



# Bethany

*A Small College of National Distinction*

POLICY MANUAL

VOLUME V

## **Staff Personnel Policies**

*Approved by the Bethany College Board of Trustees  
May 16, 2018*

**Policy dictates that the Officers of Bethany College are:**

**President of the College  
Chief Academic Officer  
Chief Financial Officer  
Chief Advancement Officer**

**Specific titles for the latter three may vary according to organizational structure. For the purpose of Bethany College policy documents for the 2018-19 academic year, the Chief Academic Officer is the Vice President for Academic Affairs and Dean of the Faculty; the Chief Financial Officer is the Vice President for Finance; and, the Chief Advancement Officer is the Senior Vice President. Titles for these three positions may change at the discretion of the President of the College.**

**TABLE OF CONTENTS**  
**Volume V**  
**Personnel Policies for Staff**

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<b>5.0</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>5.1</b>	<b>Definitions and Policies Relating to Employment Status .....</b>	<b>1</b>
5.1.1	Employment Classification Definitions .....	2
5.1.1.1	Full-Time Employees.....	3
5.1.1.2	Part-Time Employees.....	3
5.1.1.3	Temporary Employees .....	3
5.1.2	Reclassification .....	3
5.1.3	Reemployment .....	3
5.1.4	Staff with Faculty Rank or Status .....	3
<b>5.2</b>	<b>Staff Employee Selection and Assignment.....</b>	<b>4</b>
5.2.1	Recruitment and Selection of Staff Employees .....	4
<b>5.3</b>	<b>Staff Vacation and Leave Policies .....</b>	<b>4</b>
5.3.1	Staff Vacation Policy .....	4
5.3.1.1	Hourly and Non-Exempt Salary.....	4
5.3.1.2	Professional Staff .....	5
5.3.1.2.1	Accrual Effective Dates .....	5
5.3.1.2.2	Use of Vacation/Annual Leave .....	6
5.3.1.2.3	Maximum Accrual .....	6
5.3.1.2.4	Vacation/Annual Leave Compensation Upon Termination.....	6
5.3.2	Leave Policies .....	6
5.3.2.1	Sick Leave.....	6
5.3.2.1.1	Hourly Employees .....	6
5.3.2.1.2	Salaried Non-Exempt Employees .....	7
5.3.2.1.3	Salaried Exempt Employees .....	7
5.3.2.2	Personal Leave of Absence .....	7
5.3.2.2.1	Staff Employees .....	7
<b>5.4</b>	<b>Staff Employee Performance Evaluation.....</b>	<b>8</b>
<b>5.5</b>	<b>Staff Employee Promotion and Transfer Policies.....</b>	<b>8</b>
<b>5.6</b>	<b>Staff Employee Rights and Responsibilities Policies – Hourly and Salaried Non-Exempt Employees.....</b>	<b>8</b>
5.6.1	Attendance and Punctuality – Non-Exempt Employees .....	8
5.6.2	Breaks .....	9
5.6.3	Hours of Work/Lunch .....	9
5.6.3.1	Hourly Employees .....	9
5.6.3.2	Salaried Non-Exempt Employees .....	10

<b>5.7</b>	<b>Staff Compensation Policies.....</b>	<b>10</b>
5.7.1	Overtime .....	10
5.7.2	Call-Out Time .....	10
5.7.3	Time Reporting .....	11
<b>5.8</b>	<b>Separation from Employment Policies.....</b>	<b>11</b>
5.8.1	Resignation .....	11
5.8.2	Retirement.....	11
5.8.3	Disciplinary Action and Dismissal .....	11
5.8.3.1	Forms of Disciplinary Action .....	11
5.8.3.2	Offenses .....	12
5.8.4	Exit Interview.....	13
5.8.5	References Following Separation of Employment .....	13
<b>5.9</b>	<b>Staff Employee Grievance Policies .....</b>	<b>14</b>
	<b>Appendix A: Staff Employee Performance Evaluation.....</b>	<b>16</b>

## **Volume V**

### **Personnel Policies for Staff**

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## **5.0 Introduction**

Volume V of the Policy Manual reflects the personnel policies and procedures of Bethany College for staff employees. It has been developed for use by College employees who do not hold faculty appointments. Policies that pertain specifically to faculty are contained in Volume IV of the Policy Manual. Volume III of the Policy Manual sets forth College employment policies that pertain to all College employees, including faculty members. General policies that affect all members of the campus community (including students, staff employees, faculty and visitors) are set forth in Volume II of the Policy Manual.

The purpose of this volume is:

1. To provide management with the information necessary to fulfill its responsibilities to its employees; and
2. To provide for fairness and equity in the treatment of staff employees.

It is expected that administrators become familiar with the contents of this volume so they are better able to answer employee questions as they arise and are able to apply the appropriate policies and procedures as the occasion requires. Administrators are also responsible for ensuring that employees, who work for them, are informed of these policies and procedures, understand them and abide by them.

