employer. In this policy, the College emphasizes that inappropriate, offensive, or unwelcome conduct against an employee because of sex, race, color, religion, national origin, age, disability, sexual orientation, gender identity, status as a veteran, or any other class protected by law will not be tolerated. This includes conduct that could be considered "harassment" or "discrimination" against an employee based on a protected class. College employees should be treated with dignity and respect. Please refer to the Reasonable Accommodation policy (see below), which is also an important part of the College's overall commitment to EEO.

It is not feasible to state all conduct that may violate this policy. As general concepts, however, the following conduct is not acceptable:

1. Offensive comments or conduct relating to a person's protected class, such as inappropriate "jokes," slurs, degrading names or terms, hate words, physical assaults or threats, insults, touching, comments about a person's appearance, and offensive objects or images.
2. Unwelcome sexual advances, requests for sexual favors, and/or verbal, nonverbal, or physical conduct of a sexual nature (or based on any other protected class) that interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
3. Predatory behavior in which a person targets an employee based on a protected class.
4. Gender-based comments, including stereotypical statements about women or men.
5. Adverse or disparate treatment of an employee based on that person's protected class.

***Please know that conduct based on a protected class may violate this policy even though the conduct may not rise to the level of conduct that would constitute unlawful "discrimination" or "harassment" under the law.***

Employees also violate this policy if they engage in inappropriate conduct based on a person's protected class while using an electronic device, such as a computer or cell phone. In addition, employees may violate this policy if they post inappropriate content on social media sites. This policy also applies to conduct that occurs off duty or off site, if it impacts or relates to a person's College employment.

It also violates College policy to take any adverse action, or to retaliate, against any employee because he/she lodged a complaint or participated in an investigation pursuant to this policy. The College also will not allow any adverse action against an employee who requests or uses a reasonable accommodation. The College will not tolerate retaliation.

### Complaint Process

If employees are subjected to conduct that they believe violates this policy, they are encouraged, as a first step, to promptly inform the offender and request that the conduct stop. Such a response may resolve the problem, especially if the offender was not aware that the conduct was offensive or inappropriate.

Please know, however, that an employee may pursue the following process at any time (even as a first step).

1. Any employee who believes he or she has been subjected to any violation of the College's EEO policy should report the matter promptly to his or her supervisor, to the department director, or to the

Director of Human Resources (HR). If preferred, he or she may call the Director of HR at (540) 365-4287 or send an email to [humanresources@ferrum.edu](mailto:humanresources@ferrum.edu).

2. An employee may inform any of these persons of the complaint. Thus, for example, if an employee would prefer not to report it to his or her direct supervisor, the report should be made to the department director or to the Director of HR.

3. Any employee who becomes aware of actual or perceived conduct against another employee in violation of this policy is urged to come forward promptly and notify any of the above persons.

4. Do not assume that the College's administration knows about the situation. Please promptly inform one of the above persons of the concern or complaint so that the College can address it, and, if possible, please do so before the conduct becomes severe or pervasive.

5. Once it is on notice of a complaint, the College will investigate it in a prompt, thorough, and impartial manner. The identity of the person who submits a complaint, any witness, the target of the complaint, and/or any information obtained will be kept confidential to the extent possible, consistent with the need for the College to conduct a thorough and impartial investigation.

6. The College will not take or permit any adverse action (i.e., retaliation) against any person because that person lodges a complaint, requests or uses a reasonable accommodation, or provides information during an investigation.

***The College will take immediate and proportional corrective action if it determines that improper conduct has occurred in violation of College policy. Such action may include the termination of the offender's employment.***

If an employee has any questions with regard to this policy, questions as to how to make a complaint, or believes he or she has been subjected to retaliation, the employee is urged to contact the Director of HR, or another Executive Leadership Team Member, promptly.

### **Reasonable Accommodations**

As part of the College's EEO commitment, the College will also provide reasonable accommodations consistent with applicable law.

The College will reasonably accommodate qualified individuals with a disability, so that they can perform the essential functions of their job (unless doing so would cause significant difficulty or expense—i.e., an undue hardship).

Similarly, the College will also make reasonable accommodations to the known limitations of a person with regard to pregnancy, childbirth, or related medical conditions, unless the accommodations would impose an undue hardship.

If an employee seeks an accommodation because of a medical condition or impairment, or with regard to pregnancy, childbirth, or related medical conditions, he or she should notify Human Resources, in order that the request can be evaluated. Employees are encouraged to cooperate fully with the College by supplying any information that might be needed to assist in this evaluation.

As part of its EEO commitment, the College will also reasonably accommodate employees whose sincerely held religious beliefs, practice, or observance conflict with a work rule or requirement, unless doing so would impose more than a minimal cost or burden on the College. Employees should inform Human Resources if they seek an accommodation based on religious beliefs, practice, or observance.

The College will not tolerate any retaliation against a person who requests or uses a reasonable accommodation.

## **Non-Discrimination Policy**

### **Summary**

Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, sex, gender identity/expression, sexual orientation, pregnancy, disability, or any other protected status (identified in federal or state law) 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. It is the responsibility of every employee of the College to assist in creating and supporting a work and learning environment that is free of harassment and discrimination.

### **Applicability**

This policy applies to all Ferrum College students, faculty, staff, and volunteers, as well as all visitors to campus (including vendors, contractors, visiting athletes, alumni, parents and guests of students, etc.).

