## INTRODUCING CORPORATE SERVICES

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PURPOSE AND SCOPE

Delta College Corporate Services (“Corporate Services”) recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation. As a result, the interests of Corporate Services and its employees are complementary.

Corporate Services believes that it is important to keep you fully informed about its policies, procedures, practices and benefits; what you can expect from Corporate Services; and the obligations you assume as an employee. We have designed these policies and procedures to provide clear and equal treatment of all of our employees. We urge you to become familiar with them. If you have any questions on any matter pertaining to employment, contact your supervisor and/or Human Resources who will either answer the questions or get the answers for you.

This Employee Handbook is a comprehensive guide to all terms and conditions of employment with Corporate Services and for those employees who are not otherwise bound by an individual contract of employment. In the case of such conflict, the individual employment contract shall supersede the Employee Handbook.

This Employee Handbook will assist you in your successful employment with Corporate Services. It describes what Corporate Services expects of you regarding your job performance and personal conduct as an employee. It is your responsibility to read this Employee Handbook carefully as it contains important information concerning several aspects of your employment. Moreover, you will be held accountable for complying with its provisions. The Employee Handbook is accessible on the Delta College portal website.

As a practical matter, this Employee Handbook cannot contain every rule or policy of Corporate Services. Therefore, you may be given additional materials from time to time regarding Corporate Services’ rules and policies. This Employee Handbook will be updated as necessary to incorporate new or revised policies and procedures. All revisions to this Employee Handbook will be incorporated into the manual, replacing relevant prior policy statements. In the event a rule or policy is not included in the Corporate Services Employee Handbook, it reverts to Delta College’s Procedures and Policies.

If you would like more information concerning any of the matters discussed in this Employee Handbook, or if you would like to have any portion of the Employee Handbook explained further, please do not hesitate to contact your supervisor or the Director of Human Resources for assistance.
CONTRACTUAL DISCLAIMER

Unless otherwise stated within the specific provisions of this Employee Handbook and/or in any independent agreements, mutually signed by the parties, this Employee Handbook is not intended to be a contract of employment and that no contract of employment other than “at-will” has been expressed or implied. This Employee Handbook is intended as a general reference guide to procedures that must be followed at Corporate Services and the rules and practices governing your employment. This Employee Handbook supersedes all prior practices and policies of Corporate Services, oral or written, pertaining to those items covered in this Employee Handbook and rescinds prior policies, procedures, handbooks or general Corporate Services’ rules previously in effect that pertain to these policies.

All statements and policies herein are subject to unilateral change in whole or in part by Corporate Services at any time. Corporate Services retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or procedures of Corporate Services without advance notice, in its sole discretion, without having to give cause or justification for consideration to any employee. Recognition of these rights and prerogatives of Corporate Services is a term and condition of employment and of continued employment.

The terms of the employment relationship and any provisions of this Employee Handbook may not be revised by oral statements made by supervisors. Modifications to the terms of the employment relationship can only be made by the President of Delta College or his/her designee and those modifications, to be effective, must be in writing and signed by both the employee and the President of Delta College or his/her designee.

Corporate Services may set rules and regulations governing the conduct of employees. The rules, however, are not intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party. Corporate Services has sole discretion and control of all work for all employees including, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, demote and discharge.
1.01 Equal Opportunity Statement

Delta College embraces equal opportunity as a core value: we actively promote, advocate, respect and value differences, and we foster a welcoming environment of openness and appreciation for all. Delta prohibits discrimination in accordance with, and as defined by, applicable federal, state, and local law, particularly non-discrimination in employment, education, public accommodation, or public service on the basis of age, arrest record, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, and weight. Direct inquiries to the Equity/Compliance Officer, Delta College, Office A093, 1961 Delta Rd., University Center, MI 48710, telephone 989-686-9547, or email equityoffice@delta.edu.
1.02 Disability Accommodation Statement

Under Michigan law, any employee or applicant for employment who believes that he or she requires an accommodation in order to perform the essential functions of the job for which an applicant has applied or the employee has been assigned must notify the Human Resources Director in writing, within 182 days after the need for accommodation is known. A Disability/Reasonable Accommodations Request form can be located on the Human Resources Portal page under “Forms”. Federal law does not require an accommodation request within any specified time.
1.03 Anti-Harassment and Complaint Process for Equal Opportunities/Equity Issues

Corporate Services is governed by the Delta College Grievance/Complaint Procedure for Equal Opportunities/Equity Concerns.


A. Policy Against Harassment

Corporate Services expressly prohibits any form of unlawful employee harassment based on age, arrest record, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, weight, or status in any group protected by state or federal law. A fundamental policy of Corporate Services is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the business of Corporate Services. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial or religious remarks, animosity, or other such conduct, does not belong in our workplace. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, and slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings) and innuendo based upon a legally protected class.

Harassment prohibited by this policy applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, an employee toward a non-employee who has a business relationship with Corporate Services, or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, including discharge.

Any employee who has a complaint of harassment by anyone involved in the business relationship, including supervisors, co-workers, clients, vendors, or visitors, must bring the matter to the attention of Corporate Services officials. Employees may bring their complaint to their supervisor, Human Resources, to any Director of Corporate Services or to Delta College’s Equity Officer. If the complaint involves someone in the employee’s direct line of command or if the employee is uncomfortable discussing the matter with his or her direct supervisor, the employee must go to another supervisor or to any corporate officer with the complaint.
B. **Sexual Harassment Policy**

Corporate Services strongly disapproves of and does not tolerate sexual harassment. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

Corporate Services’ policy prohibits (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature made to an employee or non-employee when submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual’s work performance; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relating to an individual’s gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

Sexual harassment prohibited by these policies applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward a non-employee or an applicant for employment. Sexual harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, including discharge.

C. **Reporting a Violation of the Equal Employment Opportunities or Harassment Policies/No Retaliation**

Any employee who believes that he or she has been subjected to unlawful age, arrest record, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, and weight or any form of discrimination or harassment protected by law and prohibited within these policies, including sexual harassment, or any employee who has observed others being subjected to discrimination or harassment, **must** notify their manager, supervisor, or the Director of Human Resources, or any Director of Corporate Services.

Unlawful harassment and employment discrimination will not be tolerated. Human Resources will actively investigate every complaint of unlawful discrimination and harassment alleged to have been committed by anyone, including any manager, supervisor, employee, client, vendor or visitor. It is the duty of every Corporate Services employee to cooperate in any such investigation, and it would constitute a serious infraction of Corporate Services’ policy to retaliate against or penalize
an employee for asserting a claim of unlawful discrimination or harassment or for providing witness testimony. Any employee found to have unlawfully harassed or discriminated against another employee, or non-employee with a business relationship with Corporate Services, or to have retaliated against an employee or others for making a complaint of discrimination or harassment or for providing witness testimony will be subject to discipline, up to and including discharge. Any employee found to knowingly have made a bad faith complaint of harassment or discrimination of any kind will be subject to discipline up to and including discharge. Corporate Services will keep all investigations confidential to the extent possible under the circumstances. Information will be shared on a need to know basis and facts may need to be disclosed as a part of the investigation and discussions with witnesses.
1.04 – Conflict Resolution / Grievance Procedure

The Conflict Resolution / Grievance Procedure is intended for real disputes that can be adjusted through specific action by the College. Disagreements between staff members that are of a personal nature should be resolved in a different forum.

NOTE: Grievant should be aware that in cases involving possible discrimination, they also have access to the Grievance Procedure for Affirmative Action/Equal Employment Opportunity. Grievant may file under either policy but not both. If a grievance involves possible discrimination, staff members are advised to consult with the Delta Equity Officer, Director of Corporate Services or the Human Resources Office in deciding which procedure to use.

Preliminaries

Any grievance a staff member or group of staff members (hereafter called the grievant) may have in relations to workload, compensation, promotion procedure, other working conditions at Corporate Services or arising from an application or interpretation of the Corporate Services’ Handbook, will be adjusted as stated in this procedure. Unlawful discrimination with regard to any of these examples or others would be grieve able under this procedure. Any adjustment must be consistent with the policies of the Corporate Services’ Handbook.

Staff members are encouraged to speak to the appropriate supervisor or Human Resources or Equity Officer regarding any grievance they may have in regard to their treatment or conditions of work over which the administration might be expected to have some control. All formal grievances must be filed with fourteen (14) calendar days after occurrence or circumstances on which said grievance is based. The grievance filed will enumerate the occurrence in dispute and will suggest a remedy.

1. Informal Grievance Procedures

The staff member should first discuss the concern with the immediate supervisor. If, for any reason, this proves unsatisfactory or inadequate, the staff member may take the complaint to the Director of Corporate Services or the Human Resources Director. If these avenues leave the staff member still feeling s/he has justifiable cause for compliant, the staff member may institute a formal written request for further review of the issue.

2. Formal Grievance Procedures

a. The staff member will submit the complaint and request for review in writing to the Director of Corporate Services and the Human Resources Office.
b. Within ten (10) working days, the Human Resources Office will hold a meeting with the immediate supervisor and Director of Corporate Services.

c. Within ten (10) working days of this meeting, the staff member will be given a written disposition of the case including the reason for the decision reached.

d. If the staff member is not satisfied with the decision made by the Director, or if no decision is communicated within ten (10) working days after the meeting held under Step b, the staff member may, within twenty (5) working days, request the Human Resources Office, in writing, to schedule a similar meeting with the President of Delta College.

e. The President or a representative designated by the College President will hold the meeting no later than ten (10) working days following receipt of such a meeting. The decision by the President will be made in writing and will be final and binding on the parties within the College.

f. Failure of the grievant to proceed to the next step of the procedure within the specified number of days will be construed as acceptance of the resolution at the step of the procedure.

g. Time limits provided in this procedure may be extended by mutual agreement in writing.
2.01 – Employee Classifications

Corporate Services classifies employees for purposes of pay and benefits and as required by law. Corporate Services policies apply to all employees and contracted workers regardless of classification.

Regular Full-Time Employees

Employees regularly scheduled to work thirty (30) hours per week for a continuous and indefinite period of time are considered regular full-time employees for all pay and benefit purposes. Generally, regular full-time employees are eligible for Corporate Services benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employees

Employees regularly scheduled to work twenty-nine (29) hours or less per week, are considered regular part-time employees. Generally, regular part-time employees are eligible for partial benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time As Needed Employees

Employees working an as needed basis for a specific project or assignment. Limited benefits based upon assignment or project.

Corporate Services Full Time Employees on Assignment at Great Lakes Bay Michigan Works!

Employees regularly scheduled to work a minimum of thirty (30) hours per week for a continuous and indefinite period of time at a client location are considered Full Time Employees on Assignment at Great Lakes Bay Michigan Works! for all pay and benefit purposes.
Corporate Services Part Time Employees on Assignment at Great Lakes Bay Michigan Works!

Employees regularly scheduled to work twenty-nine (29) or fewer hours per week for a continuous and indefinite period of time at a client location are considered Part Time Employees on Assignment at Great Lakes Bay Michigan Works! for all pay and benefit purposes.

All employee positions are also classified as exempt (generally salaried) or non-exempt (generally hourly) from the minimum wage and overtime provisions of applicable law. Corporate Services follows legal guidelines when determining whether a position meets the requirements for exempt status.
2.02 – Corporate Services Office Hours

On Campus:

Core Office Hours:

College core office hours represent the minimum hours during which all offices are required to remain open. Some offices by necessity will have hours of operation which are earlier or later than the core hours.

Office Hours
Monday through Thursday 7:30am - 4:30pm, Friday 8:00am- 4:00pm*

*The college will close on Fridays at 4:00pm, there will be no employee breaks this day.

Summer Sustainability (July only) Office Hours
Monday through Thursday 7:30am – 5:30pm; closed Friday

It will be the responsibility of the respective managers and directors to ensure that office hours are adhered to by all employees and to establish necessary variations in individual employee work schedules to meet business requirements. Supervisors may assign work outside of the core office hours to meet the demands of Corporate Services and/or clients.

Client Sites:

Corporate Services daily operational hours at client sites will be the same as the hours established by the client. Supervisors may assign work outside of the core office hours to meet the demands of Corporate Services and/or the client.
2.03 – Employee Orientation, Education, and Training

New Employees:

Human Resources offers orientation information to the employee related to job description, salary and benefits as applicable to the employee group status/classification.

Orientation continues at the employee’s Corporate Services place of employment.

1. Purpose of services provided by Corporate Services
2. Description of work to be performed
3. Tour of immediate facilities and introduction to supervisors and other employees.

The Corporate Services supervisor or his/her designee will have the responsibility for the on-the-job training that allows the new employee to adjust to the particulars of the position in Corporate Services. A formal onboarding plan created by the Supervisor will be completed and submitted to Human Resources when done. New Employees may be assigned to attend a portion or all of the “New Employee Orientation”, NEO, sessions offered by the Center for Organizational Success at Delta College as designated by the Director. Additional Standard Operating Procedures, SOPs, manual or documents for duties will be provided to ensure the new individual is familiar with work flow and processes in their area of responsibility.

Incumbent Employees:

Corporate Services employees have the responsibility to keep their skills and knowledge current, and have responsibility for the development of their own careers. Corporate Services is committed to the principle of training for all of its employees. Corporate Services managers and Human Resources staff may recommend/initiate new courses, seminars, etc., that will improve the working effectiveness of Corporate Services personnel. Training compensation shall be in accordance with administrative regulations and/or state or federal laws. Corporate Service full time support staff are expected to participate in 12 hours of professional development training per fiscal year. Corporate Service management staff are expected to participate in 12 hours of professional development training per year. Professional development goals will be captured on the employee performance evaluation. It is the responsibility of the employee, not the manager, to record and track training hours.

Corporate Services also recognizes that membership in recognized professional organizations and associations benefits both employees and Corporate Services. Employees benefit in terms of their personal and professional development, especially as related to an increase in their knowledge and the improvement of their current job-related skills. Employees are encouraged to become involved with and participate in job-related professional organizations and associations.