The College has made this edition of Volume V of the Policy Manual as comprehensive as possible; however, it is not possible to foresee every situation that may occur. Circumstances not specifically addressed in the Policy Manual will be handled on a case by case basis, in accordance with established practice. Questions about application, interpretation, or clarification regarding any specific policies or procedures are to be directed to the Director of Human Resources.

THE INFORMATION PROVIDED IN THIS VOLUME V IS NOT INTENDED TO CREATE A CONTRACT OF EMPLOYMENT NOR SHOULD IT BE CONSTRUED AS TERMS AND CONDITIONS OF A CONTRACT OF EMPLOYMENT WITH THE ORGANIZATION.

Bethany College retains the right to improve, modify, revoke, suspend, terminate, or change any or all policies, procedures, rules or benefit in whole or part in this Volume V of the Policy Manual, without notice, and to implement such changes prior to the publication of a new Policy Manual. Whenever possible, the College will make an effort to inform members of the campus community of changes to the policies and procedures contained in this volume of the Policy Manual prior to implementation of the changes.

## **5.1 Definitions and Policies Relating to Employment Status**

Nothing contained in this policy manual creates a contract of employment between an employee and Bethany College. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and Bethany College retains the same right.

No statements to the contrary, written or verbal, made either before or during an individual's employment, can change this. No individual supervisor, administrator, or officer can make a contrary agreement, except for the President of the College, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the President of the College.

### **5.1.1 Employment Classification Definitions**

The Fair Labor Standards Act (FLSA) requires all employees, whether full-time, part-time, or temporary, to be classified according to the overtime provisions of the law. The FLSA is a Federal law, administered by the U.S. Department of Labor, which specifies minimum wage and overtime requirements for employees considered to be subject to, or non-exempt from its provisions.

For the purpose of paying any compensation, all employees are classified as either "Exempt" or "Non-Exempt" from overtime compensation regulations. All determinations of wage classification status are made through the job evaluation process.

Non-exempt employees are employees, who based on the duties performed and the manner of compensation, are required to account for time worked, sick leave and vacation on an hourly and fractional hourly basis. The FLSA requires that these employees be paid overtime at a rate of "time and ½" for actual time worked in excess of 40 hours per week. At Bethany College, the following employees are considered non-exempt:

1. Hourly: Employees paid on an hourly basis, subject to regulations of the Department of Labor governing payment of overtime compensation
2. Salary-Non-Exempt: Employees paid on a salary basis, subject to regulations of the Department of Labor governing payment of overtime compensation.

Employees not covered by the law, as determined by the duties performed and the manner of compensation, are considered to be exempt from the FLSA minimum wage and overtime provisions. Exempt employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the hours worked. They do not receive overtime or compensatory time for working more than 40 hours in a work week. The final determination is made based on guidelines outlined in the law. At Bethany College, the following employees are considered exempt:

1. Salary-Exempt: Employees paid on a salary basis, not subject to regulations of the Department of Labor governing payment of overtime compensation.
2. Professional: Salaried employees who are not subject to the regulations of the Department of Labor governing payment of overtime compensation.

The decision as to whether an employee is to be considered exempt or non-exempt rests with the Director of Human Resources. For the purpose of salary administration, employment and other personnel matters, every Bethany College employee is classified under one of the following categories:

#### **5.1.1.1 Full-Time Employees**

A full-time employee is a contract, salary, or hourly employee who works thirty hours or more per week on a regularly assigned basis.

#### **5.1.1.2 Part-Time Employees**

A part-time employee works less than thirty-hours per week on a regularly assigned basis. Part-time employees are eligible for benefits only to the extent outlined in each benefit provision (see Volume III, Section 3.3).

#### **5.1.1.3 Temporary Employees**

A temporary employee works in a temporary position for a limited period of time even though the individual may be working full-time hours. A temporary employee may be on an hourly or salary basis. No rights are acquired for normal benefits when in this category as a temporary employee is only eligible for those employee benefits mandated by law.

### **5.1.2 Reclassification**

Employees who feel that their job is more properly described by a classification which is different from the existing classification shall discuss this concern with their supervisor. At the discretion of the supervisor, a formal, written request for reclassification shall be submitted to the Director of Human Resources. Each request for reclassification will be reviewed by the Director of Human Resources and the appropriate Vice President. Final action is exclusively by the President of the College.

### **5.1.3 Reemployment**

No person dismissed for cause is eligible for re-employment. Employees who have service interrupted by lay-off (i.e., due to lack of work or program discontinuation) will be considered for re-employment.

If an employee is laid off from Bethany College, and rehired within one (1) year, prior years of service will count toward eligibility for benefits. If an employee resigns employment from Bethany College, no prior years of service will count toward eligibility for benefits if the employee is rehired.