### **Statement**

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and all other applicable non-discrimination laws, Ferrum College does not discriminate on the basis of race, religion, color, national origin, age, veteran status, sex, gender identity/expression, sexual orientation, pregnancy, disability, or any other protected status (identified in federal or state law) 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.

Inquiries may be directed to Jill Adams, Title IX Coordinator and Dean of Campus Life, Franklin Hall, Rm 102, (540) 365-4541, jadams@ferrum.edu, who is designated by the College to coordinate compliance efforts and carry out its responsibilities under Title IX. Assisting the Title IX Coordinator is Alex Southworth-Molchan, Title IX Deputy Coordinator and Director of Human Resources, (540) 365-4287, lsouthworth-molchan@ferrum.edu.

Inquiries may also be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Ferrum College provides equal access to its programs and activities to all persons. The Title IX Coordinator has been designated to handle any and all inquiries regarding this statement of discrimination as it pertains to sex, gender identity/expression, its application, and related policies.

The following are examples of sex-based discrimination prohibited by Title IX:

1. Sexual harassment, including sexual assault, occurring in connection with any academic, athletic, extracurricular, or other College program, regardless of the location;
2. Discriminatory decision-making by a supervisor of an employee based on the employee's sex or gender identity/expression;
3. Failure to provide equitable opportunity for participation in intercollegiate sports.

The Section 504 Coordinator has been designated to handle any and all inquiries regarding this statement of discrimination as it pertains to disability discrimination, disability accommodations, its application, and related policies.

## **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 visitors to campus, and, consequently, employees are the immediate representatives of the College. Definite opinions about Ferrum College are formed based on an employee's attitude and behavior. Thus, 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 should be aware that they are subject to the "Staff Code of Conduct and Ethics," which is attached as Appendix B.

## **Whistleblower Policy**

Employees are free to report, without fear of retaliation, any behaviors or practices they believe to be unlawful or unethical. 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 violence or threats of violence on College property or while on College business. The College strives to provide each employee with a safe working environment and to provide its students and visitors with a comfortable, welcoming business climate. Employees who jeopardize this safe atmosphere by engaging in violent behavior will be disciplined, up to and including termination. 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 Director of Human Resources.

As part of the College's 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 business, is absolutely prohibited. Violation of this prohibition may warrant immediate termination.

Any employee with knowledge of any violation of this policy should, without delay, report the information to his or her supervisor, Campus Safety, or Human Resources.

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

## **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 provides guidelines for the correction of inaccurate or misleading information.

The College also recognizes the confidentiality of its personnel records, financial records, and donor records. If, during the course of their employment, employees acquire confidential or proprietary information about the College, its students, or its donors, such information is to be handled in strictest confidence and discussed only with employees who have 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) concerning 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 action, up to and including termination, may result.

### **Conflict of Interest**

Employees have a duty of loyalty to the College. Employees shall not place themselves in situations that prevent unbiased decisions regarding other employees, or regarding 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 of interest. 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 they 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, including a private business during hours in which Ferrum College normally employs them.

Outside employment is allowed provided it does not interfere with an individual's College employment. On-going outside employment or business activities should be reported to the supervisor or department head, and noted annually. If, in the opinion of the department head, outside employment begins to interfere with job performance and/or work habits, the employee may be asked to choose which job he or she would prefer to keep and to resign from the other one.

Outside employment should not reflect negatively upon the College in any way, nor should an employee use the College's position, name, or assets to acquire such employment or to promote his or her 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 to the College, especially in crisis situations, be forwarded to Vice President for Institutional Advancement and External Relations. Only this individual, or another designee of the President of the College, is authorized to make statements on behalf of and/or release information concerning the College.

A large component of information related to the College and its students is privileged information, protected by the Commonwealth of Virginia and federal law, including FERPA. Employees may not release or provide any information about a student or an employee, past or present, without appropriate authorization. Release of such information shall occur only through a properly authorized and documented process, and it 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. 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, tablets, the computer network, e-mail, telephones, cell phones, facsimile (fax) machines, and copy machines (copiers).

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 equipment mentioned above 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 the College's students, faculty, and staff in the use of this valuable resource.

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

- Sending or receiving copyrighted materials without permission;
- Using 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, 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 personal use of College communication;
- 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 or graphic files;
- Circumventing security measures on College or remote computers or networks;
- Attempting to gain access to another's resources, programs, or 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;
- Any use in violation of the College's EEO policies;
- 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 intimidate or threaten another person; and,
- 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 belief 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 the *Employee 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 ext. 5555 or 540-365-5555. See the Campus Safety section for additional emergency information sources.

All missed work is to be reported to the Payroll Office via Web Time Entry or other electronic means. The Inclement Weather Policy applies to all staff employees. Electronic time entry must 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 workweek 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, 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 who are 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 exempt employees who are required to work will not receive additional compensation.

## **Smoking**

All buildings on campus are smoke free, which includes vaping or similar products. Therefore, employees are not permitted to smoke inside campus buildings, including offices, lounges, and break rooms. Smokers are asked to be considerate of others by: 1) remaining outside to smoke; 2) stepping away from doors and windows where smoke could enter the building; and 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 40 hours per week, 12 months per year
- Employees who are scheduled to work 40 hours per week, 9 or 10 months per year

### ***Seasonal Employment***

#### **Not Eligible to Receive Benefits**

- Employees who are regularly scheduled to work less than 20 hours a week and/or who work less than 1,000 hours in a twelve-month period

### ***Volunteers***

Volunteers, like seasonal employees, are not eligible to receive benefits.