Employees must obtain pre-approval from their supervisor to participate in professional
DELTA COLLEGE CORPORATE SERVICES
organizations that occur during normal work hours. In order for any membership fee to be considered for reimbursement, pre-approval is also required.
2.04 – Time, Attendance, and Leave Records/Reports

Government regulations require that Corporate Services keep an accurate record of hours worked for non-exempt. All non-exempt employees must electronically record and report accurately hours worked. No one may alter an employee’s time records without a supervisor’s approval. No employee may record time worked for another employee. Supervisors shall approve employee time records on at least a bi-weekly basis and submit it to the Payroll Office.

Exempt employees must accurately record and report hours worked for client billing and other non-payroll purposes.

Any violations of the time record policy are serious and will result in disciplinary action up to and including termination.

The Human Resources Office is responsible for keeping accurate, up-to-date attendance and leave records for all regular full-time and regular/temporary part-time employees. Current balances are available by accessing WebAdvisor on-line.

All attendance records are compiled based on information reported on web time sheets and are subject to supervisory review. Detailed leave reports can be created using information submitted via web time entry.
2.05 – Overtime - Non-Exempt Employees

Non-exempt employees who work over forty (40) hours in the work week will be compensated in accordance with the Fair Labor Standards Act (FLSA).

Before overtime is worked, an employee must have a written approval from his or her supervisor and must submit to them the completed “Overtime Request Form”. At the supervisor’s discretion, an employee’s work schedule may be adjusted during a workweek to avoid overtime.

Employees who fail to obtain approval prior to working hours that extend beyond their normal 40 hour workweek will be subject to disciplinary action as outlined in Section 8.01 – Disciplinary Action procedure.

1. Actual hours worked over forty (40) hours worked per week will be reported on the Time Sheet.

2. In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. The workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday.

3. Official holidays will be treated as days worked in computing overtime.

4. All other paid time off, including, but not limited to paid sick leave, long-term disability, workers’ compensation, vacation, bereavement, jury duty, military leave, and personal days will be treated as days not worked in computing weekly overtime.

5. If an employee is requested to work by his/her supervisor and works on any of the Corporate Services’ observed holidays, payment will be made at the rate of one and one-half (1½) times the employee’s regular rate.

Employees should direct questions about overtime pay to their supervisor and/or the Human Resources Office.
2.06 – Payroll Administration

Checks and Deductions from Payroll Checks:

A. Employees who choose to have their pay deposited directly may view their pay advices online through WebAdvisor under the Employee menu on the portal site.

B. For those employees who receive paper payroll checks, these checks are normally available for pickup on the Friday of the pay week from 7:45 a.m. to 4:00 p.m. unless the cashier’s office is closed, in which event, checks will be available the previous day.

Checks will be held at the Cashier’s Office until picked up.

C. Deductions will be made from each employee’s paycheck as required by law (including federal and state withholding taxes, and each employee’s portion of Social Security contributions as well as any garnishments, or any other deductions required by law) or, where applicable, when an employee elects to contribute to a Corporate Services’ insurance or retirement program for which he/she is eligible, or for any other employee authorized reason.

D. Employee’s payroll deductions will be itemized on their pay advice. Employees should review their pay advice carefully each payday. If, at any time, an employee has any questions about the amounts shown on their paycheck, or how they are calculated, the employee should contact the Payroll Office.

E. Immediately upon employment, all employees will be given appropriate forms along with insurance forms to complete. Tax withholding is based on the number of dependents an employee claims on the W-4 form that they complete when hired. Each employee is responsible for the accuracy of that form and for updating the information when necessary. To change withholding status, an employee must complete appropriate withholding allowance/exemption documents. The appropriate forms are available from the Payroll Office.

Employees should direct any questions regarding their paycheck to their immediate supervisor or to the Payroll Office.

Direct Deposit of Pay:

Employees can voluntarily enroll in direct deposit of pay at any time. Forms are available through the Payroll Office.
DELTA COLLEGE CORPORATE SERVICES
2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION
Section 2.06 – Payroll Administration

A. Changing direct deposit from one institution to another, or from checking to savings, requires completion of a new form.

B. All forms will be submitted to the Payroll Office after completion. Employees should expect two (2) complete payroll periods for the direct deposit enrollment or changes to take place.

C. The Payroll Office makes direct deposits to employees’ accounts on Friday of the payroll week. Employees should not withdraw against their direct deposit funds until the actual payroll date to avoid being overdrawn in their account.

Errors in Pay:

Every precaution is taken to ensure that employees are paid correctly. If an employee believes there is an error, he/she should notify his/her supervisor and/or the Payroll Office. If there is an error, Corporate Services will make every attempt to adjust the error immediately and no later than the next pay period.

Inadvertent/Improper Pay Deductions:

Subject to certain exceptions, exempt employees paid on a salary basis must regularly receive a pre-determined amount constituting all or part of the employee’s compensation for the work week, which is not subject to reduction due to variations in the quality or quantity of work performed. If an exempt employee believes that he or she has had improper pay deductions taken from his or her salary, the employee must immediately bring the matter to the attention of the Payroll Office for proper resolution. Corporate Services is committed to proper administration of all aspects of wage and hour law.

Garnishments:

State laws require Corporate Services to honor garnishments of employee wages as a court or other legal judgment may instruct, including child support. The law also provides for an administrative fee to be charged when a garnishment occurs. Employees will be notified when their pay is subject to court ordered or other legal judgment garnishment.

Advances and Loans:

Corporate Services will not advance or loan employees money. Employees must budget their pay accordingly.
Authorized Check Pick-Up:

If an employee who does not participate in direct deposit is absent on a pay day and instructs someone to pick up his/her paycheck, the employee must provide a written signed authorization before the check will be released. The person picking up the paycheck must show proper identification and sign for the check. This protects the employee and Corporate Services.
2.07 – Pay at Time of Separation from Employment

All Corporate Services employees are at-will, unless they have a written employment agreement for a definite term that specifies otherwise. (Refer to 6.21, Terms of Employment.) Accordingly, either Corporate Services or the employee may terminate the employment relationship at any time, with or without notice and with or without cause. At the time of separation from employment, Corporate Services will determine if the employee has any outstanding debt owed to Corporate Services and whether the employee has in his/her possession any Corporate Services/Delta College tools, equipment or property. After there is a timely and full accounting of the employee’s and Corporate Services’ accounts, as determined by Corporate Services, the final paycheck will be issued to the employee on the regular payday in accordance with state and federal law. The Employee will be asked to sign an Employee Consent for any Deductions from his/her Final Paycheck. Upon separation, all employees should consult the Human Resources Office for possible conversion of their group health insurance, and to clarify any financial questions.

A. The Human Resources Office will process separation with the Finance Office for the purpose of budget and payroll.

B. Unused sick time will not be paid upon separation of employment. If the employee returns to employment with Corporate Services within six (6) months, the forfeited sick time will be reinstated.

C. Any unused vacation or PTO, and personal time will not be paid upon separation from employment. Corporate Services, however, in its sole discretion, may pay an employee who has six months of continuous service, voluntarily resigns in good standing, gives two (2) weeks’ notice, and successfully works their two (2) week notice period, any unused accrued vacation time and or PTO if applicable as salary continuance for a specified period.

In accordance with the Michigan Employment Security Act (MESA) Administrative Rule #302, any accrued vacation days will be designated at the time of separation. This designation of days renders one ineligible for the period of time specified.
2.08 – Meal Periods

Meal Periods

Full-time employees of Corporate Services shall receive a (30) minute unpaid meal period during the course of the work day. Employees are responsible for submitting accurate web time reporting and should not produce any work during the unpaid meal period. The employee’s supervisor is required to schedule meal periods for each employee so that Corporate Services functions are maintained and are not adversely affected and may adjust meal periods as needed.

Employees assigned to client sites shall follow the client’s meal period schedules as directed.

In order to ensure compliance with the Fair Labor Standards Act all non-exempt employees are required to take their meal periods away from their work station.
2.09 – Flexible Work Schedules

Corporate Services will consider the use of flexible schedules that improve service to our clients and enhance Corporate Services’ productivity.

Requests from Non-exempt employees for a flexible schedule to accommodate personal needs will be considered, consistent with the effective functioning of the office during core business hours.

Employees on Assignment are not eligible to request flexible work schedules and must work hour specified by the client and Corporate Services to meet business needs.

Flexible work schedules may not be used in lieu of mandatory holiday time off or College closure.
A. Non-Exempt Employees:

1. Employees may not work a flexible work schedule without prior written approval of their supervisor and the Director of Corporate Services.

2. Any hours worked while in an off-site location utilizing flex time must be approved by the employee’s supervisor and clearly documented to the supervisor and submitted via web time entry.

3. Any hours worked over forty (40) hours worked per week are paid at the overtime rate. A supervisor must authorize non-exempt employees to work overtime prior to the work being performed.

4. Requesting a flexible work schedule for an extended time may be requested for a minimum of one (1) month and a maximum of twelve (12) months.

5. Requests should be submitted thirty (30) days in advance of the starting date requested.

6. Flexible work schedules are defined as flexible hours.

7. A copy of the request/approval must be forwarded to the Human Resources Office.

8. Corporate Services maintains the right to deny or modify flexible schedule requests when business or customer demands require.

Exempt Employees are expected to fulfill the requirements of the position with no overtime paid for hours worked over forty (40) per week.

2.10 – Personnel Files

Each employee is responsible for providing updated personnel information to the Human Resources Office in writing when there is a change in address, telephone number, marital status, emergency contact or number and names of dependents.

The Director of Human Resources will be responsible for maintaining and securing personnel files.

a. Corporate Services will maintain one complete personnel file for all Corporate Services employees. All such files will be maintained in the Human Resources Office.
b. An employee seeking to examine his/her personnel file must make his/her request in writing to the Human Resources Office. A Request to Review Personnel File form is available on the Human Resources web site. In accordance with applicable state law, generally, employees may review their personnel file, at a mutually agreeable time and date, up to two (2) times per year.

c. An employee shall have access to his/her official personnel file, the only exclusion being confidential pre-employment references/recommendations or medical records that an employee may access from their health care provider (although it is acceptable to allow review of medical records, but it is not required). This may be done during regular office hours, provided there will be no undue interference with the normal routine of the office. Under no circumstances shall the official personnel file be removed from the Human Resources Office by the employee. The employee’s access to the file shall be only in the presence of the Human Resources Director or his/her designee in the Human Resources Office.

d. An employee shall have the right to initiate responses to the material contained in the official personnel file, i.e., added educational experience or letters of commendation as he/she shall deem necessary, but he/she shall not have the right to remove material from the file.

e. At an employee’s request after review of the employee’s official personnel file, the Human Resources Office shall reproduce any material in his/her personnel file except confidential pre-employment credentials, statements and inquiries. A fee shall be charged, but the fee shall be limited to the actual cost of duplicating the information at Delta College’s rate per page.

f. Neither anonymous material nor written disciplinary notices will be placed in an employee’s personnel file unless the employee is provided a copy in person, or via email, or facsimile, or sent via US mail to the employee’s last known address. Sending the employee a copy via any standard means will serve as providing a copy to the
employee whether or not actual receipt occurs.

g. Personnel material is shared within Corporate Services on a confidential need-to-know basis only. In addition to the individual employee, access to official personnel files shall be open only to supervisors, Human Resources Office personnel, others whose specific functions require such access, and to supervisors from a different area or department only where the employee has applied for another position. No one else, except as allowed or required by law, shall have access to the official personnel file of an employee without the express written approval of the employee.

h. Each employee will be notified if his/her official personnel file is duly subpoenaed in accordance with applicable law.

i. All requests for personnel information, including but not limited to, verification of employment for mortgage processing, or as references for new employment, must be in writing by the employee and accompanied by a signed release from the employee. This does not apply where state or federal law otherwise allows or requires release.

j. The Human Resources Office will be responsible for reviewing these guidelines periodically and making appropriate recommendations for their updating.
2.11 – Performance Appraisals

All employees are expected to work efficiently and harmoniously and to meet the requirements and standards of their position. A performance appraisal system is established for use by supervisors to evaluate employee work performance. The quality of service rendered by an employee will receive consideration in personnel matters such as promotions, transfers, demotions, terminations, and salary adjustments. Employees are evaluated daily on an informal basis. Mid-year appraisals are conducted in November and are provided to all Corporate Service employees by their immediate supervisor.

Annually in May supervisors formally evaluate their employees around the end of Corporate Services’ fiscal year. Supervisors may formally evaluate employee performance at any time, in their sole discretion, to facilitate employee improvement or for any other business reason. Upon completion of the appraisal report, the supervisor will meet with the employee to discuss and review the evaluation, review the employee job description, and to plan for future performance goals. All Corporate Service employees will be evaluated using Delta College’s performance management system with increase in an employee’s salary based on Board of Trustee approval for College compensation. It should be understood that salary increases are not a guarantee.

Delta College Corporate Services Employees on Assignment and employees whose roles are grant funded, will be provided written performance appraisals annually by their supervisor. Increases to an employee’s salary for these roles is dependent upon budget and grant funding dollars and reviewed annually.

Employees on Assignment for Great Lakes Bay Michigan Works! will have their annual performance evaluations conducted in May. Performance of programmatic duties must meet standards of both Delta College and the client.

Employee evaluations will become a permanent record in the employee’s personnel file.
2.12 – Salary Adjustments – Compensation and Advancement

The objectives of Corporate Services’ compensation programs are to attract, retain, and motivate the highest caliber people, to pay wages that are competitive, and to reward employees commensurate with their performance. Promotions are based on qualifications for the position.

Compensation is reviewed on at least an annual basis by the Director of Corporate Services and the Human Resources Director and/or their designees. Salary schedules and individual salaries are reviewed and may be adjusted, depending on business financial performance, individual performance, and market conditions.

When hiring a new employee or transferring an employee from one role to another the hiring manager, in conjunction with the Director of Corporate Services and the Human Resources Office, will evaluate educational and work-related experience to establish the starting salary for the employee.