### **5.1.4 Staff with Faculty Rank or Status**

Employees who hold faculty rank or status but serve in non-faculty positions are subject to the terms and conditions of employment specified in Volumes III and V of the Policy Manual with respect to their non-faculty appointment. Solely with regard to all academic freedom matters, they have both the rights and responsibilities of faculty members set forth in Volume IV, including access to the faculty grievance procedure with regard to academic freedom matters. Such persons do not accrue any rights to continuing employment or any greater rights than those specified in Volumes III and V of the Policy Manual with respect to such non-faculty positions.

## **5.2 Staff Employee Selection and Assignment**

### **5.2.1 Recruitment and Selection of Staff Employees**

In order to comply with Equal Employment Opportunity regulations and Affirmative Action policies, the Director of Human Resources is responsible for the coordination of the recruitment of employees, with final selection to be recommended by the employing department or the designated search committee for a vacant professional position.

Requests to fill new positions must receive the approval of the President of the College.

Position openings will be posted on the College's website, and will be advertised externally as recommended by the appropriate members of the Administration. All applicants will be directed to respond to the Director of Human Resources. A record of applicant response information will be maintained for each vacant position. For vacant exempt positions, letters of acknowledgement will be sent to each applicant, and letters regarding the ongoing status of the selection process will be sent to applicants/candidates.

Current College employees are encouraged to apply for any position for which they are qualified. Employees are selected on the basis of job-related qualifications. When possible, vacancies are filled by promotion or transfer of qualified employees from within the College.

New employees must complete all necessary forms as required by law and/or by the College before being paid. Payroll checks/direct deposits will not be processed without appropriate completion of the required forms.

## **5.3 Staff Vacation and Leave Policies**

### **5.3.1 Staff Vacation Policy**

#### **5.3.1.1 Hourly and Non-Exempt Salary**

Full-time employees earn vacation to be taken during the next fiscal year - (July 1<sup>st</sup> thru June 30th) according to the following calculations:

##### **Length of service on July 1:**

Less than one (1) year.....	5/12 day for each month worked up to a maximum of 5 days.
One (1) year to two (2) years.....	Five (5) days*
Two (2) years to ten (10) years.....	Ten (10) days*
Ten (10) years to fifteen (15) years.....	Fifteen (15) days*
Fifteen (15) years .....	Twenty (20) days*

\*During the 2nd, 10th and 15th year of employment, the newly acquired days are granted on or after the employee's service anniversary date.

Vacation must have prior approval of the immediate supervisor or the employee is considered to be on non-pay status. Vacation requests must be submitted three (3) business days in advance for one (1) day and five (5) business days in advance for anything more than one (1) day. Any



such requests shall be submitted on a “Request for Leave” Form (available from the supervisor). Vacation requests will be approved on the basis of length of service, where applicable.

The supervisor determines the number of employees who may be approved for vacation at any one time based on operational needs. If previously scheduled vacation is cancelled by an employee, the open time becomes available based on length of service. Appropriate notice is required.

The supervisor may waive the advance notice requirement in the event of emergency or extenuating circumstances.

Vacations are calculated on a fiscal-year basis (July 1-June 30). Vacation does not carry over from year to year. The College does not pay compensatory time if an employee elects not to use all of the employee’s vacation. All vacation time must be reported to the Director of Human Resources.

Vacation pay is calculated using the regularly scheduled hours and regularly scheduled pay rate.

Vacation is not to be taken in less than one-half day increments.

In the event of termination, for whatever reason, employees will be paid for any accrued, but unused, vacation time.

If a holiday falls within an employee’s vacation, the employee will not be charged with a vacation day for the holiday, but will be paid for the holiday at the regular holiday rate.

### **5.3.1.2 Professional Staff**

#### **5.3.1.2.1 Accrual Effective Dates**

Full-time members of the Professional Exempt Staff will begin accruing 20 days of vacation for the period beginning July 1 and ending June 30 of each academic year. Employees may take vacation any time during the year provided, however, that should their employment be terminated prior to June 30 the College will be reimbursed for any vacation taken by the employee in excess of that accrued during the period of employment. Vacation shall accrue at a rate of 1 2/3 days per each calendar month. (For example, if an employee leaves the employment of the College on December 31, they will have accrued 10 days of vacation. If they have taken 15 days up to that point, the College may deduct the monetary equivalent of 5 days pay from their final check.)

A new hire will accrue vacation at the same rate as a continuing employee. However, a new employee may not use vacation time until they have been in the College’s employ for 90 days following hire date.

No time will accrue for a month in which employment begins on the 16th or later. For persons terminating before the 15th, vacation/annual leave does not accrue for that month; it will accrue if the employee’s last working day is on or after the 15th.

#### **5.3.1.2.2 Use of Vacation/Annual Leave**

**Vacation/annual leave shall be taken at times mutually acceptable** to the employee and his/her supervisor. Vacation/annual leave should be requested with as much advance notice as possible, except for unforeseen emergencies. Vacation/annual leave may be taken in excess of the amount accrued up to the employee's maximum annual accrual. However, if an employee resigns his or her position while a leave debit exists, the employee's final paycheck will be reduced by the amount of that debit.