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

## **Employment Status**

Ferrum College is required to comply with the Fair Labor Standards Act (FLSA) 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 two (2) status categories: salaried (exempt) and hourly (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 in the Human Resources Office in the Pine House. Please contact the Human Resources Office to set an appointment to access this service. College IDs are also available for the spouses and dependent children of full-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 to 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, each new employee is to be given a copy of the Position Description Form (PDF) that summarizes the general duties and responsibilities of the position. Employees should carefully read and understand their PDF, since these provide the basis for performance evaluations. A copy of the PDF, signed by both the employee and the appropriate supervisor, is kept in the employee's personnel file in the Human Resources Office.

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

## **Introductory Period**

Employees are considered to be introductory members of the staff for the first ninety (90) 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 introductory period. Employee eligibility for benefits is covered under separate benefit policies and is not affected by the introductory period nor does it change the "at will" status of the employee.

## **Performance Evaluations**

Performance evaluations help to identify an employee's performance level, growth potential, and development needs. An employee's job performance should be formally evaluated at least once per year. The performance evaluation is designed to be a positive learning experience for the employee, and 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 regarding ~~for~~ work improvement and job success. Both the supervisor and the employee must sign the formal evaluation, which, in part, ~~to~~ acknowledges that a two-way communication has taken place. While written evaluations are conducted on an annual basis, they are not intended to replace daily performance discussions between the employee and supervisor or to preclude other evaluations.

## **Promotions and Transfers**

Ferrum College supports an environment that values career mobility and encourages employees who express an interest, and have the skills, abilities, and experience, to pursue appropriate vacancies to foster their career development. Toward that end, employees' efforts to seek promotions and/or transfers from one position to another will be supported.

A promotion is the movement of an employee from one position to another that: (1) has more responsible duties; (2) requires a greater skill level and/or more years of experience; and, (3) is generally associated with a higher minimum rate of pay. Promotions may occur within the same department or may involve a transfer to a different department.

A lateral transfer is the movement of an employee from one position to another that: (1) has a similar level of responsibility; (2) requires a set of skills that is deemed comparable, although not necessarily identical; and, (3) is generally associated with an identical, or very similar, rate of pay. Lateral transfers are typically between departments, although lateral transfers to a different position with the same department may occur, as well.

To be promoted, or to transfer laterally, the employee must meet the minimum qualifications required for the new position and must pass a new background check.

## **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, benefits sign-ups, and other employment records.

Personnel files are the property of Ferrum College and access to the information they contain is restricted. Management personnel are allowed access to such information, and employees who wish to review their own files are welcome to do so by contacting the Human Resources Office.

## **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, including a spouse.

In situations involving the transfer of relatives to different positions on campus, which may be inconsistent with 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 department, 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 situation and take appropriate steps to address any adverse work-related consequences created by the relationship.

## **Relationships with Students**

Employees of Ferrum College who develop, or enter into, romantic relationships with students, even if consensual, pose a host of potential problems for the employee, the student, and the College. Remediating such problems fairly and equitably may be exceedingly difficult for all concerned. Thus, it is the policy of the College that such relationships are to be avoided. Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

## **Disciplinary Procedures**

Disciplinary action is taken with the intent of correcting and improving performance, conduct, and/or work habits. Depending on the situation, employees may be given a counseling memorandum, a verbal warning, or a written warning. If unsatisfactory performance, misconduct, and/or poor work habits continue, suspension or termination may result.

Violation of some policies and procedures is considered to be of such a serious nature that immediate suspension or termination 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 the College's EEO Policy (see page 15 above);

3. Insubordination;
4. Dishonesty, including, but not limited to, theft, embezzlement, lying, and falsification of any records, including the application for employment and College time reports;
5. Failure to respect the confidential nature of College records, including payroll information or information about students, donors, and/or employee;
6. Conduct that is unacceptable to the College, including, but not limited to, immoral conduct and the threat or use of personal violence; and,
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 and conflicts may arise in any organization. To ensure effective working relationships, it is important that such matters be resolved informally, if possible, before more serious problems develop. If a misunderstanding or conflict persists, 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 such a discussion has already occurred, but did not lead to a satisfactory solution, the employee may bring the concern to the attention of the director who has responsibility for the department. At any time throughout this informal process, the Director of Human Resources is available to provide additional information and assistance.

If the concern relates to a violation of an EEO, non-discrimination, or whistleblower policy, the employee is directed to follow the process described in such policies.

## **Resignation**

Upon resignation from Ferrum College, an employee is requested to provide the College with at least a two-(2-) week notice.

Employees who were issued uniforms, keys, College credit cards, identification cards, laptops, cell phones, pads, or any other College property must return those articles to their supervisor, the Human Resources Office, or Campus Police. Failure to return such articles may result in legal action being taken.

## **Exit Interview**

When an employee of the College leaves College employment, either voluntarily or involuntarily, the employee is urged to participate in an exit interview with the Director of Human Resources prior to the 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 feedback concerning the employee's time at the College, in order that the institution might improve working conditions and otherwise improve its employee retention.