Employees should contact their supervisor or the Human Resources Office for additional information about salary adjustments and/or current salary schedule information.
2.13 – Reporting of Absences

A. Corporate Services expects employees to report to work regularly and on time according to their scheduled work hours. If an employee is going to be late or absent, the employee must contact his/her immediate supervisor to report an absence and to state the reason for the absence as soon as possible, but not later than one (1) hour before the normal report time. Should circumstances make contact with the supervisor one (1) hour before normal report time impossible, the contact should be made as soon thereafter as possible, with complete information explaining the delay. Absent employees are expected to call in every day of their absence, unless they have previously notified their immediate supervisor in writing of the exact duration of their absence and the absence has been approved.

B. Schedule changes and/or leave time should be submitted for review and final approval by the appropriate supervisor(s).

C. Regular attendance is expected. Chronic absenteeism will be evaluated and reviewed for appropriate applicable discipline and/or termination.

D. Each employee upon returning to work after four (4) or more consecutive days of absence due to illness, or after being released from a hospital, must submit a statement to the Human Resources Office indicating full release to return to work without restrictions, or indicating specific restrictions under which employment could be resumed. Corporate Services retains the right to request a doctor’s justification for an absence at any time allowable by law when attendance is an issue.

E. Except under unusual circumstances, an absence of more than one (1) consecutive day without notification from the employee will be considered a voluntary termination of employment. Reconsideration may be requested where the employee can demonstrate that notification was not possible.

F. Corporate Services expects its employees to plan their absences in advance, whenever possible, so that the work flow may continue without interruption. All planned absences, such as vacations, medical and dental appointments, important personal business, etc., must be approved in advance by the employee’s immediate supervisor. Whenever possible, employees must schedule personal appointments outside of their scheduled work hours.
2.14 – Inquiries Regarding Employment Records

The Human Resources Office shall maintain complete employment information on all Corporate Services employees. Inquiries which are to be answered in the name of Corporate Services will be referred to the Human Resources Office for disposition.

Where any Corporate Services employee chooses to respond to a direct inquiry for information or for a letter of recommendation, that employee should check first with the Human Resources Office before responding, and should clearly indicate that the response comes from him/her personally and is not an official statement for Corporate Services or Delta College. In such instances where it is a personal reference, Corporate Services stationery or e-mail account must not be used.
2.15 – Special Assignments and Projects

If an employee is assigned a special project above and beyond their regular position duties, the employee may request that his/her immediate supervisor submit a request for additional compensation to the Human Resources Office. The request will be reviewed and discussed with the immediate supervisor and Director of that area and a determination will be made as to whether additional compensation is warranted. If warranted and approved, the Human Resources Office will follow applicable procedures with payroll for compensating the employee.
2.16 – Job Description Analysis

A. Classification of Positions

All positions will be classified on the basis of duties and responsibilities in accordance with standards established by the Human Resources Office and applicable law.

B. Establishing a New Job Description

The Human Resources Office, in conjunction with the appropriate director or manager, will analyze the requirements, essential functions, and responsibilities of the job, compared to other existing jobs within Corporate Services and/or external benchmarking. The analysis will determine the relative value of the job within Corporate Services and ensure that all jobs are compensated equitably.

Jobs will be described as they exist and are being performed and will be aligned with applicable factors determined for success.

Changes in a job will be incorporated into the job description when they have been in operation for a period of time sufficient to permit a factual and realistic analysis; however, unusual circumstances may require activation of a job on a temporary prospective basis prior to Human Resources’ formal job analysis.

Each job will be assigned an appropriate title and pay grade by the Human Resources Office, in conjunction with the appropriate director or manager, and will be submitted to the Director or designee for final approval.

C. Job Description Review

Each employee’s job description is reviewed annually as part of her/his annual performance appraisal review.

Supervisors will have the responsibility for notifying the Human Resources Office in writing if significant changes in a job occur during the year so that a review may be scheduled.

Employees may initiate a request for review through the same channels.

When the review indicates a substantial change in the duties, the job will be treated in the same manner as a new or revised job and final approval of the revised job description from the Director and the Human Resources Office will be required.
2.17 – Code of Ethical Conduct

All Corporate Services employees are expected to be aware of and follow the Delta College Code of Ethical Conduct.

The current version of the Code of Ethical Conduct is posted on the Delta College employees’ web site in the Senate Handbook.
2.18 – Regulations and Rules of Conduct

All Corporate Services employees are expected to be aware of and follow the Delta College Regulations and Rules of Conduct.

The current version of the Regulations and Rules of Conduct is posted on the Delta College employees’ web site in the Delta College Procedures Manual.
3.01 - Corporate Services Position Vacancies

Corporate Services leadership and the Human Resources Office are responsible for the consistent handling of all recruitment and appointments to Corporate Services in accordance with applicable laws and Corporate Services procedures.

Except when business requirements dictate otherwise, Corporate Services will fill job openings, including any upgrade or promotion, with the most qualified person, while considering business and client needs. New or vacant positions will be posted on the public Delta College website under Human Resources. Employees are responsible for following vacancy notices and for monitoring notices listed on applicable websites and/or other announcements.

3.02 – Transfers and Promotions

Transfers
Corporate Services has the right to transfer or reassign a Corporate Services employee or Employee on Assignment involuntarily to a different position or location to meet business and/or client needs (e.g. reorganization or restructuring).

Employees on Assignment may not request a location transfer. Delta College Corporate Services reserves the right to place employees on site best suited to meet the needs of the client.

Contracts may limit the rights for Corporate Services employees to transfer to or rehire for other positions within Corporate Services and Delta College.

Promotions
Corporate Services has the right to promote an employee when his/her job responsibilities change significantly. Also see Job Description Review (section C) in 2.17 – Job Description Analysis. This may result in a change in title and/or pay grade for the employee.
3.03 – Layoff and Recall

A layoff shall be understood as meaning a total cessation of work by the employee for Corporate Services. Should a layoff be due to a business necessity, Corporate Services will make layoff decisions based on a number of considerations such as, but not limited to, ability to perform the remaining or another job’s duties, attitude, team work, attendance, work ethic, disciplinary record, length of service with Corporate Services and/or within the department, productivity, etc. If a decision is made to recall employees following a layoff, recalls will be made within each separate classification on the reverse basis of layoffs, or as business necessity otherwise requires.
4.01 – Employee Benefits Overview

Corporate Services provides a number of benefits for eligible employees. These benefits vary, depending on Employee Classification (outlined in Section 2.01). All employees should reference “Benefits at a Glance” links on the Delta College portal for a brief description of benefits.

Corporate Services reserves the right to amend, modify, alter or terminate any or all of these plans at any time at Corporate Services’ discretion.

Employees are encouraged to contact the Human Resources Office for additional information about benefits offered or seek clarification on interpretation of benefits as outlined in this handbook.
4.02 – Vacation – Excused Absence with Pay – Non-Exempt Employees

This policy applies for Non-Exempt Regular and Full-Time Employees. It also applies on a prorated basis for Non-Exempt Part-Time Employees.

Corporate Services provides vacation leave to its eligible employees so that employees may use the time to rest from the daily requirements of their jobs. Vacation time may also be used for personal appointments or home and family needs.

Eligibility for vacation leave is as follows:

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<thead>
<tr>
<th>Fiscal Year of Employment at Delta College</th>
<th>Vacation Days Available</th>
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</thead>
<tbody>
<tr>
<td>1st year</td>
<td>10 days (prorated based upon date of hire)</td>
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<td>2nd year</td>
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<td>3rd year</td>
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<td>11th year</td>
<td>19</td>
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<tr>
<td>12th year and each year thereafter</td>
<td>20</td>
</tr>
</tbody>
</table>

The following requirements also must be adhered to when scheduling vacation:

A. Employees must schedule vacation leave with reasonable advance notice and the approval of their immediate supervisor according to operational needs of the administrative business.
B. Employees on Assignment are required to give a minimum of two weeks notice to their supervisor to request use of vacation time.
C. Once approved for vacation leave time, Employees on Assignment are required to take their leave and are unable to change the day/time requested, without reasonable advance notice to and approval from their supervisor. This is due to scheduling
coverage needed for clients and the impact to other employees on assignment who may have been previously denied the ability to use vacation at that time.

D. Excused absence for vacation will be reported for non-exempt employees electronically utilizing Daily Time Tracking and charged to the employee’s vacation bank. A day of vacation equals eight (8) hours of pay at the employee’s straight time hourly rate. A week of vacation is five (5), eight (8) hour days paid at the employee’s regular straight time hourly rate, or as scheduled.

E. Vacation time can be taken in increments of one (1) hour.

F. If a Corporate Services recognized holiday occurs during an employee’s vacation, the employee receives holiday pay if eligible and is not charged for vacation time for the day of the holiday.

G. If an employee is on a scheduled vacation and Corporate Services is closed with the approval of the Director, this time is considered official leave with pay, not vacation.

H. The vacation policy applies to all Corporate Services employees who are eligible for paid vacation. Vacation is exclusive of “paid holidays” or any special days off with pay that the Director designates.

I. Vacation is credited bi-weekly (see vacation longevity charts). Credited vacation may be taken in accordance with Paragraph A.

J. If during a scheduled vacation an employee becomes ill or disabled and is under the care of a licensed physician, the employee may request to have lost vacation rescheduled or charged to credited sick leave. A physician statement may be required.

K. Corporate Services does not credit vacation time for employees that are on an extended leave of absence (beyond thirty (30) days) for whatever reason, unless required pursuant to applicable federal or state law.

L. If a person is on a scheduled vacation and bereavement leave is justified, this time is considered as bereavement leave with pay, not as vacation.

M. Employees who leave Corporate Services will be credited for unused vacation at time of separation in accordance with policy 2.07, Pay at Time of Separation.

N. Vacation records will be maintained on a fiscal year (July-June) basis.
DELA COLLEGE CORPORATE SERVICES

4.00 – EMPLOYEE BENEFITS

Section 4.02 – Vacation – Excused Absence with Pay – Non-Exempt Employees

Section 4.03 - Vacation - Excused Absence with Pay – Exempt Employees

O. 40 hours of vacation carryover is permitted each fiscal year. Additional carryover vacation time can be approved by the Director. Employees requesting carryover time must submit it in writing three weeks prior to the end of the fiscal year.

P. Employees can “borrow” vacation time upon the request to and approval of their immediate supervisor and the Director of Corporate Services. If approved, a signed agreement will be required. All “borrowed” vacation must be repaid at employment termination/resignation. Employees on Assignment are not eligible to “borrow vacation time.”

Q. Employees may not take payment in lieu of vacation time, unless Corporate Services requires or requests the employee to do so.

NOTE: In accordance with the Michigan Employment Security Act (MESA), Administrative Rule #302, any accrued vacation days will be designated at the time of separation if applicable. This designation of days may render one ineligible for the period of time specified.
4.03 – Vacation – Excused Absence with Pay – Exempt Employees

This policy applies for Exempt Regular and Full-Time Employees. It also applies on a prorated basis for Exempt Regular Part-Time Employees.

Corporate Services provides vacation leave to its eligible employees so that employees may use the time to rest from the daily requirements of their jobs. Vacation time may also be used for personal appointments or home and family needs.

Eligibility for vacation leave is as follows:

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<td>21</td>
</tr>
<tr>
<td>10th year and each year thereafter</td>
<td>22</td>
</tr>
</tbody>
</table>

The following requirements also must be adhered to when scheduling vacation:

A. Vacation time will be scheduled with the prior approval of the immediate supervisor and will be in accordance with operational needs of the administrative business.

B. Once approved for vacation leave time, Employees on Assignment are required to take their leave and are unable to change the day/time requested, without reasonable advance notice to and approval from their supervisor. This is due to scheduling coverage needed for clients and the impact to other employees on assignment who may have been previously denied the ability to use vacation at that time.
C. Excused absence for vacation will be reported for exempt employees electronically utilizing Daily Time Tracking and charged to the employee’s vacation bank.

D. A day of vacation equals eight (8) hours of pay at the employee’s daily salary amount. A week of vacation is considered to be five (5) days paid at the employee’s regular weekly base salary amount.

E. Vacations should be taken in increments of one (1) full week, but may be taken as separate full or half days.

F. If a holiday, recognized by Corporate Services, occurs during an employee’s vacation, vacation time is not charged for the holiday.

G. If an employee is on a scheduled vacation and Corporate Services is closed with the approval of the Director, this time is considered official leave with pay, not vacation.

H. The vacation policy applies to all Corporate Services employees who are eligible for paid vacation. Vacation is exclusive of “paid holidays” or any special days off with pay, designated by the Director.

I. Effective July 1, 2006, vacation time is credited bi-weekly (see vacation longevity charts). Credited vacation may be taken in accordance with Paragraph A.

J. If during a scheduled vacation an employee becomes ill or disabled and is under the care of a licensed physician, the employee may request to have lost vacation rescheduled or charged to credited sick leave. A physician statement may be requested.

K. Corporate Services does not credit vacation time for employees that are on an extended leave of absence (beyond thirty (30) days) for whatever reason, unless required pursuant to applicable federal or state law.

L. If a person is on a scheduled vacation and bereavement leave is justified, this time is considered as bereavement leave with pay, not as vacation.

M. Employees who leave Corporate Services will be credited for unused vacation at time of separation in accordance with policy 2.07, Pay at Time of Separation.

N. Vacation records will be maintained on a fiscal year (July-June) basis.

N. 40 hours of vacation carryover is permitted each fiscal year. Additional carryover vacation time can be approved by the Director. Employees requesting carryover time must submit it in writing three weeks prior to the end of the fiscal year.
O. Employees can “borrow” vacation time upon the request to and approval of immediate supervisor and the Director of Corporate Services. If approved, a signed agreement will be required. All “borrowed” vacation must be repaid at employment termination/resignation. Employees on Assignment are not eligible to “borrow vacation time.”

Employees may not take payment in lieu of vacation time, unless corporate Services requires or request the employee to do so.

NOTE: In accordance with the Michigan Employment Security Act (MESA) Administrative Rule #302, any accrued vacation days will be designated at the time of separation, if applicable. This designation of days may render one ineligible for the period of time specified.
4.04 – Sick Leave – Regular Full-Time and Part-Time Employees

All Regular Full-Time Employees and Regular Part-Time Employees are eligible for sick leave in conjunction with the following requirements:

A. Eligible employees accumulate sick leave in their sick leave account on a bi-weekly basis for a total of twelve (12) days per fiscal year (prorated as a percent of full-time for employees less than full-time).