Five vacation days may be rolled-over to be used within the first sixty (60) days of the new fiscal year. New hires may not take vacation for the first 90 days of employment.

#### **5.3.1.2.3 Maximum Accrual**

Professional Exempt Staff's leave record shall reflect no more than twenty (20) days of accrued vacation/annual leave.

#### **5.3.1.2.4 Vacation/Annual Leave Compensation Upon Termination**

All unused, accrued vacation/annual leave, not to exceed twenty (20) days, shall be paid to an employee upon his/her termination from employment.

A regular employee who accrues vacation/annual leave while working on sponsored research within the institution must take all vacation/annual leave accrued prior to the expiration of the sponsored research. Any vacation not taken will be forfeited.

### **5.3.2 Leave Policies**

#### **5.3.2.1 Sick Leave**

Full-time employees accrue paid sick leave, which may be used when absence from work is necessary due to illness. Sick leave may also be used in limited instances when absence from work is due to illness in the employee's immediate family.

##### **5.3.2.1.1 Hourly Employees**

New Bethany College hourly employees must work for a period of six (6) months to be eligible for sick time. In the seventh (7th) month of employment, full-time hourly employees earn six sick days. Regular hourly employees earn twelve (12) sick days every July 1st. Unused sick days for hourly employees may be accumulated from year to year up to a maximum of eighty (80) days according to the schedule below. Hourly employees are paid for one fourth (1/4) of their accumulated sick leave upon retirement.

Less than one year.....6 days

One (1) year to five years..... 12 days per year, not to exceed a total of 20 days

Six (6) years to ten (10) years..... 12 days per year, not to exceed a total of 40 days

Eleven (11) to fifteen (15) years.....12 days per year, not to exceed a total of 60 days

Sixteen (16) years or more..... 12 days per year, not to exceed a total of 80 days

#### **5.3.2.1.2 Salaried Non-Exempt Employees**

New Bethany College salary non-exempt employees must work for a period of six (6) months to be eligible for sick time. In the seventh (7th) month of employment, full-time salary employees earn six sick days to be used for the current fiscal year. Regular salary employees earn sick days each July 1st to be during in the next fiscal year (July 1-June 30) according to the following schedule. Unused sick days for salary employees cannot be carried over from year to year. Sick leave is not payable to Salary employees upon termination. Sick days are awarded according to length of service on July 1st.

Less than one year.....6 days  
One (1) year to five (5) years.....20 days  
Six (6) years to ten (10) years.....40 days  
Eleven (11) to fifteen (15) years.....60 days  
Sixteen (16) years or more.....80 days

#### **5.3.2.1.3 Salaried Exempt Employees**

Salaried exempt employees are not awarded sick days, as they are expected to be regular in their work and attendance. When a salaried exempt employee is unable by nature of illness to attend work, they will be compensated, as if they were in attendance. However, in an event such as a disabling illness, resulting in absence of longer than sixty (60) calendar days, the employee will be placed on leave of absence without pay (see Volume V, Section 5.3.2.2.1). In the event such conditions continue for six (6) months or longer, exempt employees are expected to apply for long-term disability benefits (see Volume III, Section 3.3.3.2.4) and social security disability benefits.

#### **Personal Leaves**

Every July 1, all non-faculty, full-time employees who have been on a paid status from April 1 through June 30 of the preceding year will receive two personal days. Although highly recommended, use of personal days do not require supervisory approval, but do require supervisor notification. Personal days may only be used in increments of a full day. Unused personal days are not payable upon termination and do not carry over to the subsequent fiscal year.

### **5.3.2.2 Personal Leave of Absence**

#### **5.3.2.2.1 Staff Employees**

There may be the rare occasion when an employee is faced with an emergency or special circumstance and needs to take an unpaid personal leave of absence. The employee's supervisor, in conjunction with the Office of Human Resources, may grant a personal leave of absence without pay. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs, and reason and length of the

leave. To qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least one (1) year of full-time service at the time of the request.

Employees may apply for a personal leave of absence by submitting a Personal Leave of Absence Form (available in the Office of Human Resources) to their supervisor at least two weeks prior to the start date of the leave requested, describing the nature of the leave, the dates the employee expects to be away from work, and the date the employee intends to return. If the leave is “emergency” in nature, the two-week requirement may be waived.

A personal leave of absence shall not exceed one (1) year. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

Employees, who are granted personal leaves of absence, are expected to exhaust any paid time off they have accrued before their leave status changes from paid to unpaid, as well as any eligible FMLA leave. Unless required by applicable law, employees will not accrue additional paid time off while on an unpaid leave of absence. At the expiration of the leave the College will have a comparable position for the employee.