## **Termination**

As an at-will employer, Ferrum College reserves the right to release any employee from employment with or without cause or advance notice. If the employee is given notice prior to termination, the employee will be expected to work throughout this notice period, if requested.



## **Retirement**

Ferrum College does not have a specific age at which an employee must retire. For a full-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 should notify the Human Resources Office at least six (6) weeks prior to the effective date of their 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 to any other 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 seasonal basis may reapply for employment. Such employment is not automatic, however, and depends on the 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, and such absences are to be submitted through the online reporting system. 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, the employee should notify the Human Resources Office at ext. 4596 or 540-365-4596.

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

# ***Compensation Policies***

## **Pay Periods and Payroll Information**

Normal pay dates at Ferrum College are every other week for hourly employees and the twentieth of the month for monthly employees. If the twentieth falls on a Saturday or a Sunday, monthly employees will be paid on the preceding Friday. Ferrum College pay dates will be adjusted to accommodate holidays.

All employees will be paid by direct deposit, and pay advices are available online through the Portal.

Precautions are taken to avoid errors in paychecks. If an employee believes that an error has occurred, he or she should promptly notify the Payroll Office. If an error is found, an adjustment will be made on the next paycheck. Employees may raise questions or concerns without fear of any retaliation.

## **Direct Deposit of Payroll Checks**

Earnings can be deposited into as many as three separate accounts. All necessary forms for direct deposit are available in the Human Resources Office.

Generally, the employee's money is in his or her account by 9:00 a.m. on the pay 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 the Human Resources Office 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. Flexible Spending Accounts Plans (medical spending and/or dependent care)
5. United Way contributions

## **Official Work Week and Work Hours**

For pay purposes, the official workweek of Ferrum College begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on the following Saturday.

The standard number of work hours for a full-time staff employee is forty (40) hours per week; the number of work hours for a seasonal employee may vary from week to week.

## **Overtime**

As required by the Fair Labor Standards Act, all employees are divided into two categories, exempt and non-exempt. Exempt (salaried) employees are exempt from overtime compensation. Non-exempt (hourly) 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 worked when the employee submits his or her time through the online reporting system. 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 supervisory authorization may be subject to disciplinary action.

## **Emergency Call-In Policy**

An hourly employee who is called in due to an emergency will be compensated for a minimum of three (3.0) hours, and up to the 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 his or her normal workday's ending time, or is notified in advance that work will be required beyond his or her normal working hours, the emergency call-in minimum and travel allowances will not apply; he or she will be paid only for hours actually worked. Any time worked over forty (40) hours for the week—not including use of paid time off—will be compensated at the overtime rate of one and one half (1 & ½) 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 Federal Government. Also, this section provides a general overview of various benefits. Refer to the applicable plan documents for the full details and terms.

### **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 the Human Resources Office at the time of hire, 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 the Human Resources Office.

### **Insurance Plans**

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

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

#### ***Health and Dental Insurance***

Ferrum College offers health and dental insurance coverage through the Council of Independent Colleges in Virginia's (CICV's) Virginia Private Colleges Benefits Consortium, Inc (VPCBC). The program provides a range of health care services with a wide network of doctors, and hospitals and a strong network of local dentists. Information can be obtained concerning health and dental coverage by calling the providers' customer service numbers, accessing the providers' websites, or contacting the Human Resources Office. The Human Resources Office can also provide information to participants regarding premiums and out-of-pocket.

To obtain coverage, the eligible employee must complete insurance enrollment form(s) available in the Human Resources Office. Ferrum College and the employee share the cost of the premiums for the employee and for any dependents covered. Premiums for coverage are deducted from the employee's paycheck through a completed Payroll Reduction Agreement.

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 have ended. Upon termination of employment, the former employee is notified by mail of his or her 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 should be made with the Human Resources Office at least six (6) weeks prior to the effective date of retirement. The pre-65 retiree must pay the entire amount of the monthly premium. The College does not contribute to the retired employee's health or dental insurance premium or to any other health or dental benefit.

## ***Life Insurance***

Employees classified as full-time are eligible, while employed at Ferrum College, for term life insurance in the amount of one times their annual base salary. An application must be completed and is available in the Human Resources Office. The life insurance includes accidental death and dismemberment coverage, which doubles the life insurance amount if an 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 insurance coverage. However, individuals are eligible to convert to an individual policy, within the thirty-one- (31-) day conversion period, by submitting a written application and making 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 their 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 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 fifteen (15) calendar days after the initial disability and pay up to sixty (60) percent of the employee's basic monthly salary, with the maximum benefit payable being \$5,000 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.

## ***Long-term Disability Insurance***

The College provides long-term disability insurance to full-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 \$5,000 per month.

## **Flexible Spending Accounts**

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, his or her spouse, and his or her dependents' children for medical and dental services that are incurred during the plan year. This benefit is available only during open enrollment, except that new employees are eligible immediately upon hire.

The Dependent Care Reimbursement Account allows the employee to pay for dependent care expenses with pre-tax dollars. This benefit is available only 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, up to the limits 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 arise out of and in the course of employment. All work-related injuries and illnesses must be reported promptly to the employee's supervisor, and a report filed immediately by the injured employee with the Human Resources Office 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 the Human Resources Office 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 their personal physician unless the physician is on the College's panel of physicians and the Human Resources Office 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 typically pays 66.67% of base pay beginning on the eighth (8<sup>th</sup>) 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 employees.