B. The account may be accumulated up to a total of one hundred sixty (160) days (1280 hours). In case of illness or accident, no sick leave charge will be made for Saturdays, Sundays, College holidays, and vacation periods (if applicable).

C. Corporate Services does not accumulate sick time for employees that are on an extended leave of absence (beyond thirty (30) days) for whatever reason, unless required pursuant to applicable federal or state law.

D. Employees who are absent from work must notify their supervisor within one (1) hour before their regularly scheduled starting time. The employee must also report the reason for the absence and its expected duration.

E. Each employee upon returning to work after four (4) or more consecutive days of absence due to illness will be required to file with the Human Resources Office a physician’s statement that the claim of absence for illness is bona fide. The employee must have been examined or treated during the period of absence by the physician certifying the absence. The health care provider certifying the absence must be one who regularly treats or provides care for the type of illness or condition that caused the absence.

F. Corporate Services reserves the right to request a physician’s statement for any absence(s) due to sickness. Corporate Services also reserves the right to have a physician designated by Corporate Services examine the employee.

G. After an extended illness or release from the hospital, a physician’s report must be submitted to the Human Resources Office indicating full release to return to work without restrictions or identifying restrictions under which employment could be resumed. See Section 2.14.

H. Sick time may be taken in the following minimum increments:

1. Non-exempt employees one (1) hour increments

2. Exempt employees four (4) or eight (8) hour increments.
I. In the event an employee does not have sick leave available to cover the period of leave, other available credited leave will be applied toward the leave, such as vacation time. Employees will not be able to “borrow” sick time.

J. A physician’s statement indicating anticipated length of absence shall be submitted to the Human Resources Office prior to any foreseeable absence.

K. Disciplinary action may be taken for falsification of a physician’s statement. Delay, denial, or disciplinary action up to and including dismissal may apply if adequate medical certification or other explanation does not account for the absence.

L. Unused, sick time is not paid upon separation from employment.

M. Employees who are on sick leave must be released to their regular appointment before returning to supplemental teaching.

N. Employees who are on sick leave will not receive supplemental pay until they have been released to their regular appointment. Any stipends that are currently in effect will be prorated and the courses reassigned.

O. The Genetic Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services." (29 CFR Section 1635.8(b)(1)(B): pdf version)
Summary: Effective March 29, 2019 per Michigan’s Paid Medical Leave Act (PMLA), employers must provide one hour of leave for every 35 hours worked up to 40 hours annually for eligible employees to use for the qualifying reasons below.

Procedures:

Qualifying reasons:

- For an employee or family member’s mental or physical illness, injury or health condition, treatment for these and for preventive medical care.
- If the eligible employee or family member is a victim of domestic violence or sexual assault. Additionally including:
  - For medical care or psychological or other counseling;
  - To receive services from a victim services organization;
  - To relocate;
  - To obtain legal services; or
  - To participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For the closure of the eligible employee’s primary workplace by order of a public official.
- If an employee needs to care for a child because the school or place of care is closed by order of a public official.
- If an employee or family member contracts a communicable disease and must stay isolated to avoid jeopardizing the health of others.

Qualifying family member:

- A biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis.
- A biological parent, foster parent, stepparent, adoptive parent or legal guardian of an eligible employee or employee’s spouse. Also including an individual who stood in loco parentis when the eligible employee was a minor child.
- An individual to whom the eligible employee is legally married to under the laws of any state.
- A grandparent.
- A grandchild.
- A biological, foster or adopted sibling.
PMLA hours are not in addition to current paid leaves provided by the College.

PMLA hours will be provided in a lump sum annually to eligible employees and do not carry over from year to year.

Employees who are absent from work shall be responsible for notifying their supervisor immediately.

PMLA time must be used in no less than one-hour increments.

Employees returning to work after four or more consecutive days off due to a serious illness, injury, health condition, diagnosis and/or treatment must submit a statement to the Human Resources Office indicating full release to return to work without restrictions, or indicating specific restrictions under which employment could be resumed.

An employee who in the opinion of the Supervisor and in conjunction with the Director of Human Resources, is abusing his/her PMLA leave, will receive a verbal notice of warning. If at the discretion of the Supervisor and Human Resources Director the abuse continues, the employee may be required to submit to the Human Resources Office a physician's statement for any future absences.

Unused PMLA will not be paid out upon separation of employment and will not be reinstated if employee is rehired.
4.05 – Personal Business Leave – Full-Time Non-Exempt Employees

This policy applies for Regular Full-Time Non-Exempt employees and Employees on Assignment at Great Lakes Bay Michigan Works

Personal business leave is defined as leave for personal business that cannot be accomplished at a time other than during the normal working day.

A. All full-time non-exempt Corporate Services employees in their first year of employment can acquire a maximum of three (3) days of personal leave. The amount of personal time available will be prorated for a new hire’s first year, based on date of hire.

B. After the first full year of employment, a full-time non-exempt employee is automatically credited with three (3) days personal leave, effective July 1.

C. Personal time may be taken in no less than one (1) hour increments.

D. Personal days are **non-cumulative** and **non-compensable** at the end of the fiscal year or upon separation from employment.

E. 24 hours advanced notice to the supervisor is required for use of personal time, exceptions can be made based on business needs.

F. Personal days may not be used to extend an authorized vacation or holidays.

G. Personal days must be scheduled on a mutually agreeable basis with Corporate Services and the employee.

H. Corporate Services maintains the right to deny a request to use a personal day in its sole discretion based on business needs.
4.06 – Personal Time – Regular Full-Time Exempt Employees

This policy applies for Regular Full-Time Exempt Employees.

Personal time for full-time exempt employees is defined as leave for personal business that cannot be accomplished at a time other than during the normal working day.

Exempt employees do not acquire personal leave time. Rather, in accordance with applicable state and federal law, exempt employees may reasonably schedule limited periods of personal business, which cannot be accomplished at a time other than during the normal working day, in less than full-day increments without deductions from their pay. A deduction from an exempt employee’s pay will occur, however, for any full day of absence due to personal business.

a. Personal time must not interfere with business operations.

Reasonable notification in advance to the employee’s supervisor is required for any personal time taken, and must be pre-approved.

b. Employees may use vacation time, but not sick days, to compensate unpaid personal business in a full day increment.
4.07 – Holidays

Official paid holidays for Regular Full-Time and Regular Part-Time Corporate Services employees will be (Revised June 2013):

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Day after or before Christmas and the day after or before New Year’s Day

The Director of Corporate Services may designate as a holiday, on a year-to-year basis, none, one, or both of these two (2) additional days during Christmas/New Year’s in his/her sole discretion.

Corporate Services employees located within a client’s facility including Great Lakes Bay Michigan Works! will follow the client’s holiday schedule.

A. When one of the recognized holidays falls on Saturday or Sunday, Corporate Services will designate another day during the preceding or following week to be observed as the holiday. Typically, if the holiday occurs on Saturday, it will be observed on Friday; and when a holiday occurs on Sunday, it will be observed on Monday.

B. An employee who has a part-time schedule will be paid for a holiday when the holiday falls on their normally scheduled workday

C. If a Corporate Services non-exempt employee is requested by his/her supervisor to work on one of the recognized holidays, s/he will receive one and a half (1 ½) times the employee’s regular rate of pay for all hours worked in addition to regular daily pay.
D. Special consideration will be given to certain days, but the continued operations of Corporate Services will be given first consideration. If a Corporate Services employee is called in to work on a recognized holiday under this policy, another day during the preceding or the next week may be taken with the permission of the immediate supervisor. As these are not official paid holidays, only those Corporate Services employees whose regular work schedule involves these days will be eligible for the special consideration.
4.08- Workers’ Compensation

Employees who become disabled due to an on-the-job injury/illness may be entitled to benefits under the state’s Workers’ Compensation Act. Determination of compensable on-the-job injury and related employment status activities will be made by Corporate Services, the Human Resources Office, and its third-party workers’ compensation administrator. The employee may also be placed on Family and Medical Leave Act leave in conjunction with his/her own serious health condition resulting from the work-related injury/illness.

If an employee sustains a personal injury or occupational disease which arises out of and in the course of employment, the employee must file a work-related claim of injury or illness. Refer to Section 7.02 Injury/Accident Reporting Procedure for additional information.

When an employee returns from his/her workers’ compensation leave, the employee must submit medical certification that he/she is fit to return to work. If an employee’s position is still open he/she will be referred to it. If not, Corporate Services may either offer the employee another open position for which he/she is qualified or place the employee on layoff until a position for which he/she is qualified becomes available.

If an employee fails to report to work at the end of his/her approved workers’ compensation leave, or if an employee is employed by, or working for, another employer or company during his/her worker’s compensation leave, that employee’s employment with Corporate Services will be considered voluntarily terminated.

Corporate Services is committed to rehabilitating on-the-job injured employees and making reasonable work accommodations where possible and re-introducing/re-instating injured employees back to work as productive members of Corporate Services’ work force. Questions on the injury leave process should be directed to the Human Resources Office.
4.09– Continuation of Health Care Insurance Coverage

A. What is continuation coverage?

A federal law, PL 99-272, commonly known as “COBRA,” requires Delta College’s Corporate Services when it employs twenty (20) or more employees, in conjunction with Delta College, to offer employees and their families the opportunity for a temporary extension of health care coverage at group rates in certain instances when coverage under the plan would otherwise end. Instances when group health coverage is lost are referred to as “qualifying events.” When a qualifying event occurs the employee and/or dependent will receive a COBRA notice regarding options for electing continuation of coverage.

4.10 Benefits at a Glance

Delta College Corporate Services reserves the right to provide different benefits to different employee groups.

Individuals are encouraged to visit the Delta College Portal HR website to review the Benefits at a Glance. These benefits are subject to change at the determination of Corporate Services at any time.

Full time employees- Employee regularly scheduled to work 30 or more hours per week.
Part time employees- Employee regularly scheduled to work 29 or fewer hours per week.
5.00 – LEAVES
Section 5.01 – Family and Medical Leave Act Leave

5.01 – Family and Medical Leave Act Leave

The Family and Medical Leave Policy of Delta College applies to all Corporate Services employees. The full policy can be found in the Human Resources section of the Delta College Procedures Manual, available on-line via the Delta College Employee Portal web site.

Refer to Delta College Procedures Manual - Family & Medical Leave Policy
5.02 – Military Leave

Employees who provide their orders for military service in the Reserve, the National Guard, or active military service in the armed forces, will be granted an unpaid leave of absence. Any employee desiring to return to their position after an extended leave of absence in the military service is eligible for reinstatement in accordance with applicable state and federal law, specifically, the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), provided the employee requests reinstatement within the applicable time limits and is qualified and able to perform the work with or without accommodation as required by law.
5.03 – Funeral / Bereavement Leave - Regular Full-Time and Part-Time Employees

Regular Full-Time, Regular Part-Time, and full and part time employees on assignment at Great Lakes Bay Michigan Works! are eligible for funeral/bereavement leave. (Revised June 2013)

This program allows for necessary leave time due to death of an immediate family member or one day for the death of a person not in the immediate family. All bereavement leaves must be approved by the supervisor.

In case of death in the immediate family, an employee may be granted the necessary bereavement leave with pay, normally up to 5 days leave.

Immediate family shall be defined as husband, wife, father, mother, brother, sister, son, daughter, grandfather, grandmother, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, and son-in-law.

A relative living in the same household may be considered a member of the immediate family, normally up to 3 days leave.

One day is given for persons not in the immediate family.

Where a situation exists which is not covered by these relationships, or there are other extenuating circumstances, determination shall be made by the supervisor in conjunction with the Director of Human Resources or his/her designee.
5.04 – Jury Duty / Subpoena Court Appearances - Regular Full-Time and Part-Time Employees

Regular Full-Time and part-Time employees and full and part time employees on assignment at Great Lakes Bay Michigan Works! are eligible for jury duty / subpoena court appearances leave. (Revised June 2013)

During absences resulting from appearances in court that are required for jury duty or by subpoena, regular salary and fringe benefits will be continued by Corporate Services. The leave must be submitted on the web time sheet for employees.

Any court fees received by the individual (excluding expense allowance) while being compensated for Corporate Services responsibilities must be endorsed to the College.

The court time report and court checks must be turned in to the Cashier’s Office when the court duty is terminated.

The court time report and any court checks are due immediately following any court appearance or jury duty.
5.05 - Discretionary Leaves of Absence Without Pay

Situations sometimes arise, beyond the employee’s control, which interrupt regular work attendance. Full-time/part-time employees who have completed one (1) year of employment may apply to their supervisor and/or the Human Resources Office in writing for an unpaid leave of absence of up to thirty (30) calendar days for reasons other than family and medical leave. Prior to being taken, the leave of absence must be approved by the immediate supervisor, Director, and the Director of Human Resources; and all necessary paperwork must be completed by the Human Resource Office.

During such a discretionary leave of absence, the employee shall accumulate no length of service and shall be credited no benefits. For the employee’s individual insurance benefits and dependent insurance benefits to continue, the employee is responsible for the payment of all insurance premiums. This money must be paid by the first day of each month that the employee is on leave.

All requests for personal leaves of absence shall be submitted in writing to the employee’s supervisor and the Human Resources Office. Whenever possible, requests shall be made at least thirty (30) days prior to the first day of requested leave. Corporate Services will grant or deny the request in writing.

If an employee fails to return to work at the end of the leave or is employed by or working for another employer or company during the leave, employment with Corporate Services will be considered voluntarily terminated effective on the date the leave of absence started and the employee will forfeit all benefits with the exception of those that may be continued in accordance with federal law.
6.01 - Tools and Property

Corporate Services provides the tools and equipment necessary for employees to perform the jobs to which they are assigned. Employees are expected to care for the equipment. In the event of loss or damage due to negligence or intentional acts the employee will be responsible for replacement or repair costs.

All Corporate Services property must remain on Corporate Services premises, job site premises, or locked in Corporate Services’ vehicles. Employees shall not, without Corporate Services’ consent, remove Corporate Services property to another location unless specifically authorized by management.