All employee benefits cease during a personal leave of absence. Employees may make arrangements to continue these benefits at their own cost.

#### **5.4 Staff Employee Performance Evaluation**

The performance of all regular staff employees shall be evaluated annually. The evaluation shall be in writing and approved by the employee’s supervisor and the appropriate Cabinet officer. The evaluation shall be maintained in the Office of Human Resources. The evaluation form is located here in Appendix A.

#### **5.5 Staff Employee Promotion and Transfer Policies**

Bethany College is committed to the professional development of its employees. In an effort to retain our experienced employees, transfers and promotions within the organization are encouraged. Job openings occur from time to time through normal attrition or the creation of new or additional jobs. It is the intent of Bethany College to post all hourly and clerical positions to enable current employees to indicate an interest in being considered for an open position. Although preference may be given to individuals within the department, due to related training or experience, all employees are encouraged to apply. Available positions are posted in designated areas or on the College website. Nothing in this section shall limit the right of the College to transfer employees between positions and departments as it sees fit.

#### **5.6 Staff Employee Rights and Responsibilities Policies – Hourly and Salaried Non-Exempt Employees**

##### **5.6.1 Attendance and Punctuality – Non-Exempt Employees**

We recognize the need for employees to be absent from work due to illness or the occasional need to take care of personal business during the normal workday. Employees may qualify for a

leave of absence (FMLA) for their own major illness, the major illness of a family member, the birth or adoption of a child, workers' compensation injury or military and/or National Guard duty. Having provided for these situations, it is important to remember that excessive absenteeism, tardiness and/or leaving early causes other employees within the organization to have to bear the burden of filling in for the absent employee.

Absences are classified into two categories: Excused and unexcused. Management determines whether an absence is excused or unexcused. Consecutive days of absence for the same reason are deemed to be one incident (for disciplinary purposes) if a doctor's note is provided, but counted as separate days of absence for purposes of compensation. If an employee is absent for three consecutive days, the employee must bring a doctor's excuse in order to substantiate the excused absence and return to work. Time missed due to an unexcused absence may not be compensated. Employees, who are not on an approved leave of absence and are absent from work without sufficient paid time off, are subject to disciplinary action up to and including dismissal:

More than two (2) unexcused absences in a rolling thirty (30) day period, or three (3) in a rolling ninety (90) day period will be cause for disciplinary action.

- 1<sup>st</sup> Verbal Warning**
- 2<sup>nd</sup> Written Reprimand**
- 3<sup>rd</sup> Dismissal**

Periodically, special circumstances occur which warrant an employee being excused from work without sufficient paid time off to cover the absence. To ensure fairness throughout the College, these types of requests require the approval of the Director of Human Resources.

Employees who are going to be absent, tardy, or leave early from work are responsible for notifying their supervisors as soon as possible, regardless of whether they have sufficient paid time off to cover the absences. Employees who are absent and fail to notify their supervisors will be subject to disciplinary action for failure to notify. Employees who have been absent three consecutive days without calling to speak with their supervisors will be considered to have voluntarily resigned.

## **5.6.2 Breaks**

Employees are entitled to two (2) fifteen minute rest breaks: one in the first half of the employee's work shift and one in the second half of the work shift. Breaks are to be scheduled with the employee's supervisor and may be standardized or are staggered among employees. Breaks must not be abused.

## **5.6.3 Hours of Work/Lunch**

### **5.6.3.1 Hourly Employees**

The standard workweek is forty (40) hours. The standard workday is eight hours. Starting and ending times vary within departments and building locations. The supervisor of each department determines the schedule for the department. The workweek commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at midnight. An unpaid meal period is

provided to any employee who works a minimum of six (6) hours per day. The normal meal period should occur approximately halfway through the workday; however, certain departments may require alternate meal periods. The length of the meal period may vary from thirty (30) minutes to one (1) hour according to the needs of the department. Hourly employees shall clock out for their lunch periods or record their lunch periods on their time card. Working through a lunch period must be approved by the employee's supervisor in advance.

### **5.6.3.2 Salaried Non-Exempt Employees**

The standard workweek is thirty-five (35) hours. The standard workday is seven hours. General office hours are from 8:00/8:30 a.m. to 4:00/4:30 p.m. daily. As starting and ending times vary within departments and office locations, the supervisor of each department will determine the schedule for the department. The workweek commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at midnight. An unpaid meal period is provided to any employee who works a minimum of six (6) hours per day. The normal meal period should occur approximately halfway through the workday. However, certain departments may require alternate meal periods. The length of the meal period may vary from thirty (30) minutes to one (1) hour according to the needs of the department. Salaried non-exempt employees shall clock out for their lunch periods or record their lunch periods on their time card. If a salaried non-exempt employee works through a lunch period, it must be approved by the employee's supervisor in advance.

## **5.7 Staff Compensation Policies**

See Volume III, Section 3.4 for Wage and Payroll Policies applicable to all employees of the College.