The waiting period for enrollment in the defined contribution plan is normally one (1) year, unless the employee had participated in, or was eligible to participate in, a 403(b) plan prior to employment with Ferrum College. There is no waiting period, however, for employees who choose to make voluntary contributions that are not matched by the College.

Upon the employee's enrollment in the defined contribution plan, the College may later 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 the Human Resources Office, 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 EAP. In providing an EAP, Ferrum College is extending a unique and valuable benefit. The EAP is available to aid in addressing any type of personal problem the employee or his or her family may be experiencing. An EAP counselor will provide a private, comprehensive evaluation of the situation and assist in resolving the problem. Participation in the EAP does not, however, excuse an employee from compliance with College policies. All meetings with EAP counselors are strictly confidential.

The EAP is paid for by Ferrum College to help with virtually any issue that may arise, including, but not limited to:

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

Appointments can be made during both day and 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, including a brochure, is available in the Human Resources Office.

## **Tuition Remission**

Ferrum College provides tuition assistance to its eligible full-time employees and their eligible dependents through two (2) programs:

- Tuition Waiver: This program allows waiver of tuition for classes at Ferrum College and is available to eligible employees, their spouses, and their dependent children; and,
- 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 tuition exchange programs are available: Tuition Exchange, Inc. (TEI) and the Council of Independent Colleges (CIC) Tuition Exchange Program.

### ***Graduate Tuition Waiver Program***

Ferrum College graduate programs will be covered at 60% for employees, contingent upon minimum enrollment requirements being met with non-tuition waiver students. The employee will be responsible for the remaining cost of the Ferrum College graduate program after the 60% is administered. This 60% applies only to tuition and not to other fees. Standard IRS Taxable Benefit Rules will apply. See the Publication 15-B, "Educational Assistance" section (<https://www.irs.gov/pub/irs-pdf/p15b.pdf>) and consult your accountant.

The employee must satisfy a waiting period of one full semester after the date of employment to be eligible to enroll in classes under-Graduate Tuition Waiver. Furthermore, the employee must complete a graduate tuition waiver form for each term and receive approval prior to enrolling.

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, the tuition benefit will typically cease, except in the case of retirees or employees who become disabled. The College President will review and consider any exceptions to the policy on an individual basis.

For eligibility and other details of the tuition remission programs, please click [here](#) or copy and paste the link below for access to the Tuition Remission Policy:

file:///C:/Users/nfs0027/Downloads/2023%20TuitionRemissionPolicy%20Proposal%20wDual%20Enrollment%20nursing%20v5%20(1).pdf

## **Vacation Leave**

Full-time, twelve- (12-) month employees accrue vacation leave each month at a rate determined by the annual schedule listed below. For the first year of employment, vacation leave is prorated.

### ***Hourly and Salaried Staff***

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

### ***Executive Leadership Team***

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

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

Vacation leave 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. If an employee leaves College employment, he or she is entitled to be paid for any unused vacation leave (assuming there is no overdrawn balance) by using the regular monthly accrual rate figured through the date of termination. However, if an employee leaves College employment with an overdrawn vacation balance (due to an advance), this overdrawn balance will be deducted from the final paycheck.

Vacation leave must be scheduled in advance with the approval of the supervisor. Departments have different peak periods of activity; thus, each department may establish policies for vacation usage, as may be deemed necessary, including the establishment of specific periods when vacation cannot be scheduled. Also, to facilitate workload planning in certain departments, vacation leave may be required to be scheduled in a minimum of ½-day blocks.

Vacation leave may not be carried beyond June 30. Any request for an exception, with accompanying justification and endorsement by the immediate supervisor, the department director, and the Executive Leadership Team Member, must be submitted in writing to the Director of Human Resources prior to June 30. The amount of carryover requested may not exceed ten (10) workdays, i.e., eighty (80) hours, and the *combination* of approved carryover days and the following year's total accrual days may not exceed twenty (20) workdays, i.e., 160 hours. Any rollover vacation leave is not paid out if the employee leaves the



College. The CFO makes the final decision to approve or deny the request for rollover of leave based on the financial circumstances of the College.

## **Sick Leave**

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

Seasonal employees are not eligible for sick leave.

Sick leave may be used for personal and family illnesses and for medical and dental appointments. Sick leave 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 the Human Resources Office at ext. 4596 or 540-365-4596.

In case of absence due to illness, the employee may be required to provide a doctor's excuse upon return to work. Absences should promptly be entered into the online reporting system.

A maximum of sixty (60) days of accumulated sick leave may be carried over from one fiscal year to the next. No payment of accrued sick leave is made upon termination of employment from Ferrum College.

## **Holiday Leave**

Full-time, twelve-month employees are eligible for approximately twelve (12) paid holidays per year as designated by the College. This typically includes New Year's Day, Independence Day, Thanksgiving (2 days), and the winter holiday break (8 days). Full-time 9- and 10-month 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 five (5) days of personal leave per year. Seasonal employees do not receive personal leave. For the first year of employment, personal leave is pro-rated.