Corporate Services employees at client locations must follow the client’s policies and procedures when provided with tools, equipment, files and reports by the client.

Refer to Section 6.04 for additional information regarding handling and use of computers, data files and reports, telephones, and other electronic equipment.
6.02 - Non-Solicitation and Distribution

In order to eliminate the possibility of disruption of operations and annoyance of employees and to maintain a good working atmosphere, Corporate Services believes that the following rules are essential and must be observed by employees:

Solicitation by employees of their fellow employees during working time in working areas by, or on behalf of, any individual, organization, club, or cause is prohibited.

The distribution of any literature, pamphlets, or other material to employees during working time, or at any time in any work area, is likewise prohibited.

At no time shall any employee sell or solicit for personal profit. Sales conducted on Corporate Services sites, other than by Corporate Services or approved organizations of Corporate Services, are prohibited. The fact that the sales are conducted by a profit or non-profit organization shall not alter this policy.

Work Time Defined - Breaks, rest room visits, lunch breaks, and the period immediately before and after scheduled hours are not considered work time.

Outside Solicitation – Non-employees who do not have actual legitimate business with Corporate Services are prohibited from soliciting at any time for any purpose on Corporate Services premises.

Nothing in this policy is intended to prohibit or interfere with any state or federally protected employee right.

Corporate Services supports the annual United Way Fund Campaign and shall permit payment of pledges.
6.03 - Tobacco Free/No-Smoking Policy

Delta College has been a tobacco free campus since August 1, 2007. Smoking and the use of tobacco products is not to be permitted anywhere on the campus; including centers, campus buildings, sidewalks, parking lots, building entrances and common areas, and in college-owned vehicles.

In keeping with Corporate Services’ intent to provide a safe and healthful work environment, smoking in the workplace, including on Corporate Services premises, corporate business premises, parking lots and Corporate Services’ or client’s vehicles, is prohibited. This policy applies equally to all employees, clients, vendors, and visitors.
DELTA COLLEGE CORPORATE SERVICES
6.00 – GENERAL INFORMATION
Section 6.04 – Use of Computers, Telephones, and Other Electronic Equipment

6.04 Use of Computers, Telephones, and Other Electronic Equipment

All Delta College Corporate Service Employees and Employees on Assignment are to adhere to the Delta College policies for use of computers, telephones and other electronic equipment. This includes request for telecommuting.
6.05 - Improper Payments, Bribes, and Kickbacks

Bribes, kick-backs, or any other form of improper payments or services to or from any individual with which we do business (in any form and for any purpose) are prohibited.

Corporate Services employees are not to accept gifts from clients, vendors, the public, or other third parties with whom Corporate Services does business. This includes gift certificates, discounts or other materials.
6.06 - Nepotism Policy

An individual should not be employed in a position in which either s/he or a close relative, employed by Corporate Services or Delta College would be in a position to influence the hiring, supervision, hours of work or salary of the other, or if either would be in a position to financially benefit the other. This also applies to transfers.

Close relatives include brothers, sisters, wives, husbands, parents, children and in-law relationships. Relationships should be carefully assessed before a transfer or an offer of regular employment is made.

In cases of marriage between employees working in the same unit of Corporate Services, a decision regarding transfer of a spouse will be made on an individual basis by consultation between Director of Corporate Services and the Human Resources Office.

Individuals must recuse themselves from influencing or participating in decisions related to admission of close relatives (as defined above) to programs administered by Corporate Services (e.g. Fast Start).
6.07 – Voting

Corporate Services does not provide time off for employees to vote with or without pay. All employees are expected to make arrangements to vote prior to or following normal work hours.
6.08 – Non-Work Related Assignments/Projects and Outside Employment

Corporate Services employees may not request, and a Corporate Services employee is not responsible for or required to perform a task for a supervisor, service instructor or other employee which is not directly related to his/her Corporate Services’ position responsibility (i.e., typing of textbooks sold for a profit, personal resumes, outside workshop materials, etc.).

If the Corporate Services employee so desires to do this work, it must be done outside the normal scheduled work day. This work and associated materials cannot in any way be charged to Corporate Services.

A Corporate Services employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Corporate Services and the outside employment does not compete, directly or indirectly, with Corporate Services’ business. All employees will be judged by the same performance standards and will be subject to Corporate Services’ scheduling demands, regardless of any existing outside work requirements.

If Corporate Services determines that an employee’s outside work interferes with performance or the ability to meet the requirements of Corporate Services as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Corporate Services.

Outside employment will present a conflict of interest if it has an adverse impact on Corporate Services. Where a conflict of interest exists, the employee will be required to terminate his/her outside employment or resign his/her position with Corporate Services.
6.09 – Supplemental Teaching Positions

The following procedures apply to all Corporate Services employees’ supplemental teaching (for additional compensation) Academic courses for Delta College.

The maximum that any Corporate Services employee may teach is four (4) equated hours per semester with advance written notification (prior to course schedule finalization) to their immediate supervisor. A Corporate Services employee may teach a maximum of six (6) equated hours per semester with advance written approval (prior to course finalization) of the supervisor and the Director.

Courses will not be taught during scheduled work hours.

Courses will not interfere with primary job duties and responsibilities.

In very limited and unusual situations, upon the request of the Corporate Services Manager and approval of the Director, exceptions to the above may be allowed with the advance written approval of the Director and reviewed by the Human Resources Office prior to the finalization of course assignments.

Employees who are on sick leave must be released to their regular appointment before returning to supplemental teaching.

Employees who are on sick leave will not receive supplemental pay until they have been released to their regular appointment. Any stipends that are currently in effect will be prorated and the courses reassigned.

The Human Resources Office will have oversight responsibility of this procedure.
6.10 – Amorous Relationships Policy and Procedure

Delta College is committed to fostering an educational and work climate characterized by professional and ethical behavior free of discrimination, unlawful harassment, and/or conflicts of interest. Amorous relationships, defined for this policy as consensual relationships of a romantic or sexual nature, between employees and/or other persons within the College, may impair or undermine the learning and/or work environments. Accordingly, it is the policy of Delta College to prohibit any of its employees from exercising authority over other persons with whom the employee has, or has had, an amorous relationship and prohibits amorous relationships between any employee with any student(s) enrolled at Delta College regarding less of the student’s age, consent except as otherwise described herein, or the employee’s authority or evaluative role over the student. Delta College does not tolerate discrimination based on sex, gender identity, gender orientation or any other legally protected classification, nor sexual harassment, sexual assault, or sexual misconduct in violation of Michigan or federal laws.

I. Marriages between College employees and Delta College students and relationships that exist prior to employment with Delta College or enrollment as a Delta College student are excluded under this policy.

II. Employees who violate this policy are subject to discipline, up to and including dismissal.

III. This policy is not intended to prohibit a consensual dating relationship between individuals whose primary roles at Delta College are as regular full-or part-time students, one or both of whom may work at Delta College as a student employee.

Procedures: Employees are prohibited from engaging in amorous relationships with any student(s) enrolled at Delta College in violation of the College-Wide Board Approved Policy on Amorous Relationships. This ban is regardless of the student’s age or whether or not the student is enrolled in the faculty member’s class, if a faculty employee is involved, or is working with any employee as a student, or student-employee. This ban does not include employees who are married to the student involved or to consensual relationships between an employee and student that existed prior to the employee’s hire date with Delta College, or prior to the student’s enrollment at Delta College. This prohibition does not apply to consensual dating relationships between students whose primary purpose at Delta College is as students, as opposed to an employee who is taking a class or classes. This prohibition is for the protection of employees and students to avoid any ultimate allegations of unlawful conduct, undue influence, preferential treatment, or other conflicts of interest.

The Board, or its designee(s) will work to ensure that students and employees are able to participate in their education or employment without unlawful conduct from any employee.
and to be free from undue influence, preferential treatment or other conflicts of interest based on any inappropriate relationship, or consensual amorous relationship between employees whose primary roles at Delta College are as employees and not as students. This includes any employee participating in any decisions regarding any other employee’s employment or student’s education when a current or past consensual amorous relationship exists or existed. Therefore, employees shall recuse themselves from any decision where the outcome impacts another employee’s terms or conditions of employment where the employees have, or have had, a consensual amorous relationship, or in any student’s educational decisions where the employee had a past or current consensual relationship with a student to whom they are married or have a consensual relationship in existence prior to the employee’s date of hire or the student’s enrollment at Delta College, or had a past amorous relationship with the student prior to the College-Wide Board Approved Amorous Relationship Policy and this Procedure.

**Supervisor/Subordinate Relationships**

In the assignment of personnel, the College will avoid conflicts of interest. Accordingly, supervisors and subordinates involved in amorous relationships shall not be assigned to the same work unit, where possible. Should an amorous relationship develop after an assignment has been made, the supervisor or the subordinate will be reassigned to a different unit within the College. It is the responsibility of the supervisor to implement this procedure.

If an alternative work assignment or reassignment (as described above) is not an option, the supervisor must arrange with the appropriate Executive Staff member to have all evaluations, recommendations, and performance reviews pertaining to the subordinate employee handled by another College official. The College President must approve all such arrangements.

The College will take all reasonable and feasible steps to assure that compliance with the Amorous Relationships policy and related procedures does not jeopardize opportunities for career development or advancement of employees.

Failure of any employee to comply with the Amorous Relationships policy and procedures shall be grounds for discipline up to and including discharge.
6.11 – Sexual Misconduct Procedures

Delta College holds as its key values; diversity, integrity, respect, excellence, leadership, innovation, teamwork, and existing as a learning-centered community. The safety and security of all members of the College community (students, employees, and visitors) is inextricably part of all of these values.

Sexual misconduct, in any form, is in direct conflict with Delta College’s values and diminishes the safety and security of all members of the College community. Delta College’s Sexual Misconduct Procedures were developed to take every reasonable measure to prevent, investigate, appropriately respond to, and mitigate the effects of incidents of sexual misconduct. These procedures were created in accordance with State of Michigan and Federal regulations and reflect Delta College’s commitment to the safety of its community.

These procedures are subject to revision based upon the needs of the College community, the effectiveness (or lack thereof) of the procedures, identified best practices in the prevention, investigation, sanctioning, and mitigation of sexual misconduct incidents, and any changes in the applicable State of Michigan and/or Federal regulations governing sexual misconduct prevention, investigation, response, and mitigation. As always, the safety and security of Delta College’s students, employees, and visitors will be the primary concern.

To view the sexual misconduct procedures, employees may access the information on the public webpage. [https://www.delta.edu/equity/title-ix/sexual-misconduct-procedures.html](https://www.delta.edu/equity/title-ix/sexual-misconduct-procedures.html)

Here you will find introduction, scope, definitions, assistance options, prevention, education and training.

Reporting protocols are also provided providing multiple options for making complaints including confidential reports.
6.12 – Dress Standard

Corporate Services employees are representatives of a professional corporation and are expected to dress and present themselves accordingly.

All Corporate Service employees are expected to adhere to Delta College Dress Standards as outlined below.

Any Corporate Service employee working at a client site, or as an employee on assignment, will adhere to the dress policy of the client site. If there is no dress policy at the client site indicated, all Delta College Corporate Services dress standards will apply.

Employees not adhering to dress standards will be subject to disciplinary action.

Questions regarding dress standards should be directed to the employee’s supervisor.

Staff, instructors and student workers are required to wear business casual clothing and Delta College Corporate Services name tag. Wearing a nametag on a daily basis allows those with questions to identify resource people who could provide assistance. If visiting a client off campus or attending a community event representing Delta College wearing your name tag is required. Exceptions to this include Employees on Assignment who will wear client appropriate logo name tag if provided.

The Procedure Manual identifies “business casual” as our minimum dress standard, with the emphasis on “business”. However, employees may interpret “business casual” dress in many ways. The College does not want rigid definitions, but the expectation is for staff to recognize how important it is to consistently project a professional image.

Certainly there are exceptions, related to the area of expertise being taught in a subject area. For instance, within the instructional areas, instructors and facilitators may wear their discipline’s professional attire, such as lab coats for chemistry and health professionals, work clothes for automotive instructors, etc.

Most casual clothing is not suitable for the office, but to help with interpretation, the following lists of acceptable and unacceptable “business casual” attire examples have been developed. Neither list is intended to be all-inclusive and both are open to change.

Acceptable Attire:
Clothing that is accepted in general business office settings, is clean, and presents a professional image.
DELTA COLLEGE CORPORATE SERVICES

6.00 – GENERAL INFORMATION

Section 6.13 – Expense Reports

- Examples include: Khakis, dress pants, dresses, skirts, long and short sleeve dress shirts, appropriate blazer or sweater, Capri’s (below the knee length);
- Sweaters, blazers, business-type jackets;

Student workers are permitted to wear Delta College collared shirt or other professional shirt of their choosing with business casual bottoms outlined above.

Unacceptable Attire:
- Sweatshirts, including hooded sweatshirts, spaghetti-strap dresses, halter-tops, tank tops, or tops with bare shoulders (unless covered by a sweater or another top);
- Low waist pants, sweatpants, leggings, bib overalls, yoga pants, spandex or any other form-fitting pants that are designed for exercising;
- Shorts of any type (including knee-length and cut-offs);
- Short skirts, short dresses, beach dresses. All skirts and dresses should come at least to three inches above your knee while standing.
- Clothing that reveals cleavage or too much of other body parts, such as the chest, back, midriff, and stomach;
- T-shirts with words that can be offensive (wording, logos, pictures, cartoons, slogans, political or religious statements);
- Tennis shoes, sneakers, flip-flops, slippers and very casual sandals;
- Jeans*;
- Hats, bandannas.

*Friday Jean Day(s):
Jeans are not a regularly accepted attire. However, since 2008, Delta College main campus has supported charitable causes, by allowing a special monthly “jeans days” which solicits financial contributions from employees who participate. The occasion typically falls on the last Friday of each month, unless otherwise communicated to faculty and staff. The dollars collected support community causes, scholarships or student special needs.

- Jeans must be tasteful (no low-cut waists, rips, frays, or fading) and must be accompanied by a Delta College shirt. Staff participation in this activity is strictly optional.

