Dear Employee:

Welcome to Mount Olive College! This Handbook has been designed to provide you with information on the policies, procedures, benefits and expectations for your employment here. I encourage you to read this Handbook carefully, and please refer to it anytime that you have questions about your employment at Mount Olive College.

Mount Olive College has been so successful because of the quality of the people who are employed here. It is because of the caring, dedicated, and conscientious employees that we are able to fulfill our Mission and provide the quality experiences for our students that they expect and deserve.

On behalf of the Mount Olive College community, thank you for your efforts. I am pleased that you are part of a special academic community.

Sincerely,

Philip P. Kerstetter, Ph.D.
President
Statement of Nondiscrimination

Mount Olive College does not discriminate on the basis of sex, race, color, national origin, disability, age, or veteran status and any other basis protected by federal, state, or local laws in the administration of educational policies, admission policies, financial aid, employment, or any other College program or activity. It admits all qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

Accreditation

A four-year, church-affiliated, liberal arts institution, Mount Olive College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award associate and baccalaureate degrees.
CONTENTS

GENERAL INFORMATION
College Mission Statement 7
Organizational Chart 8

EMPLOYMENT PRACTICES
Employee Definitions 9

JOINING THE MOC TEAM
Employment at Will 11
Equal Employment Opportunity 11
Background Check 12
Employee Check-in Procedure 12
Probation Period 12

WHILE YOU ARE AT WORK
Personal Conduct 13
Your Personal Appearance 13
Public Relations 13
Attendance 13
Work Schedules 14
Keeping Track of Your Time 14
Overtime Conditions 14
Salary Administration 15
Job Descriptions 15
Employee Evaluation 15
Resignation/Retirement from Employment 16
Involuntary Termination of Employment 16
Progressive Disciplinary Guidelines 17
Change in Personnel Information & Privacy of Employees 18
Personnel Records 18
In-Service/Education Programs 18

PLAYING BY THE RULES
Safety Principles 19
Accident Reports 19
Tobacco Use Policy 19
Damage to Personal Property 22
Keys to College Facilities 22
Registration of Personal Vehicle 22
Inclement Weather 23
Business Office / Accounting Dept Guidelines 24
User Responsibilities of College IT Resources 24
Handling of Personal Information 24
Access to Student Information Policy 25
Drug-Free Workplace Policy 25
Sexual Harassment Policy 27
Grievance Procedures 28
CONTENTS cont’d

Workplace Harassment Policy 28

THE BENEFITS OF WORKING AT MOC
Employee Benefits 30
Eligibility 30
Vacation Leave 30
Holiday Leave 31
Personal Day 32
Sick Leave 32
Tuition – Grants-In-Aid 33
NCICU Exchange Program 34
Health Insurance 34
Continuation of Health Insurance Coverage 35
Dental Plan 35
Workers Compensation Plan 35
Retirement Plan 35
Group Life Insurance Plans 36
Flexible Spending Accounts 36
Employee Discounts 36
Moye Library 37

WHEN YOU NEED TO BE AWAY
Bereavement and Funeral Leave 38
Family and Medical Leave Act 38
Court and Jury Duty 40
Military Leave 40
School Leave 41
PREFACE

The purpose of this handbook is to describe a summary of current procedures, policies, guidelines, and an overview of our benefit plans as they pertain to employment of personnel at Mount Olive College. This handbook is presented as a matter of information and supersedes all prior policies and procedures related to employment of personnel of Mount Olive College. The policies and procedures described are not conditions of employment and are not guaranteed. Mount Olive College reserves the right, at its discretion, to modify, revoke, suspend, terminate, or change any or all such policies and procedures, in whole or in part, at any time, with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed, as a contract between Mount Olive College and any one or all of its employees. All employment is at will.

Mount Olive College is committed to continual review of its policies. The Human Resources Office appreciates your suggestions and comments about policies and benefits so that your ideas may be taken into consideration during policy and benefit reviews. Please refer all questions and comments regarding the plans, policies and procedures described in this handbook to the Human Resources Office.
COLLEGE MISSION STATEMENT

The mission of Mount Olive College is:

To operate and maintain a private church-affiliated college for the education of men and women that offers programs, including professional studies, that are rooted in the liberal arts tradition and provided in an environment nurtured by Christian values;

To maintain and support academic excellence through higher learning and higher values in a community made up of persons dedicated to the practice and advancement of Biblically-based Christian ideals and Christ-centered living in all aspects of life;

To seek and require higher standards in providing relevant educational programs reflecting an emphasis on the growth of each student at places and times that enhance the possible.
ORGANIZATIONAL CHART
EMPLOYMENT PRACTICES

EMPLOYEE DEFINITIONS

All non-faculty personnel serve at the pleasure of the President. Further, upon appropriate notice, the President may change the job responsibilities of the Staff, including administrators and support personnel. Therefore, all administrators and staff serve as “at will” employees of Mount Olive College. Hence, their employment may be terminated by them or the College at the election of either party. Policies pertaining to resignation or termination appear later in this handbook.