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

## **Bereavement Leave**

In the event of death in the immediate family, full-time employees may be granted three (3) working days of paid bereavement leave 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 his or her immediate family, as defined, that absence must be charged against the employee's vacation or personal leave, and the time submitted through the online reporting system.

## **Family and Medical Leave**

In accordance with the Family and Medical Leave Act (FMLA) of 1993, as amended, 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 twelve (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 his or her position.
  - 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 twenty-six (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. An eligible employee's entitlement to FMLA leave for birth or placement of a child expires twelve (12) months after the birth or placement of the child.

### ***Eligibility Requirements***

An employee must have been employed by the College at least one year and have worked at least 1,250 hours during the previous twelve (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 may temporarily reassign such employee to an alternative position for which the employee is qualified, that has equivalent pay and benefits, and that better accommodates recurring periods of leave than does the regular position of the employee.

### ***FMLA Leave for Spouses Employed by the College***

1. In any case for which both spouses are entitled to FMLA leave, the combined total number of workweeks of leave both may take is limited to twelve (12) 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 both spouses may take is limited to twenty-six (26) 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 for the care of 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 the "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 the Human Resources Office.
2. The Certification must be returned within fifteen (15) days. Failure to return the Certification in a timely manner 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 the College's expense a second Certification. If the first and second Certifications differ, the College may require a third Certification at the 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 20<sup>th</sup> 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 leave 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 leave, sick leave, and personal leave, as applicable to the case) prior to any unpaid leave. The overall period of FMLA leave may be all paid time, partly paid and partly unpaid time, or all unpaid time; this period, however, does not

increased by the length of any paid leave. Thus, the combination of any paid sick or other paid leave plus any unpaid leave will be designated as FMLA leave and will be counted towards 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 and any unpaid leave will together be designated as FMLA leave and count towards an employee's annual FMLA entitlement.

### ***Return to Work***

1. All employees on FMLA leave must notify their immediate supervisor at least four (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 their 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. 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 direct the employee to the Human Resources Office, which will provide the necessary paperwork to be completed jointly by the employee and the employee's health care provider. The determination of the request for FMLA leave will be made upon receipt of the completed information from the employee and the health care provider.

### **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. 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 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 the Director of Human Resources 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 leave, personal leave, and sick leave) as applicable. If none is available, the leave of absence will be unpaid leave. The employee continues to accrue vacation, personal, and sick time during this leave of absence (assuming it is a paid leave). 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 his or her 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) weeks' notice should be given by the employee to the employee's direct supervisor of the employee's 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 generally treated as any other temporary medical condition. Persons wishing to take leave for reasons related to pregnancy should refer to the FMLA section, or the Reasonable Accommodations policy (see page 16), in *the Employee Handbook*.

## **Military Leave**

Leaves of absence without pay for military or Reserve duty will be granted to full-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 without pay in accordance with applicable federal and state laws.

An employee who is a reservist or a member of the National Guard will also 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 leave. The employee's eligibility for reinstatement after military duty or training is completed will be determined in accordance with applicable federal and state laws.

## **Leave for Jury Duty, Witness Service, and Voting**

If an employee is called for jury duty, or is subpoenaed to appear in court as a witness in a court action that involves litigation in which he or she is not a party, leave with pay will be granted for the time required to be 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 he or she is excused by the court at least two (2) hours or more prior to the end of his or her regular work day.

Employees are encouraged to vote before or after work, if at all possible, but those who are unable to vote except during their regular work hours will be granted up to two (2) hours of paid time away to exercise their right to vote.

## ***Other Benefits and Information***

### **Annual Fund**

The Annual Fund, overseen by the Development Office, includes the yearly campaign to secure gifts for the College. Employees are encouraged to participate in this worthy program, although participation is strictly voluntary. Gifts to the Annual Fund help underwrite the cost of educating Ferrum students.

Gifts to the Annual Fund may be made through payroll deduction.

### **Campus Store**

Employees and their families are entitled to receive a 10% discount on regularly priced merchandise from the College's Campus Store. The Campus Store no longer carries textbooks, as textbook purchases are made online with textbook publishers.

### **Dining Services**

The College's Dining Services operations is managed by Aladdin. The venues under Aladdin's oversight consist of the Dining Hall, Subway, Panther Pizzeria, and Panther Grounds.

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 break periods. The dining hall provides a wide range of foods, including hot entrees, a sandwich bar, a salad bar, specialty items, desserts, and a variety of beverages. It is located in Franklin Hall.

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

The Panther Pizzeria serves pizza, bread sticks, and wings. This venue also operates on a posted schedule and is located in the lower level of Franklin Hall next to Subway.

*Panther Grounds* is open to students and employees as a place to take a break, catch up on emails, review newspapers, and/or watch news on television while drinking Starbucks coffee.

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 a cash, debit, and 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 a check to the Dining Services Office in Franklin Hall, where it will be applied to the employee's debit account. Use of an employee debit card in lieu of cash enables the employee 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 campus dress code exists, it is each employee's responsibility to dress in clothing suitable for the type of work performed 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 Executive Leadership Team member.

In certain departments, the College requires uniforms to be worn. 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 are available to provide health services and counseling to employees and their families, as well as to Ferrum College 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 provided.

## **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, aunts, uncles, and any persons living in the employee's 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 their personal belongings are secured while on College property.

Any personal items lost or missing should be reported immediately to Campus Police, and any items found on campus for which the owner cannot be identified should be turned over to Campus Police.