- When Delta College logo clothing is being worn on “jeans day”:
  o The shirts should be tasteful, with collars and buttons.
  o Delta College T-shirts can be worn only if layered with a sweater, another top or a jacket;
  o All clothing needs to be neat and unwrinkled and shoes need to be clean.

Policy exceptions include:
Medical needs for a particular type of shoe or attire;
Head covers for religious purposes.
6.13 – Expense Reports

Corporate Services will reimburse employees for reasonable authorized business expenses when traveling on Corporate Services business or when otherwise incurred in the course of business. Employees must submit any business expenses, along with all receipts, on a Corporate Services expense form that has been approved by the employee’s supervisor to the Business Office on a timely basis. Failing to timely submit an expense report may result in a delay or denial in receiving reimbursement.

Corporate Services Expense Report templates and Mileage Reimbursement Report templates are available on the Corporate Services portal or from the employee’s supervisor. The templates contain additional information about allowable business expenses.

To help maintain timely and accurate budget reports, Corporate Services employees are asked to submit their mileage each month.
6.14 - Social Security Number Privacy Policy

In compliance with the Social Security Number Privacy Act, Act 454 of 2004, (the “Act”) Corporate Services requires all employees who use, are exposed to, or have access to employee or other individuals’ social security number(s) (“SSN”) to maintain the strictest confidentiality of these numbers and prohibits unlawful disclosure of any SSN. To this end, Corporate Services expects all employees to comply with the following requirements of the Act:

A. Prohibited Uses

No employee shall intentionally do any of the following with the SSN of another employee or other individual:

1. Publicly display more than four (4) sequential digits of the SSN, including but not limited to visibly printing more than four (4) sequential digits on any identification badge or card, membership card, permit, license, or time records in public view.

2. Use all or more than four (4) sequential digits of the SSN as the primary account number of the individual, unless it is done pursuant to subsection C. below.

3. Require any individual to transmit more than four (4) sequential digits of his/her SSN over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted.

4. Require any individual to use or transmit more than four (4) sequential digits of his/her SSN to gain access to an Internet website or computer system or network unless the system is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the Internet website or computer system or network.

5. Include more than four (4) sequential digits of the SSN in or on any document or information mailed or otherwise sent to an individual if the SSN is visible on or, without manipulation, from outside of the envelope or packaging.

6. Subject to subsection C below, include more than four (4) sequential digits of a SSN in any document or information sent to any individual or entity unless any of the following apply:

   a. State or federal law, rule, regulation, or court order authorizes, permits or requires the SSN appear in the document;
b. The document is sent as part of an application or enrollment process initiated by the individual;

c. The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a SSN of an individual who has an account, contract, policy, or employee or health insurance benefit;

d. The document or information is mailed at the request of an individual whose SSN appears in the document or information or is mailed to his/her parent or legal guardian.

e. The document or information is mailed in a manner or for a purpose consistent with the Gramm-Leach-Bliley Act, 15 USC 6801 to 6809; with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Public Law 104-191; or with section 537 or 539 of the Insurance Code of 1956, Act 218 of 1956.

B. Allowable Uses

The prohibited uses in section A. above do not apply to the following situations:

1. Use of a complete SSN that is authorized or required by state, federal statute, rule, regulation, by court order or rule, or pursuant to legal discovery or process.

2. Use of a complete SSN as part of a criminal investigation or prosecution when provided to, or received from a Title IV-D Agency, law enforcement agency, court or prosecutor.

C. No Violation

It is not a violation of A, 2 above -- Use of more than four (4) sequential digits of a SSN for a primary account or A, 6 above -- Use of more than four (4) sequential digits when mailing documents or information, to use more than four (4) sequential digits of a SSN if the use is for any of the following:

1. An administrative use in the ordinary course of business, by a person or a vendor or contractor of a person, to do the following:

   a. Verify an individual’s identity or similar administrative task related to an account, transaction, product, service or employment or any of these being proposed;
Section 6.14 – Social Security Number Privacy Policy

b. Investigate an individual’s claim, credit, criminal, or driving history, such as in a background or reference check;

c. Detect, prevent, or deter identity theft or another crime;

d. Lawfully pursue or enforce an individual’s legal rights, such as for tax or employee benefit purposes, collection, an audit, or other investigation;

e. Lawfully investigate, collect or enforce a child or spousal support obligation or tax liability, or

f. Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

2. A use of more than four (4) sequential digits of a SSN as a primary account number if:

   a. The use began before March 1, 2005;

   b. The use is ongoing, continuous, and in the ordinary course of business. If the use is stopped for any reason, this section will no longer apply.

D. Authorized Access

Corporate Services will allow access to documents or information that contains SSNs only to those individuals who have a legitimate business purpose to access employee or other individuals’ SSNs and who adhere to the requirements of this policy.

E. Destruction and Disposal

When Corporate Services no longer has a legitimate business purpose for the document or information containing an individual’s SSN, the document or information must be properly shredded and disposed of to avoid inadvertent disclosure. Destruction and disposal will occur in conjunction with state, federal, and Corporate Services records retention policies and requirements.

F. Penalty for Violation of This Policy

Any employee who intentionally violates this policy will be subject to discipline, up to and including discharge for misconduct and may be further subject to criminal and civil fines and penalties, including prosecution.
In the unlikely event that any employee’s personal information is accessed and acquired by any non-employee of Corporate Services without authorization, Corporate Services will notify all affected employees in writing as soon as possible. Personal information includes an employee’s:

- Name;
- Address;
- Telephone number;
- Driver’s license or state personal identification card number;
- Social security number;
- Place of employment;
- Employee identification number;
- Employer or taxpayer identification number;
- Government passport number;
- Health insurance identification number;
- Mother’s maiden name;
- Checking account number;
- Savings account number;
- Financial transaction devise account number or the person’s account password;
- Stock or other security certificate or account number;
- Credit card number;
- Vital record; and
- Medical records or information.

All employees are expected to understand what documents are determined “sensitive information” and provide adequate encryption of those documents to ensure security. Visit the OIT site on the Delta College portal for the quick reference guide and training.
6.15 - Copyright

Legal protection for copyrighted material is provided by federal law, and applies automatically to all materials reduced to any medium that can be copied regardless of whether a copyright notice appears anywhere on the materials.

Corporate Services employees are prohibited from reproducing in any manner copyrighted materials without the express permission of the author.

Corporate Services employees are responsible for knowing and abiding by the law, and will be held personally responsible in the event an action for copyright infringement is brought against Corporate Services.
6.16 Employee Agreements

All employee agreement documents will be presented to and discussed thoroughly with the employees during the hiring process. Failure to sign the documents will result in employee not moving forward as an eligible candidate for any role in Corporate Services.

All Delta College Corporate Service Employees are required to sign a non-disclosure agreement. This agreement protects the confidential information of clients we serve and is maintained in effect during and after the time of employment.

Due to the competitive and contractual nature of training administration work, Delta College Corporate Services may require employees to sign a non-compete agreement. This would into effect up to 12 months past termination of employment.
6.00 – GENERAL INFORMATION

Section 6.17 – Term of Employment

6.17 - Term of Employment

Corporate Services employees are employed “at-will”, unless otherwise stated in a written contract signed by the President of Delta College specifying an employment term. This means that both Corporate Services and the employee have the right to terminate employment at any time with or without cause. Nothing in this Employee Handbook or any oral or written representation by any employee, official, manager or supervisor of Corporate Services shall be construed as a contract of employment, unless the President of Delta College signs a written contract of employment. Only the President has the authority to alter the terms and conditions of the at-will employment relationship. Any such alteration by the President must be in writing and signed by the President, as well as the employee.
6.18 – Delta College Corporate Services Complaint Process

As required by the Higher Learning Commission, Delta College needs to have a record of general complaints and concerns voiced by students and other community members. Delta has chosen the Maxient online reporting system as the mechanism for recording both the complaint as well as the verification of resolution. (Note: this Process does not govern employee complaints. For the Employee Grievance Policy see Section 1.04 of the Delta College Corporate Services Employee Handbook.)

STAKEHOLDER COMPLAINTS
Stakeholders (defined as Delta College students and faculty, and customers and clients of Delta College Corporate Services and its constituent divisions who work directly with Corporate Services or Small Business Development Center staff) have several methods by which they can raise a concern for resolution.

The following list outlines the parties responsible for initial complaint response and resolution related to specific matters:

- Manager of Development: Corporate Services concerns related to contract training, schedule, price or delivery, instructor concerns
- Manager of Finance: concerns related to finance, MNJTP administration and fees
- SBDC Regional Director: All concerns related to SBDC
- Director of Corporate Services: grant, off-site contracts, Fast Start™, public relations, all other

If any staff member is contacted by a Stakeholder with a concern or complaint, the staff member should first report the issue to his/her direct supervisor (listed above). Delta College Corporate Services encourages direct resolution whereby any individual who has a concern works directly with the lead staff member involved. If the issue is not solved to the Stakeholder’s satisfaction, he or she may contact the Director of Corporate Services for a meeting to further discuss the issue and any alternative solutions.

A concern or complaint should be logged in the Maxient System when it involves a problem or issue that needs a resolution or a response. We trust that you will use your professional judgement when submitting complaints.

The supervisor, listed above, may choose to report the complaint in the Maxient system online. Complaints logged in Maxient should not identify a specific Stakeholder as the cause of the issue but should be identified by the relevant department or area, date of the complaint and incident (if any) resulting in the complaint. The form also provides a space for entering the resolution. If the issue has been resolved, please record that information in the resolution space provided.

If a supervisor listed above receives a complaint related to activity outside of Corporate Services,
the supervisor may refer the complaint to a different person or department at Delta College to address the complaint. Please share the referral in the space provide for the resolution. The form will be forwarded to the appropriate individual for resolution.

CONTRACTED SERVICES/TRAINING ADMINISTRATION COMPLAINTS
Delta College Corporate Services Employees on Assignment are to contact their manager on site with any concerns or complaints. If the issue is not solved to the Employee’s satisfaction, the Employee may contact the Director of Corporate Services for a meeting to further discuss the issue and any alternative solutions.
All other complaints and concerns expressed will follow the business site process for recording and resolving complaints.

GENERAL PUBLIC COMPLAINTS/CONCERNS
The general public can submit their concern on the Delta College public website. Individuals seeking to confidentially disclose a concern are encouraged to use this form.
http://www.delta.edu/report-incident.html

MAXIENT FORMS
Delta College has separated the reporting structure for potential violations into the following categories listed below. When situations arise, resolved or otherwise, please report it through Maxient using the appropriate form. The majority of concerns are to be logged under the General Concern/Complaint form.

All of the reporting forms can be found online at https://www.delta.edu/report-incident.html

General Concern/Complaint
General Concern/Complaint covers a wide array of situations related to college processes and programs and excludes violations of the Rules of Regulations of Conduct or Academic Integrity.

All concerns related to Corporate Services or the Small Business Development Center submitted via this the General Public Complaint/Concern form, are sent to the Director of Corporate Services. The concerns will be addressed by the Director or forwarded to the appropriate personnel to resolve. Once resolved, the Director of Corporate Services will record the resolution and close the incident report.
Conduct/Behavior Violation
Conduct/Behavior violations that are not related to an allegation of cheating or plagiarism (disruptive student, disorderly conduct, etc.). If you have questions about whether a behavior is considered a violation, please contact the Dean of Students.

(Note: All Corporate Service participants who are registered as “guest students” of the College are considered students of the college. The Director of Corporate Services is responsible to complete a Conduct/Behavior Violation form indicating the issue and the resolution. All student conduct complaints go to Delta College Conduct Review Officer. The Director will receive a follow up call from the Conduct Review Officer.)

Concerning, Worrisome, or Threatening Behaviors (BIRB)
Concerning, worrisome or threatening behaviors are often exhibited by students who are in or near crisis and need additional attention in order to ensure they are safe, the community is safe, and that they continue to be successful while at Delta College. If you have questions about whether a behavior should be considered for a BIRB report, please contact Public Safety at 989-686-9145. If this is an immediate emergency or imminent threat please contact Public Safety at x9111.

Equity/Sexual Misconduct Complaints
Equity/Sexual Misconduct complaints can address behaviors that create a hostile learning or working environment. The behaviors include, but are not limited to: discrimination, harassment, stalking, and/or intimate partner violence. If you have a learning or work environment situation related to your role as a student or employee of Delta College, we will work to remedy the situation. If you have questions about completing this form, please contact the Equity Office.
6.19 - Policies Subject to Change

Corporate Services continually reviews its personnel policies and employee benefits and reserves the right to modify, supplement, amend, or delete any of the provisions contained in this Handbook at any time. Corporate Services will generally give employees advance or simultaneous notice of any changes’ effective date.
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DELTA COLLEGE CORPORATE SERVICES
7.00 – EMERGENCY/SAFETY PROCEDURES
Section 7.01 – Safety Policy

7.01 - Safety Policy

Corporate Services Responsibilities

Corporate Services realizes the responsibility for the implementation of a Loss Prevention Program. The prevention of accidents and the achievement of safe work practices are of great importance. Of equal importance is our responsibility as an employer to provide for employees safe working conditions, free from recognized hazards. In order to accomplish this, it is the policy of Corporate Services to:

1. Provide a safe and healthful place of employment for all employees and subcontractors, and to abide by all applicable federal, state, and local safety regulations as they pertain to our industry.

2. Enforce this policy and its provisions.

3. Require all employees and subcontractors to abide by this safety policy.

4. Establish a procedure for the treatment of injuries.

5. Provide safety education for personnel.

6. Observe all good safety practices as dictated by location and circumstances.

Employee Responsibilities

Each employee is reminded that job safety is an integral part of the operations of Corporate Services. With this in mind, each employee shall take on the responsibility of observing all safety rules and regulations for the preservation of not only him/herself, but also his/her fellow workers. Failure to comply with Corporate Services Safety Policy, and the client’s safety policies at their worksite, or failure to take due care and caution to prevent accidents and injuries, shall be grounds for immediate disciplinary action.

1. Supervisors shall insist on all employees observing and obeying every safety regulation and order and shall take such action as necessary to obtain compliance.