As a rule, employees of the College are classified into the following categories:

Salaried (exempt) employees: Salaried (exempt) employees are those who are exempt from overtime pay. These positions meet the allowable exemptions defined by the Fair labor Standards Act (FLSA).

Hourly (non-exempt) employees: Hourly (non-exempt) employees are paid an hourly rate and an overtime rate for all hours worked in excess of 40 hours per work week. These positions do not meet the allowable exemptions defined by the FLSA. Non-exempt personnel will use a time and attendance system to ensure compliance with applicable laws.

Faculty: Persons who spend 50% or more of their full-time work schedule in teaching or teaching-related duties. Persons with faculty status who spend less than 50% of their work schedule teaching are considered Administration or Staff for the purpose of employment and employment-related practices.

Administrator: Administrator employees fill designated administrative positions that generally have significant responsibility for a department or division within the College.

Staff: Staff employees fill designated staff positions that generally have support functions and responsibilities within an administrative unit of the College.

Full-time Employee: Full-time employees (exempt and non-exempt) work at least 40 hours or more per work week on a regular basis.

Part-time Employee: Part-time employees (exempt and non-exempt) work less than 40 hours per work week on a regular basis.

Less than 12 Months Employees: Less than 12 month employees may be either part-time or full-time but who work less than 12 months in the calendar year.

Temporary Employee: Temporary employees may be either part-or full-time but fill positions of relatively short duration, the length of which is typically predetermined. Persons in this status are not eligible for benefits unless explicitly stated.
Student Employee: This classification refers to students, whether full- or part-time, who take classes for credit on a regular basis in pursuit of a degree. These employees are not considered to be administrators or staff and are not eligible for benefits. Employees who use the College tuition benefit to take classes will not be considered student employees.

Questions concerning employment classification may be addressed to the Human Resources Office.
JOINING THE MOC TEAM

EMPLOYMENT AT WILL

Employment at Mount Olive College is a voluntary arrangement and may be terminated by either party at any time. Just as you are free to leave, we are free to discontinue your employment arrangement with the College at any time, with or without cause. Only the President has the authority to enter into an employment agreement that alters the at-will status of any employee and any such agreement must be in writing.

EQUAL EMPLOYMENT OPPORTUNITY

Consistent with its moral and intellectual objectives, the College’s employment policies are intended to promote equal opportunity for all. Mount Olive College recognizes the worth of each person employed by the College and intends to treat each employee with dignity, integrity and respect. The College seeks to employ qualified persons who are committed to its mission. In keeping with applicable law, Mount Olive College will not discriminate on the basis of sex, race, color, national origin, disability, age, or veteran status and any other basis protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Mount Olive College are prohibited from engaging in this type of conduct. This applies to its practices for academic or non-academic personnel, in its admission of students or in its educational programs, policies and activities.

Any person responsible for employment or promotion should ensure that these decisions are based solely upon an individual's qualifications for the requirements of the position for which he/she is being considered.

Any applicant for employment or employee who perceives that he/she has been treated discriminatorily may consult with or file a written complaint with the Human Resources Office or the Human Relations Committee in accordance with established grievance procedures.

The College fully supports and complies with all applicable laws concerning the employment of individuals with a disability. Accordingly, it is MOC policy not to discriminate against qualified individual who have a known disability who can perform the essential functions of the job with or without reasonable accommodation, unless such would pose an undue hardship to MOC. To request a reasonable accommodation, contact Human Resources.
BACKGROUND CHECK

Mount Olive College is committed to hiring and utilizing only the most qualified employees. The College’s hiring process includes a background and driver license check for all employees. The background check may include information it receives from third parties (such as former employers, consumer reporting agencies, outside/independent investigators) concerning him/her, including, but not limited to, information about his/her credit, character, General reputation, personal characteristics, or mode of living. Such information may include that which is obtained through personal interviews with his/her past employers, neighbors, friends, or associates. The College may use this information for the purpose of deciding whether or not to employ, promote, transfer, or take other employment action concerning him/her.