### **5.7.1 Overtime**

Business conditions may require employees to work overtime. As this occurs, employees' supervisors will make a demonstrable effort to provide timely notice. Employees' supervisors must approve all overtime prior to employees working overtime.

All hourly and non-exempt salary employees will be paid one and one half times their regular rate of pay for all hours worked in excess of 40 in one workweek.

All paid time off such as vacation, sick leave, personal time, holiday pay, funeral leave, jury duty or any other paid time off that is "not actually worked" is excluded from the overtime calculation.

Exempt employees are not eligible to be paid overtime.

### **5.7.2 Call-Out Time**

Due to the nature of the business, hourly and nonexempt salary employees are occasionally required to respond to business needs outside of normal business hours. Therefore, if nonexempt employees are called in to work outside of their normal workday, they will be paid total hours of work performed plus commute time from the employee's residence to be rounded up to the next

nearest hour; if an employee works an hour and fifty-five minutes and lives in Bethany, then employee is paid for two (2) hours.

### **5.7.3 Time Reporting**

All hourly and non-exempt salary employees must clock in and out to record their daily hours worked on time cards. These time cards are used to compute earnings and are kept as a permanent record. Each employee is responsible for accurate clocking of the employee's time card. Clocking another employee's time card in or out is a violation of College policy and is grounds for immediate termination.

Exempt employees are not required to clock in and out to record hours worked. Exempt employees shall maintain a calendar that records vacation days and other days of absence. These records are monitored within the individual departments.

## **5.8 Separation from Employment Policies**

### **5.8.1 Resignation**

An employee is requested to give at least two weeks' notice of a voluntarily termination of employment. Employees are required to turn in all College property prior to receiving their last paycheck.

When employees leave Bethany College, they will be asked to participate in an exit interview. See 5.8.4. The primary purpose of the exit interview is to ask for valuable feedback about the employee's work experiences at Bethany College.

### **5.8.2 Retirement**

Retirement occurs when an active employee leaves the employ of the College at age 65 (normal retirement) or after the age of 59 ½ and before the age of 65 (early retirement) after having accumulated 20 years of continuous full-time service. Upon retirement the Office of Human Resources requests a letter of retirement from the retiree.

### **5.8.3 Disciplinary Action and Dismissal**

#### **5.8.3.1 Forms of Disciplinary Action**

Employees are expected to exercise discretion and propriety, and to maintain an atmosphere of self-restraint, civility, and mutual respect in dealing with others.

Any employee of the College who violates any of the rules of conduct listed in paragraph 5.8.3.2 may be subject to one or more of the following disciplinary actions:

1. Verbal Warning;
2. Written Warning;
3. Compulsory Restitution;
4. Probation;

5. Suspension, with or without pay;
6. Dismissal.

The specific action taken will depend on the nature of the offense, the circumstances surrounding the offense and the employee's previous record. In certain circumstances, suspending an employee with pay will not be considered disciplinary action, and the College reserves the right to take such action, as it deems appropriate. Copies of any written reprimands by a supervisor must be forwarded to the Human Resources Director. Any personnel action to suspend or dismiss an employee must be reviewed by the Human Resources Director before any action is taken.

### **5.8.3.2 Offenses**

Employees may be subject to discipline up to and including termination, for misconduct, including for any of the offenses listed below. This list is not intended to be exhaustive and may be modified from time to time. Corrective and disciplinary action will be determined by the College on a case-by-case basis in proportion to the type of offense and the severity of the violation. A single incident of misconduct could result in dismissal and the College reserves the right to discipline any employee for conduct it deems inappropriate.

1. Professional incompetence, inefficiency, inexcusable neglect of duties, insubordination, or disobedience;
2. Continued neglect of job duties in spite of oral and written warnings;
3. Serious personal misconduct; including harassment and discriminatory behavior;
4. Deliberate and serious violation of the rights and freedom of fellow faculty members, administrators, or students;
5. Failure to report a criminal conviction (within five days) under any statute relating to drug offenses for violations on or off campus or while conducting College business;
6. Falsification of credentials and experience; and/or failure, after oral and written warnings, to follow standards of Bethany College as designated in Volumes II, III and V of the Policy Manual;
7. Engaging in activities which undermine the mission of the College;
8. Inexcusable neglect of duties, insubordination, or disobedience;
9. The manufacture, use, sale, dispensing, or possession of a controlled or illegal substance or illegal or inappropriate use of alcohol on College owned or operated property, or while on College business (the use of appropriately prescribed medication is excepted);
10. Attendance at work under the influence of controlled substances or job impaired due to the influence of alcohol; consumption of alcohol or use of controlled substances during work time;
11. Theft, unauthorized use of, or removal of College property;