2. Employees must report every accident/incident involving bodily injury, motor vehicle damage to property or material and work equipment, either owned, leased, or rented or in the care, custody, and control of Corporate Services immediately to their immediate supervisor. The extent of injury or dollar amount of damage has
no bearing on this requirement. The proper authorities, such as the police department, shall be notified, when applicable.

3. The consuming of liquor, intoxicating beverages, or working in any unfit condition, or consuming drugs or alcohol during or immediately prior to working hours is prohibited.

4. Horseplay, scuffling, and any other acts which have an adverse influence on the safety of the employees or that could result in property damage are prohibited.

5. Good housekeeping shall be maintained in all work areas.

6. No employee shall leave materials in aisles, walkways, stairways, roads, or other points of egress.

7. All posted safety rules must be obeyed and must not be removed except by management's authorization.

8. All employees must comply at all times with all federal, state, and local safety laws, and Corporate Services regulations and policies.

9. All employees shall obey the safety regulations of the owner or client whenever they exceed these safety policies.
7.02 – Injury/Accident Reporting Procedure

Reporting Injuries and Accidents

Employees must advise their supervisors of all accidents, injuries or illness that occur while at work. They must be reported immediately and under no circumstances later than within twenty-four (24) hours of the occurrence, no matter how slight they may appear. Corporate Services, in conjunction with the Campus Public Safety Office, will provide the proper forms for reporting accidents, injuries, and illness. Failure to report these occurrences will be cause for disciplinary action.

In case of an accident in a Corporate Services-owned vehicle, all information must be reported immediately to the employee’s supervisor. In no instance should responsibility for the accident be expressed to anyone until the proper persons in Corporate Services have been notified and permission given to make statements.

Injuries and Accidents at Corporate Services Locations

If an employee sustains a personal injury or occupational disease, which arises out of and in the course of employment, the employee must report a work-related claim of injury or illness with the Public Safety Department.

1. All injuries/illnesses must be reported to Public Safety and the employee’s immediate supervisor within 24 hours of the injury/illness.

2. If at the time of the injury/illness the employee needs to seek treatment, authorization must be given by Public Safety or the Human Resources Office (Ext. 9106 or 9107) prior to receiving treatment. Employees requiring treatment must use the College’s authorized Health Services provider. Employees electing to seek their own treatment will be responsible for all payments incurred.

3. If treatment is needed, other than at the time of the injury, the employee must contact the Human Resources Office for authorization prior to seeking treatment at the approved Health Services provider.

4. All employees seeking treatment due to a work related injury or illness will be drug and alcohol tested at the time of the visit.

5. The employee will be responsible for providing the Human Resources Office with a copy of their physician’s statement.

6. If necessary, Human Resources will complete the appropriate forms to be forwarded to our Workers’ Compensation Company. Any bills the employee receives as a result of the work-
related injury/illness must be sent to the Human Resources Office. Any lost time as a result of a work-related injury or illness will be reported as sick leave, if available.

Injuries/illnesses occurring off campus, which are work-related, must be reported by phone as per the above instructions.

Injuries and Accidents at Client Locations

Work-related injuries/illnesses occurring at client locations must be reported by phone as per the above instructions.

In addition, the client’s procedures for injury/accident reporting by contractors/visitors must be followed.

OSHA Reporting

The Human Resources Office is responsible for OSHA related injury/accident reporting.

Employees should contact the Human Resources Office with any questions regarding OSHA Injury/Accident Reporting.
7.03 – Fires, Tornadoes, and Use of Emergency Equipment

Employees must always be prepared for emergency situations while at work. When an emergency situation occurs at a client’s worksite, employees should follow the client’s emergency procedures. If an emergency occurs at Corporate Services or in transit to a work site, the following procedures should be followed:

A. Fire or Major Disaster

1. In the event of fire or major disaster, the person in charge will assume complete responsibility for the safety of others, activate the nearest fire alarm, and vacate the buildings.

2. Fire drills will be conducted periodically to practice proper fire evacuation procedures.

B. Tornado Safety Rules

1. Whenever possible, seek inside shelter, preferably in a cellar, basement, underground excavation, or a steel-framed or reinforced concrete building of substantial construction. Stay away from windows.

2. In office buildings with windows - stand in an interior hallway on a lower floor, away from windows and preferably in the basement.

3. If no basement is available, take cover under heavy furniture in the center-point of the building. Open some windows but stay away from them.

4. Avoid auditoriums, gymnasiums, or other areas with large free-span roofs.

5. In open country, move away from the tornado at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine. Get out of an automobile into a ditch or ravine.

6. Listen to a radio for the latest information and instructions. Do not tie up the telephone lines.

7. If a flashlight is available, keep it ready for use.

REMEMBER: TORNADO WATCH: Means tornadoes are expected to develop.
TORNADO WARNING: Means a tornado has actually been sighted.
C. Bomb Threats

Person or persons receiving a bomb threat call should

- Remain calm
- Attempt to obtain as much information as possible about the caller and the situation
- Call the Department of Public Safety immediately at ext. 9111
- If instructed to evacuate, move a safe distance away, at least 500 yards, from the building.

D. Oxygen Equipment

In case of an emergency, oxygen equipment should be used only by employees who have been trained in the proper use of this equipment.
7.04 – Adverse Weather Policy

Adverse Weather:

Corporate Services provides services for business and industry and must function similarly to the business that it serves. Therefore, when Delta College announces it is closed, this does not mean that Delta College Corporate Services is closed.

Harsh winter weather resulting in severe, adverse conditions or other situations may affect the regular operations of our business. It is difficult to determine what weather conditions are like at all the various Delta College Corporate Services sites. Some of our sites are located within the clients’ location and they depend upon us regardless of weather conditions.

Corporate Services does not encourage employees to take unnecessary risks. Travel decisions must be the responsibility of each employee after assessing the road conditions in their respective area, the condition of their vehicle and their driving skills. Weather conditions are rarely uniform throughout such a large area, and this adds to the difficulty of determining whether to close a site.

Managers at each site know best what the weather conditions are in their specific location. Obviously, a blizzard in Saginaw may not cause another site in another city to close. Decisions on whether to close a site because of harsh conditions will be made on a site-by-site basis. This closing will be done in collaboration with the manager and Director responsible for the site, along with input from the Director. Employees assigned to a client’s location should consult with their client’s senior management at that site as well.

Managers and/or scheduling coordinators of training should be aware of weather conditions during the late fall through the early spring of the year and take proactive measures to ensure that our clients (whether internal or external) are safe. If inclement weather is forecasted, taking home a prepared listing of contact names (including the facilitator) and telephone number will ensure that our clients will be contacted early in the morning as to any cancellations or delays.

- The Director is responsible for ensuring that a plan is in place to communicate to all employees whether business sites are open or closed. All Corporate Services employees are to register for emergency alerts using the Delta College online system. This will provide a text message, email and other electronic notification in the event campus is closed.

- Each manager is responsible for making sure his/her employees are aware of this adverse weather policy and any other special guidelines for their specific site and should review the information during regular staff meetings.
• Corporate Services employees at the main campus location: if Delta College is closed, employees are not to report. If the main campus is on a delay for weather, employees are to report at the stated time when all other Delta employees report.

The salesperson assigned to business accounts that hold training at the main campus must get the businesses prior agreement to holding the training in the event campus is closed. If this is the case, the instructor who is scheduled to deliver the training and the business participants are expected to go to campus for the training.

• Operations staff from Corporate Services will provide public safety and facilities a schedule of all training held on campus.

• In the event of snow and campus closure, facilities agrees to plow lots located by the training area.

• Corporate Services employees at off-campus or client locations: if the site is closed, employees do not report.

• If a site remains open, and an employee chooses not to report for work on that day, the employee with approval from their supervisor may elect to take the day off as a vacation day (personal or comp time could also be used for those who have that benefit). If the time is not available, the time would be considered leave without pay. Corporate Services may allow employees to make-up their lost time due to inclement weather in the same work week.

• Each manager is responsible for ensuring communication to training participants the adverse weather policy for the training location (through a letter of confirmation or on the first day of a multi-day course).

Adverse Weather Pay:

If a Corporate Services site is closed:

Non-exempt employees will be paid as follows:

A. If a Corporate Services site is closed:
   
   i. prior to the start of the normal work day, employees will be paid for their regular scheduled time.

   ii. after the normal day has begun, employees will be paid in full for the time the office was closed (if they were scheduled to work during that period) plus whatever time they were at work prior to closing.
iii. Until a specific hour, employees will be paid for that period closed (if they were scheduled to work during that period) and if they report to work at the time the office is scheduled to reopen.

iv. and under i and ii above (closing occurs after the day begins), and an employee has not been at work, s/he may use personal leave or vacation to charge against that absence and get full credit for the day.
7.05 - Anti-Workplace Violence Policy

Corporate Services is concerned about preventing incidents of violence. It is Corporate Services’ policy to expressly prohibit any acts or threats of violence by any Corporate Services employee or former employee against any other employee in or about Corporate Services facilities or elsewhere at any time. Corporate Services will not condone any acts or threats of violence against Corporate Services employees, clients, vendors, or visitors on Corporate Services property at any time or while they are engaged in business with or on behalf of Corporate Services on or off of Corporate Services premises.

In furtherance of this policy, employees have a “duty to warn” their supervisors, security personnel, or Human Resources representatives of any suspicious workplace activity or potential or actual situations or incidents of violence or threats of violence that they observe or are aware of. Employees involved in situations of domestic violence are also encouraged to notify campus police as a precautionary measure should any acts of domestic violence occur at work. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent under the circumstances and based upon investigatory requirements. Corporate Services will not condone any form of retaliation against any employee for making a good faith report under this policy.
7.06 - No Weapons/Search Policy

To help ensure a safe and productive work environment for our employees and others, Corporate Services has adopted a policy prohibiting deadly weapons and destructive devices.

While on Corporate Services premises and while conducting business-related activities off Corporate Services premises, no employee may use, possess, store, distribute, or sell any deadly weapon or destructive device. Any employee who is licensed to carry a concealed weapon under Michigan’s Firearms Statute, Act 372 of 1927, MCLA 28.421, et seq, may do so off any worksite premises and outside of working time consistent with the concealed weapons law. To the extent allowed by law, former employees, clients, vendors, and visitors, are also prohibited from bringing deadly weapons and destructive devices onto Corporate Services premises, including parking lots, unless specifically authorized by management for law enforcement or security reasons.

A. “Deadly weapon” as applied in this policy is:

1. Any weapon from which a shot readily capable of producing death or serious physical injury may be discharged;
2. Any knife other than an ordinary pocket knife with a blade of less than 3”;
3. Billy or nightstick;
4. Blackjack or slapjack;
5. Artificial knuckles made from metal, plastic, or similar hard material; and
6. Any item that in management’s discretion could be used to cause deadly bodily harm or serious physical injury.

B. A “destructive device” means:

1. any explosive;
2. incendiary;
3. poison gas bomb;
4. grenade;
5. mine;
6. rocket;
7. missile; or
8. similar device; and
9. includes the unassembled components from which such a device can be made.

Corporate Services reserves the right to search based on reasonable suspicion of theft, violence, or other misconduct any person entering its property or while performing services for Corporate
Services offsite. This includes the right to search property, equipment, and storage areas including, but not limited to, clothing, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, cabinets, lunch and equipment boxes or bags, and equipment. Any items which an employee does not want to have inspected should not be brought to work. Employees should not have any expectations of privacy on Corporate Services premises or at remote worksites.

Employees have a “duty to warn” their supervisors, security personnel, or human resources representatives of any suspicious or actual workplace activity, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, clients, vendors, or visitors involving actual or potential workplace violence. This includes, but is not limited to: reporting the use, possession, storage, distribution, or selling of any deadly weapon or destructive device or any actual or threatened bodily harm or injury to property. Employees involved in situations of domestic violence are also encouraged to notify campus police as a precautionary measure should any acts of domestic violence occur at work. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible under the circumstances and based upon investigatory requirements. Corporate Services will not condone any form of retaliation against any employee for making a report under this policy.

This policy is necessary for the safety and security of everyone at Corporate Services and for the protection of our property and facilities. Submission to and compliance with these rules is a condition of continued employment. Thus, violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.
7.07 - Drug and Alcohol Free Workplace Policy

A. Purpose

The purpose of this policy is to ensure a safe, healthy, and secure work environment, to protect Corporate Services and client property, to ensure efficient operations, and to provide reasonable assurance that all persons working for Corporate Services are fit to work and not compromised by any legal or illegal substance, drug, or alcohol.

Individuals under the influence of drugs and alcohol on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with the user. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing or selling alcohol or controlled or illegal substances, or having alcohol, or controlled or illegal substances or prescription medications in an employee’s system, without medical authorization when applicable, on Corporate Services premises, at off-site work locations, or in Corporate Services vehicles will result in disciplinary action up to and including immediate termination.

B. Requirements

It is Corporate Services’ policy that all employees shall take any necessary measures to ensure that the use of alcohol and/or the use of illegal or controlled substances or the abuse or misuse of prescription drugs or over-the-counter medications do not endanger the health, safety, and security of our employees, our operations, our clients, or all people who come into contact with our workplace and property. Corporate Services shall also comply with any requirements under applicable law. In accordance with this policy, the following shall apply to all employees:

1. The unlawful use, possession, sale, conveyance, distribution, dispensation, concealment, transportation, or manufacture of drugs, chemical intoxicants, controlled substances, or drug paraphernalia by any employee, on or off Corporate Services property, during or outside of work hours, shall be strictly prohibited. Any such conduct on Corporate Services premises, during work hours, or outside of work that is within Corporate Services’ knowledge, will be reported to the appropriate law enforcement agency.

2. Employees may not possess or use prescription drugs on Corporate Services premises or at any off-site work location, in any Corporate Services vehicle, or at any Corporate Services sponsored or paid for function that is not prescribed for them. Prescription medications shall be used only in the manner, combination, and quantity prescribed.