EMPLOYEE CHECK-IN PROCEDURE

The hiring department head (or immediate supervisor) should arrange to meet with the new employee upon his/her first day of work and make appropriate introductions to area staff. The department head should then take the employee to a pre-scheduled appointment with the Human Resources Office. The Human Resource staff will explain all of the Mount Olive College benefits to the new employee and begin appropriate paperwork. This needs to be done on the first day of employment if at all possible, but under no circumstance can it be later than the third business day. Also on the first day of employment the department head should arrange for a campus tour for the employee to begin acclimating the new employee to our campus.

PROBATION PERIOD

All new hires in non-faculty positions will have an initial probation period. The purpose of the probation period is to allow for evaluation of the employee’s effective adjustment to the job responsibilities and to provide for the release of any probationary employee whose performance does not meet required standards of performance.

The probation period of all employees is 30 days unless the offer letter states otherwise. At the discretion of the supervisor and with the approval of the appropriate vice president, certain positions may have the initial probation period extended up to six months. The reason for the extension is based upon the breadth or scope of the employee’s position.

The initial probation period may be extended for a limited and specified period of time, if deemed necessary by the supervisor and approved by the appropriate vice president.

During the probation period, an employee is eligible for all College benefits to which he/she is normally entitled. At the conclusion of the probation period, if the supervisor takes no action to terminate the employee or to extend the probation period, the employee shall automatically advance to regular status. Upon completion of the probationary period, the employee’s relationship with the College is still one of employment-at-will.
WHILE YOU ARE AT WORK….

PERSONAL CONDUCT

The manner in which employees conduct themselves at work or away affects the image of the College. Employees are expected to be fair, courteous and cooperative in all dealings with others and to emulate the virtues as described in our College Covenant. To view the entire College Covenant click on: www.moc.edu/?about/Mission

YOUR PERSONAL APPEARANCE

Employees of the College should present themselves in a manner that reflects good taste and business professionalism with consideration of the position and frequency of public contact. In addition to being clean, neat and well groomed, employees are expected to wear clothing that is suitable for the type of work being performed and the work environment. Immodest or extreme forms of clothing are not acceptable.

PUBLIC RELATIONS

As an employee, you contribute significantly to the public image of the College. Your principle contacts are with students, parents, alumni, townspeople, and other visitors to the campus to whom you and your fellow employees are the immediate representatives of the College. Opinions about Mount Olive College are formed from our attitudes and behaviors. It is important that we treat the public and fellow employees courteously and thoughtfully and that by following the virtues set forth in our College Covenant, those same qualities that you appreciate in others will make you a valued employee. A friendly attitude, dependability, punctuality, and pleasant appearance should distinguish Mount Olive College employees.

ATTENDANCE

We were all hired to perform certain tasks and responsibilities for the College. When one of us is absent, others may not be able to perform their jobs or tasks may go undone. Therefore, it is essential that you report to work when scheduled and that you report on time. Although we recognize that instances will arise that cause you to be away from work due to circumstances beyond your control, frequent absences or tardiness can result in disciplinary action or dismissal.

If you are unable to report to work or must be late, you should call your supervisor as soon as possible, but no later than one hour after your normal starting time and keep them informed of your situation. Any employee who is absent for three (3) consecutively scheduled workdays without contacting their supervisor will be considered to have resigned without notice.
WORK SCHEDULES

The College is open for business from 8:00am-6pm, Mon-Thu and 8:00am to 5:00pm on Friday. Work schedules for Administrative and Staff employees are normally 8:00am – 5:00pm, Monday through Friday. Exceptions or alterations to the work schedule policy must be made with the approval of the area vice president, Provost or the President.

Work schedules (work week) for non-exempt employees are normally 8:00am-5:00pm, Tuesday through Monday. Non-exempt employees do receive overtime if they perform work that exceeds 40 hours in their work week.

Employees are eligible for meal/break times as follows:

for 4 hours of work -------15 minute break
during an 8-hour day ------- 1 hour meal break

Therefore, a full-time employee working 8 hours per day will be eligible for two 15-minute breaks and a 1-hour meal break. The 15-minute breaks are included in the paid work day; the 1-hour meal break is not included as paid time. These breaks are not designed to be accumulated, used to offset missed time, or shorten the workday. The scheduling of all breaks will be scheduled by the appropriate supervisor.

KEEPING TRACK OF YOUR TIME

Non-exempt employees: In order to comply with the applicable wage and hour laws, non-exempt employees are required to sign in and out on our web clock, recording the time they report to work, the time they are away for a lunch break and the time they leave work at the end of the day. This web clock system is used in calculating payroll and should reflect the actual hours worked. Falsification of timesheets will be grounds for discipline, up to and including immediate termination. The supervisor is responsible for reviewing and confirming the accuracy of the information by approving the two-week time (pay period) for each employee.