12. Unauthorized possession of deadly weapons, ammunition, explosives or destructive devices of any type anywhere on the College's premises or commit any violation of the College's Weapons Policy;
13. Stealing from fellow employees, students or others on College owned or operated property;
14. Release of confidential information to unauthorized persons;
15. Falsification of personnel records, including time records and applications for employment;
16. Unexcused absence for three (3) days without notification or reasonable cause;
17. Conviction of a criminal offense, including murder, armed robbery, arson, or assault, whether or not on College owned or operated property;
18. Engagement in threatening or disruptive behavior or any act of fighting on College owned or operated property;
19. Use of threatening, obscene, or abusive language or profanity toward fellow employees and other;
20. Excessive absenteeism;
21. Excessive tardiness; and/or
22. Sexual harassment, misconduct or other discriminatory behavior, remarks, or derogatory actions that are of a racial, ethnic, religious, or sexual nature or refer to an individual's disability.

Employees who believe they have been disciplined without cause may use the Staff Employee Grievance Policy found in Section 5.9 below.

#### **5.8.4 Exit Interview**

During an employee's last days at the College, the employee will take part in an exit interview with a member of the Office of Human Resources. The employee will be advised of health insurance continuation rights under COBRA, life insurance conversion privileges, 403b plan accruals, and entitlements to vacation time. Other matters of personal business will also be discussed. In addition, the employee will be asked to return identification cards, keys, phones, computers and other equipment, manuals, etc. in the employee's possession. All information will be regarded as confidential.

#### **5.8.5 References Following Separation of Employment**

Former employees of the College seeking to have personnel records or employment references from College personnel forwarded to prospective employers or schools must first submit a written request for release of the information or documents to the Office of Human Resources.

Supervisors shall not respond to verbal requests for references and shall refer such requests to the Office of Human Resources.

## **5.9 Staff Employee Grievance Policies**

The College recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working connotations, employment practices, or differences of interpretation of policy that might arise between the institution and its employees.

A permanent, full-time employee may process a formal grievance regarding any of these matters on completion of the initial hire period.

A temporary, part-time, or permanent full-time employee prior to the end of the initial employment period, may process a grievance concerning issues of prohibited discrimination or application or interpretation of institutional policies and procedures.

The procedures for processing a formal grievance are as follows:

Step 1. An employee brings a grievance to the supervisor of the grievant's department. The nature of the grievance must be filed in writing stating the nature of the complaint, when the circumstances giving rise to the complaint occurred and a proposed remedy. A disposition of the grievance shall be made by the department head or supervisor within seven working days.

Step 2. If the grievance is not settled in the previous step, or if the employee does not wish to take up the grievance with the department supervisor, it must be submitted in writing to the Director or Vice President responsible for the area in which the grievant is employed.

Disposition of the grievance shall be made in writing by the Director or Vice President responsible for the area in which the grievant is employed within seven working days after its presentation.

Step 3. If the grievance remains unsettled after disposition by the Director or Vice President for the area in which the grievant is employed, the employee may submit an appeal to the Director of Human Resources. The Director of Human Resources shall establish and chair an ad hoc committee of no less than two additional staff employees not directly involved in the grievance who will conduct a complete review of the grievance. An advisory opinion regarding the grievance will be forwarded to the parties by the Director of Human Resources in writing within fourteen working days after its presentation. If the Director of Human Resources in the first instance was the charged party of the grievance, the grievant(s) may file an appeal directly with the President of the College within ten calendar days of receipt of the decision of the applicable Director or Vice President. The decision of the President of the College regarding such an appeal is final.

Step 4. If the grievance is not settled as a result of Step 3, the employee may appeal to the President. Within seven working days of receipt of the disposition from the Director of Human Resources, the employee must notify the Director of Human Resources in writing that the employee wishes to appeal to the President of the College. The President of the College shall review the facts and make a decision. This decision is final and will be recorded in the grievant's file.

There is no further appeal within the College beyond the President of the College unless the President of the College in the first instance was the charged party in the grievance. In that case, the grievant(s) may file an appeal within ten calendar days of the receipt of the President of the

College's decision. Such an appeal is filed with the Chair of the Board of Trustees. The decision of the Chair of the Board of Trustees is final.

Time limits given in the grievance procedure are intended to insure prompt and thorough action on the grievance. Failure of the grievant to take further action within the specified time parameters will constitute a withdrawal of the grievance. Any of the time limits specified in the procedure may be extended by mutual agreement of the parties involved.

No individual may be subjected to retaliation, harassment, intimidation or discrimination because the individual has filed a complaint under this process, or participated in a complaint investigation or hearing.