## **Notary Service**

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

## **Parking Permit**

All employee vehicles must be registered with Campus Police, and all operators of such vehicles are subject to the College's parking and traffic regulations. Employees must use parking areas specifically designated as for faculty and staff parking. Parking citations are issued to those violating College parking policies, and fines are assessed 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 political office, without the consent of the President of the College. All employees are encouraged to exercise their lawful rights as individual citizens to attempt to influence legislation or public policy. However, employees may not use College resources and worktime to do so, and they must make it clear that they speak as private citizens and not as representatives of the College.

## **Campus Mail Services**

Campus Mail Services (the campus “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 Campus 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 will be granted to employees to attend such educational opportunities that are offered during their regular work schedule, and are related to their position with the College, with prior approval of the immediate supervisor. The immediate supervisor will determine the number of educational opportunities 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 undergraduate, graduate, or post-graduate courses at other institutions to be able to work towards the achievement of 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 seasonal employees or to dependents of employees.

Enrollment in 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(s). Successful completion of the course is defined as receipt of a satisfactory grade of “B” or above. For courses that begin in one fiscal year and end in another, reimbursement will be applied to the fiscal year in which the class is completed.

## **Conferences and Events**

Ferrum College encourages faculty, staff, students, and organizations associated with the College to plan events both for the general community and for particular audiences. Conferences and Events 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 Conferences and Events Information Guide to Policies, Procedures, and Room Use is available by calling ext. 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.

## **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 appropriate Executive Leadership Team member.

If any employee makes purchases with personal funds, the College does not assume any responsibility for reimbursement if prior approval had 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 Program for each five (5) years of service to the College beginning with the completion of the fifth year of service. Retirees are also recognized at this annual event.

## **Solicitations**

Solicitations on College property by external organizations or individuals is strictly prohibited unless the solicitation has been approved by the Chief of Campus Police and the appropriate Executive Leadership Team member.

## **Vaughn Chapel**

Students, faculty, staff, alumni, and friends of Ferrum College may use the Vaughn Chapel sanctuary for worship services and ceremonies, as well as campus-wide meetings. Chapel use must be scheduled through Conferences and Events. All events of a religious nature must be cleared with the President's Office.

## ***Campus Safety and Security***

Ferrum College's Campus Police Department Office is located on Route 40 (Franklin Street) near the entrance to the campus. 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 Police should be notified of the incident.

### ***Important Emergency Numbers***

- Ferrum College Police Department.....540-365-4444
- Tri-Area Community Health Center .....540-365-4469
- Ferrum Fire Department.....911
- Ferrum Rescue Squad .....911
- 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 in the following ways:

- The Ferrum College website's emergency information page  
<https://www.ferrum.edu/campus-police/>
- Emergency Action Plan:  
[https://www.ferrum.edu/downloads/campuspolice/ferrum\\_college\\_emergency\\_action\\_plan.pdf](https://www.ferrum.edu/downloads/campuspolice/ferrum_college_emergency_action_plan.pdf)
- The Rave Campus Alert System: <https://www.ferrum.edu/campus-police/campus-alert-system/>
- One or many campus-wide email messages
- On-campus alert siren
- Local TV and radio stations
- 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 an imminent threat to Ferrum College students, faculty, staff, and visitors is perceived. 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 tone 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***

Ferrum College has a longstanding commitment to providing a safe, quality-oriented, and productive work environment, one that is consistent with the standards of the community in which the College operates. Alcohol and drug abuse pose a threat to the health and safety of Ferrum College employees and to the security of the campus, and elimination of drug and/or alcohol use and abuse in the workplace is of paramount importance.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace, and this policy continues to apply to all employees of Ferrum College and all applicants for employment with Ferrum College. The Human Resources Office 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 Office, members of which have been trained to make referrals and assist employees with drug/alcohol problems. Please know, however, that employees remain accountable for their behavior and conduct that includes discipline for violation of College policy.

Ferrum College will assist and support employees who voluntarily seek help. Such employees may 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 plans and to take and pass follow-up tests if requested.

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 their ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions.

### ***Crimes Involving Drugs***

Ferrum College prohibits all employees, as well as those individuals performing work under contracts, from manufacturing, distributing, dispensing, possessing, or using an illegal drug, or having a detectable presence of drugs in their system on Ferrum College's premises or while conducting College business. Ferrum College employees are also prohibited from misusing legally prescribed drugs or over-the counter (OTC) medications. 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 employees' involvement with drugs and alcohol outside work may have an impact on the workplace. Therefore, Ferrum College reserves the right to take appropriate disciplinary action for drug usage/sale/distribution occurring 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, and/or sentence to the Human Resources Office within five (5) days. Failure to comply will result in automatic termination of employment. Cooperation in complying may result in suspension with or without

pay to allow the College's administration 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 to 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 OTC) 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 prescription medication, the dosage, 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 the Executive Leadership Team has approved the serving of alcoholic beverages and has ensured the presence of qualified parties for monitoring the serving of such alcoholic beverages OR
  - 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 bodily system, while performing College business or while in a College facility, is prohibited.
3. Ferrum College will also not allow any employee to perform his or her duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively those duties.

### ***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 typically 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 to be relevant by the College. Refusal to submit to testing under such circumstances will result in disqualification of further employment consideration.