3. Employees may not misuse or abuse prescribed or over-the-counter medications, or other household products that may be intentionally misused as mind altering
substances, on Corporate Services premises, at any off-site work location, in any Corporate Services vehicle, or at any Corporate Services sponsored or paid for function. Employees with prescribed medications must ensure with their health care provider that it is safe for them to work while taking the prescription. If the employee is taking a prescription or over-the-counter medication that may interfere with their job duties or cause potential safety concerns, such as causing drowsiness that may interfere with the safe operation of a vehicle, the employee must notify his/her supervisor.

4. The use, possession, sale, transfer, or purchase of any alcohol on Corporate Services property, at any off-site work location, or in any Corporate Services vehicle is strictly prohibited. The only exception shall be the consumption of alcohol on Corporate Services or client premises when management authorizes it in conjunction with a Corporate Services or client sponsored social function.

5. Any employee who reports to work in an unfit condition, or during work becomes unfit to work, shall be removed and subject to discipline up to and including discharge. Unfit shall include having any measurable amount of alcohol or illegal drugs, or controlled substances in the employee’s system, or any prescribed or over-the-counter medication, or household chemical that is misused or abused. Should it be determined that the employee is or was unfit for work due to a medical condition, the employee will not be subject to discipline, but may be required to provide a doctor’s certification prior to returning stating that he/she is capable of performing the duties of his/her job with or without reasonable accommodation.

6. Employees may not operate any Corporate Services vehicles while under the influence of drugs or alcohol. Any employee who has been drinking must make arrangements for alternate transportation. Any employee charged with traffic violations for operating a Corporate Services vehicle under the influence will be solely responsible for all liabilities that result and will be subject to discipline up to and including discharge.

7. Employees whose drug/alcohol test is positive, shall be deemed to be in violation of this policy. The individual will be removed from the site and will be subject to Corporate Services’ disciplinary policy, up to and including discharge.

C. Elements of the Policy

Corporate Services understands and accepts its right and responsibility to maintain a drug and alcohol free workplace. To ensure that the objectives of our corporate policy are met, Corporate Services has implemented this policy with the following elements:
1. Employee Awareness

Each department or operating group, in conjunction with the Human Resources Office, will ensure that employees are aware of Corporate Services’ Drug and Alcohol Free Workplace Policy and will require each employee, as a condition of initial and continuing employment, to certify his/her understanding of the requirements of this policy and acknowledge his/her obligation to be in compliance at all times.

2. Education and Training

At the sole discretion of Corporate Services, on a periodic basis, management may require employees to participate in, or be subject to, education and training on the effects of use, misuse, and abuse of alcohol, illegal or controlled substances, and prescription and/or over-the-counter medications. Education and training may be accomplished through, posters, seminars, distribution of educational literature, supervisor training, or any other such means as Corporate Services may elect.

3. Testing

If required by a client for on-site employment as a condition of initial and continued employment, Corporate Services may require an employee to participate in, and be subject to, drug and/or alcohol testing pursuant to this policy.

4. Counseling and/or Other Treatment Programs

Corporate Services encourages employees who acknowledge drug or alcohol abuse or dependence to seek counseling and/or substance abuse treatment, including but not limited to: in or outpatient rehabilitation, detoxification, Narcotics Anonymous (“NA”), Alcoholics Anonymous (“AA”), an employee assistance program (“EAP”), or other counseling or treatment provided through a qualified health care provider. Employees should check their group health insurance summary of benefits for any applicable coverage for such treatment. Any treatment or counseling services not covered through health care insurance will be at the employee’s expense. Any information that the employee or his/her health care provider provides to Corporate Services pursuant to the employee’s authorization shall be maintained in confidence and disclosed on a need-to-know basis only. In Corporate Services’ sole discretion, it may require the employee’s participation in a drug rehabilitation or treatment program as follows:

   i. Assistance provided may be in the form of counseling, therapy, detoxification, or immersion in an in or out-patient drug treatment program, at the employee’s expense;
ii. An employee who refuses participation in rehabilitation or fails to successfully complete the rehabilitation program and remain drug and/or alcohol free will be terminated;

iii. Referral to an EAP will not be made in a vacuum nor be segregated from disciplinary action. Rehabilitative efforts will require periodic management assessments regarding an employee’s progress, and will require the employee to sign a Last Chance Agreement requiring the employee to be drug and/or alcohol free and follow the prescribed treatment program. The employee will also be required to sign an authorization for release of medical information pertaining to the treatment.

Employee participation in a drug or alcohol treatment program does not prohibit Corporate Services from disciplining the employee for their current drug or alcohol use, up to and including termination.

5. Notification Requirements

In accordance with the Federal Drug Free Workplace Act, employees must notify Corporate Services of any criminal drug statute conviction no later than five (5) days after such conviction. Failure to timely notify Corporate Services of a conviction for a criminal drug statute violation, whether or not occurring in the workplace, will be subject to disciplinary action up to and including termination. Employees are also required to report any known violations of this Drug and Alcohol Free Workplace policy to management.
6. Authority/Responsibility

i. Management is responsible for implementing the policy to ensure that its objectives are communicated to all employees and problems are handled in a confidential, timely and professional manner.

ii. Management will ensure that all employees are given a copy of Corporate Services’ policy and procedures. HR will also be responsible for obtaining employee certifications and establishing any education and training programs. Additionally, HR will be the central contact point for Corporate Services interaction with an EAP, or other health care provider and for maintaining documentation on rehabilitative actions and disciplinary actions regarding drug or alcohol related offenses.

iii. Management reserves the right to change, delete, or add to this policy in its sole discretion. Any changes will be communicated to employees.
8.01 – Disciplinary Action

The successful business operation and reputation of Corporate Services is built upon the principles of fair dealing and the ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Corporate Services is dependent upon our clients’, vendors’, co-workers’, and the public’s trust and we are dedicated to preserving that trust. Employees owe a duty to Corporate Services, its clients, vendors, co-workers, and the public to act in a way that will merit their continued trust. Corporate Services will comply with all applicable laws and regulations and expects its directors, managers, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, an employee should discuss the matter with her/his immediate supervisor and, if necessary, with the Human Resources Office and/or the Director of Corporate Services for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Corporate Services employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Employee Responsibilities

Corporate Services has always maintained the highest standards of service to our clients, vendors, co-workers, and the public. Therefore, in interactions with the public and with each other, Corporate Services expects that all employees shall respect the dignity of each individual.

The following guidelines should be understood by employees of Corporate Services. If any of these actions or any one of the previously mentioned actions or similarly egregious action is taken by an employee, it can result in disciplinary action up to and including dismissal.

1. Improperly treating a fellow employee, client, or any other person.

2. Failing to meet a Corporate Services’ or client’s measure of efficiency and productivity.
3. Placing long distance personal telephone calls or making excessive telephone calls on a Corporate Services telephone, including mobile telephones.

4. Unauthorized or chronic absences from work (including late arrival or early departure or late return from a meal period).

5. Sleeping on Corporate Services’ or a client’s property or during the time in which an employee is supposed to be working.

6. Damaging, abusing, wasting, hiding, concealing, misappropriating, or stealing Corporate Services property or the property of any Corporate Services employee, client, vendor, or visitor.

7. Removing Corporate Services property or records or that of any client, visitor, or vendor without written authorization.

8. Falsifying any employment, personnel, investigation, or other work-related document, record, or statement.

9. Giving false or misleading testimony in the course of any work-related investigation, interview, or meeting.

10. Violating the law on any worksite property or non-worksite property during work time including, but not limited to, gambling, use of illegal drugs or misuse or abuse of prescriptions or over-the-counter medications.

11. Fighting or starting a disturbance on Corporate Services’ premises, at any worksite, or while performing job duties, including, but not limited to, assaulting or intimidating any individual.

12. Unauthorized possession of firearms, weapons, or dangerous substances while performing job duties or on Corporate Services’ or any client’s premises.

13. Reporting to work in a condition unfit to perform the employee’s duties, including reporting to work with measurable amounts of illegal drugs, controlled substances, alcohol, or the misuse/abuse of prescription or over-the-counter medications.

14. Possessing, using, consuming, or selling alcohol, illegal drugs or controlled substances or distribution of prescribed medications to third parties on
Corporate Services’ premises, at any worksite, or while performing job duties.

15. Smoking, eating, or drinking in prohibited areas.

16. Violating a safety rule or practice or creating or contributing to unhealthful or unsanitary conditions.

17. Acting in conflict with the interests of Corporate Services, its clients and/or Delta College.

18. Disclosing confidential or proprietary information without authorization.

19. Solicitation or distribution on any worksite property during work time.

20. Using profanity, foul, or abusive language toward others.

21. Failing to fully cooperate in any workplace investigation.

22. Concealing defective work.

23. Unauthorized use or sale of any Corporate Services or client owned property, salvage material, or equipment.

24. Gross negligence or willful acts in the performance of duties.

25. Insubordination - a willful and deliberate refusal to follow reasonable orders by a supervisor or member of management.

26. Failing to call in and failing to report to work for one (1) or more consecutive days.

27. Violation of any law other than minor traffic violations during the course of employment.

28. Violation of any Corporate Services policy, procedure, or work rule.

29. Violation of any assigned worksite’s policies, procedures, or rules.

30. Providing services to Corporate Services clients or others that are in competition with Corporate Services.
The above rules do not form a contract of employment between the employee and the employer. These rules are for purposes of informing the employees of prohibited conduct, however are not necessarily exhaustive. Corporate Services reserves the right to discipline or terminate employees for other conduct determined by Corporate Services in its sole discretion to be unacceptable. Corporate Services also reserves the right to issue additional rules or revise those found above. Nothing in this policy shall create an expectation of continued employment or an expectation of termination for just cause only.

Progressive Discipline/Discipline and Discharge

Corporate Services has established policies and procedures concerning employee conduct which are deemed necessary to ensure the orderly and efficient operation of Corporate Services. The type and severity of the disciplinary action will depend upon the nature and seriousness of the offense, the employee’s disciplinary and work history, and any mitigating or aggravating circumstances.

It is the established policy of Corporate Services that any conduct, in its view, that interferes with or adversely affects employment is sufficient grounds for disciplinary action ranging from verbal warnings to immediate discharge. Per the terms of the client contracts, employees may be disciplined up to and including discharge if their performance is not meeting the client’s expectations.

Corporate Services may impose any of the following types of actions IN ANY ORDER to respond fairly to employee misconduct. Corporate Services may take a disciplinary action that is not outlined below and may forego any or all of the steps identified:

1. **Verbal Reprimand:** The employee’s supervisor will discuss the offense with the employee and will document the oral warning with a copy placed in the employee’s personnel file.

2. **Written Reprimand:** A reprimand memo stating the offense and potential action will be prepared by the employee’s supervisor and reviewed by the Director of Corporate Services or the Human Resources Director. The Supervisor will review the reprimand memo with the employee. The employee may be asked to sign the memo acknowledging that the reprimand has been discussed with him/her. The employee’s signature does not indicate whether the employee agrees with the discipline. A copy will be placed in the employee’s personnel file.

3. **Suspension:** A record of the meeting stating the offense and length of suspension will be prepared by the employee’s supervisor and reviewed by the Director of Corporate Services or the Human Resources Director. The supervisor will review the suspension memo with the employee. The employee may be asked to sign the suspension slip. A copy will be placed in his/her personnel file. The supervisor
shall suspend the employee for a specified period of time. Unpaid suspensions for
exempt employees will be in complete work week increments, and/or in compliance
with applicable department of labor regulations for serious misconduct.

4. Discharge: The employee supervisor will document the offense, review with the Director
of Corporate Services or The Human Resources Director, and provide written
notice of the decision to the employee.
9.01 – Termination of Employment

Termination of employment of any Corporate Services employee will be handled by the Director of Human Resources (or her/his designee), in conjunction with a Corporate Services Director.

Termination of employment of any employee should be reported immediately on the appropriate HR action form by the employee’s supervisor to Human Resources for processing.

For any separation, unused sick time will not be paid. If an employee returns to employment within six (6) months, the earned sick time will be reinstated. Applicable earned vacation will be paid off at current pay rate, provided all other requirements are met. (Also refer to Section 2.07.)

All Corporate Services and client items must be turned in to the appropriate offices when separating from Corporate Services, including ID cards, computers, and training materials that are the property of Corporate Services or the client.

Employees may complete a voluntary separation exit survey (Human Resources).

**Voluntary Resignation**

Written notice of resignation should be sent to the Director of Corporate Services with copies to the employee’s supervisor and Human Resources to indicate the resignation date.

A resigning employee should give a minimum of least two (2) weeks written notice prior to effective date of resignation or they forfeit any accrued and credited vacation or PTO.

**Voluntary Retirement**

Written notice of retirement should be sent to the Director for Corporate Services and the President of Delta College with copies to the employee’s supervisor and Human Resources to indicate the retirement date.

For employees enrolled in the Michigan Public Schools Employees Retirement System (MPSERS), it is recommended that the Office of Retirement Services (ORS) be contacted three (3) months in advance of the retirement effective date. Additional information can be found in the Retirement section of the Human Resources web site.

**Involuntary Termination**

Information regarding causes for involuntary termination of an employee can be found in Section 3.03, Layoff and Recall, and Section 8.01, Disciplinary Action.
DELTA COLLEGE CORPORATE SERVICES
9.0- TERMINATION/SEPARATIONS
Section 9.01 – Termination of Employment

An employee based at a client site may be terminated if the employee’s performance is not meeting the client’s expectations.

Position Elimination

An employee whose position is eliminated may apply for and will be given consideration for open/vacant positions in Corporate Services unless there is a client contractual agreement that prohibits transfer or rehire to another position within Corporate Services.

Permanent Disability

Employment will be terminated in the event an employee is permanently unable to work for health related reasons. See provisions of applicable Sick Leave, Long Term Disability Program, and special provisions related to Leaves of Absence in compliance with state/federal laws.

Death

The Human Resources Office should be notified immediately when word is received that an employee has died. The Human Resources Office will notify the respective administrative supervisors that need to know.

Payment will be made for services through the date on which death occurred. Any accrued and credited vacation, if due, will be added to final pay for services.

Following the death, qualified beneficiaries (spouses or dependent children) may have the opportunity to continue coverage under the group health and dental plan in compliance with policies/procedures/state and/or federal laws.