## **Appendix A: Staff Employee Performance Evaluation**



**Bethany**  
A Small College of National Distinction

# Employee Performance Appraisal

Bethany College ~ Bethany, West Virginia ~ www.bethanywv.edu

Employee \_\_\_\_\_

Position \_\_\_\_\_

SNN \_\_\_\_\_

Supervisor \_\_\_\_\_

Period Covered by the Performance Appraisal:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mo. / Day / Yr. format

Reason for Appraisal →

Annual Review

3 Mos. Review  
(Circle One)

Special

**Directions:** Complete appraisal information above. Assign a weighted value in the form of a percentage to each appraisal classification. The aggregate total of the weighted values should equal 100%. If the evaluation criteria does not apply, indicate as such in the Weighted Value area. Evaluate the employee's performance based upon the sliding scale and note any additional comments. Administer the appraisal to the employee having he/she sign it as acknowledgment the appraisal has been administered. Person completing the appraisal should sign the appraisal and forward to Cabinet member for review and signature. One copy with all required signatures should be returned to the employee and an additional copy maintained in the employee's Personnel File.

## Quality of Work:

Weighted Value %: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Careless; makes recurrent errors.		Makes frequent mistakes.		Usually accurate: makes only average number of mistakes.		Requires little supervision; is accurate most of the time.		Requires absolute minimum of supervision; almost always accurate.	

Comments: \_\_\_\_\_

## Quantity of Work:

Weighted Value %: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Volume below acceptable level; definitely slow; does less than expected		Works slowly; rather low production. Just enough to get by.		Volume meets acceptable level; does what is expected. Average amount of work.		Superior work and production record. More than satisfactory.		Industrious; consistently does more than is required. Unusually fast.	

Comments: \_\_\_\_\_

<b>Technical Competence:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Lack of knowledge and/or utilization of necessary skills of job.		Demonstrated use of skills below acceptable level.		Adequate use of skills to perform work at acceptable level.		Above average competency in use of required skills.		Consistently superior grasp of conceptual and technical aspects of work.	
Comments:									

<b>Human Relations:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Does not get along with others; cooperation must be solicited. Unreceptive to criticism and/or suggestions.		Has some difficulty relating to others; this sometimes interferes with his/her effectiveness; Argumentative.		Maintains harmonious working relationships with the public and College employees. Generally receptive to criticism and/or suggestions.		Very cooperative; Works well with and assists others. Receptive to criticisms and/or suggestions.		Works extremely well with subordinates, peers, and superiors; is very effective inter-personally.	
Comments:									

<b>Initiative and Resourcefulness:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Needs detailed instructions; rarely develops any more effective ways of handling assignments; requires urging to keep job going.		Depends on others for direction. Little interest in initiating or completing work beyond assigned duties.		Routine worker does what is required; only occasionally initiates or completes any work beyond assigned duties.		Has drive and resourcefulness to deviate from routine and makes effective suggestions; a self-starter who can be depended upon to follow through on projects without continued direction.		Frequently makes ingenious suggestions; exceptionally self-reliant and resourceful; develops ideas and solutions to problems and follows through completely.	
Comments:									

<b>Attitude:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Interested and enthusiasm shown in work is too poor to retain job without improvement. Won't accept criticism.		Marginal interest; occasionally uncooperative or unpleasant. Argumentative to criticism.		Employee appears relatively satisfied with job responsibilities and presents a good image of the unit.		Enthusiastic for job, accepts additional responsibilities; accepts criticism.		Superior interest in his/her job; constructive attitude.	
Comments:									

<b>Adaptability:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Unable to accept change in work assignments or in new working relationships.		Limited flexibility in amending current work assignments or staffing.		Average ability to accustom self to new working arrangements and crew changes.		Able to settle into new working arrangements and changes with ease.		Extremely versatile. Very capable of handling new working assignments and personal staffing.	
Comments:									

<b>Attendance and Punctuality:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Often absent without good excuse and/or frequently reports for work late.		Lax in attendance and/or reporting for work on time.		This employee reports to work on a regular basis and notifies his/her supervisor when he/she will be late.		Consistently very prompt; and regular in attendance.		Extremely prompt; rarely absent.	
Comments:									

<b>Leadership:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Lacks qualities necessary to be a successful leader.		Marginal capability; often has difficulty in getting job done.		Obtains routine cooperation. Usually gets job done.		Receives good cooperation from employees; gets the job done.		Inspires top performance from his/her group.	
Comments:									

<b>Analytical Ability:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Cannot analyze and synthesize statistical information. Cannot form useful ideas from factual material. Disregards rules and procedures.		Does not always know appropriate procedures. Cannot analyze factual material very well.		Satisfactorily applies procedures and rules. Is able to perceive ideas from factual material.		Consistently applies procedures and rules with above average accuracy. Is almost always to perceive accurate ideas from factual material.		Always applies appropriate procedures and rules. Perceives superior ideas from factual material.	
Comments:									

<b>Administrative Ability:</b>						Weighted Value %: _____			
1	2	3	4	5	6	7	8	9	10
Applies poor management principles. Won't make a decision; procrastinates.		Delays decisions. Does not practice good management principles.		Is able to make decisions. Applies management principles completely.		Work is prompt and decisions are sound. Applies good management principles.		Makes ingenious decisions. Applies excellent management principles.	
Comments:									