#### **Reasonable Suspicion**

Employees are subject to testing or discipline based upon (but not limited to) observations by the supervisor of apparent workplace use, possession, or impairment, or based upon information deemed credible. Human Resources or the appropriate Executive Leadership Team member 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 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 his or her rehabilitation program, or tests positive after completing the rehabilitation program, he or she 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 medical facility for testing as deemed appropriate. Applicants subject to drug testing shall likewise report to a

Ferrum College-designated medical facility. It is the obligations of applicants and employees to execute any necessary forms, to cooperate with the testing personnel, 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. (Refusing to cooperate is considered the same as testing positive.)

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 employees refuse to be tested, yet the College believes they are impaired, under no circumstances will these employees be allowed to drive themselves 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 termination.

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 any unpaid 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 to 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.

### ***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 termination.

### ***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 the institution and of the broader community in which the College functions. 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 or graduate 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 teaching activities or who is otherwise considered by the College to be a member of its faculty.

**“Staff”** includes any full-time or seasonal employee of the College who holds managerial, administrative, clerical, technical/paraprofessional, skilled craft, service/maintenance, 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 rules of the College as found in, but not limited to, the Faculty and Staff Codes of Conduct and Ethics, *Faculty and Employee 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 or the College’s reputation or standing. 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 *Employee 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. Violation of the College's EEO policies and commitment.
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 who is 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. Where actions are found to have occurred that violate this standard, the College will take prompt action to end 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 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, and safety and security issues; illegal or unethical business practices; wrongful termination; hate messages; faculty or employee 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, in good faith, possible misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy, or under 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 disciplinary action, including termination of employment.

### ***Process for Disclosure***

- A. An employee or applicant is requested to disclose promptly all relevant information regarding evidenced misconduct, preferably addressed in a written report, to the President.

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 the 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 Trustees. 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 and
  2. Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, have their confidentiality protected to the extent the law allows, and experience no retaliation.

### ***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: termination of employment, demotion, suspension, being threatened or harassed, or in any other manner penalized 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) was/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 the complaint, whether directly or through the Campus Conduct Hotline, the President or his/her designee (or the Chairperson of the Ferrum College Board of Trustees in a case involving the President) shall consider the written complaint and 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, either directly or through the 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. A 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 Trustees shall be final.

### ***False Allegations of Wrongful Conduct***

Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to disciplinary action, 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 in creative activities by identifying and protecting the rights of faculty, staff, students, and the College. The policy seeks to encourage the belief 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 funding, 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. Thus, 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 (hereinafter 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, nor does 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 categories 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 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 in 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 as to 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 regarding 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 program 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:

<b>Net Royalties</b>	<b>Author(s)</b>	<b>Ferrum College</b>
\$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 of arriving at alternative agreements as the need may arise. This policy shall be reviewed within three years by FDAC, and the Executive Leadership Team, and the Executive Leadership Team will extend this policy or approve and amended one.

## Appendix E-Remote/Hybrid Work Policy

Ferrum College considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. It is important to note that working remotely is not an entitlement, nor is it an assumed benefit in every area of the College. Working remotely in no way changes the terms and conditions of employment with Ferrum College.

Remote work can be: (1) an informal arrangement, such as working from home on a short-term project, during inclement weather, to accommodate a leave for medical reasons, or traveling on behalf of the College, or (2) a formal arrangement, with a set schedule of working away from campus on a regular or recurring basis. In all cases, the needs of the College are paramount. All formal remote work arrangements will be on a hybrid basis only, with a portion of an employee's work continuing to be conducted on-campus. Any employee working remotely must continue to be available for interaction with students, constituents, and/or coworkers, as required by his or her position.

Before entering into any formal remote work arrangement, the employee and his or her supervisor, with the assistance of the Human Resources (HR) Office, will evaluate the suitability of such an arrangement, including reviewing the following areas:

- Employee suitability. The employee and the supervisor will assess the needs of the department and the work habits/work style of the employee to determine if a productive arrangement is possible.
- Job responsibilities. The employee and the supervisor will discuss the various responsibilities of the job and determine which of these can be fulfilled through a remote work arrangement.
- Equipment needs, workspace design considerations, and scheduling issues. The employee and the supervisor will review the physical workspace needs that may be required, as well as the expected location for the work to be performed.
- Tax and other legal implications. The employee must determine whether any tax or legal implications exist (under IRS, Virginia, or any local government laws) that would restrict (or preclude) work performed for the College out of a home-based office. Meeting any and all obligations in this area rests solely with the employee.

If both the employee and the supervisor agree, and HR concurs, a remote work agreement will be prepared, signed by all parties, and periodically re-evaluated. Executive Leadership Team members have final approval over their given areas in conjunction with HR.

Supervisors are responsible for monitoring productivity and work performance during days of remote work, whether under an informal arrangement or a formal one. Such monitoring may include: (1) daily interaction by phone, texts, and email; (2) teleconferencing (through Zoom, Teams or a similar remote platform) to discuss work progress, answer questions, participate in meetings, and set deadlines; and (3) completion of a task log to account for time spent on specific work assignments.

Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked using the Web Time Entry time-keeping system. Hours worked in excess of those scheduled per day and per week require approval *in advance* by the supervisor, and failure to meet this requirement may result in the termination of the remote work arrangement.