OVERTIME CONDITIONS

Overtime pay applies to non-exempt employees. Non-exempt employees will be eligible for overtime if he/she works over 40 hours in any one work week. Overtime pay will be calculated at one and one-half times the employee’s hourly wage. Vacation, sick leave, personal day, jury duty, bereavement and holidays are NOT considered actual hours worked and should not be counted towards the accumulation of 40 hours worked but will be paid at regular time.

Compensatory time-off in lieu of paying overtime for overtime hours worked is, by law, not permitted. However, the College reserves the right to permit flexible scheduling of an employee’s hours in an effort to minimize the effect of overtime compensation on the department’s budget. The supervisor may adjust the schedule of a non-exempt employee so that the employee’s hours worked for that pay period equals as closely as possible the regular workweeks’ hours (i.e. straight time). Thus, in any other week within the same pay period, the supervisor can, after discussion with the employee, adjust the employee’s schedule to offset the extra expense caused by the overtime condition

All overtime must be approved in advance by the supervisor of the department. Employees classified as exempt do not receive overtime compensation.
SALARY ADMINISTRATION

The employee payroll is organized under the direction of the Vice President for Finance and administered by the Accounting Department. Exempt employees are paid monthly with checks being disbursed on the 1st of each month. Non-exempt employees will be paid on a bi-weekly basis with checks being disbursed every other Friday.

Voluntary deduction or reductions of salary (insurance premiums, 401(k) plan, contributions, etc.) should be requested in writing to the Human Resources Office.

Employees may elect to have their wages transferred through direct deposit. Such transfers will be made on the same business day that funds are released by the Business Office (i.e., the same day that checks are disbursed to employees not electing direct deposit). Requests for direct deposit should be made to the Human Resources Office.

The College strives to comply with all laws governing compensation and pay practices, including the Fair Labor Standards Act (“FLSA”). Generally speaking, under the FLSA, exempt personnel paid on a salaried basis must be paid their regular salary each pay period, regardless of the number of hours actually worked. If you believe that improper pay deductions have been made from your pay, please report your complaint to Human Resources. If the College determines that an improper deduction has been made from your pay, you will promptly be reimbursed for any improper deductions, and the company will take steps to prevent such deductions from improperly occurring in the future.

JOB DESCRIPTIONS

Every position is to have a written job description. It is the responsibility of the department head to consult with the Human Resources Office to develop and/or revise a job description. At minimum, the job description is to include: title of position, supervisor’s position, reporting area, classification of position, outline of responsibilities and minimum requirements for the position.

Any request for a change or adjustment in the job description by the employee or supervisor must be approved by the area vice president and the Human Resources Office.

Upon appropriate notice and for purposes of efficient and effective administration of the College, the President may change the job responsibilities of any employee.

EMPLOYEE EVALUATION

Mount Olive College annually conducts employee evaluations for the purpose of enhancing employee performance. The process is a “one-up & one-down” procedure allowing for each employee to be evaluated by his/her supervisor and by those supervised by the employee. Each employee is also asked to do a self-evaluation.

The evaluation process is initiated by the President’s Office for employees serving on the Executive Council by distribution of the evaluation form. Each vice president is then to initiate the process within his/her area. Each employee will be asked to complete a self-evaluation and to return it to his/her supervisor. Each employee is also asked to complete an evaluation of his/her supervisor and to return it to the supervisor’s supervisor.
(example: a department head reporting to a vice president will submit his/her evaluation of the vice president to the President).

The employee’s supervisor will receive all evaluations (the self-evaluation and from those supervised by the employee). The employee’s supervisor will also evaluate the employee. The employee’s supervisor will meet with the employee to share his/her evaluation and a compilation of those received from persons supervised by the employee. The supervisor’s evaluation, the compilation, and the self-evaluation become a part of the employee’s file maintained by the supervisor. The employee is invited to add any comments he/she wishes to as part of the file also.

All employees are reminded that the evaluation process is annual, and therefore, it is to reflect a full-year’s worth of activities, and not to focus on isolated incidents (good or bad). For the benefit of both the employee and the College, the evaluation process should also lead to individual goals set for improvement and growth in the coming year.

**RESIGNATION/RETIREMENT FROM EMPLOYMENT**

To separate in good standing, employees must give the proper minimum notice of plans to resign or to retire. Hourly employees are required to give their supervisor written notice at least two weeks in advance of their last day of employment. Exempt employees must notify their supervisor in writing four weeks in advance. The written notice is to be forwarded by the department head to the Human Resources Office for retention in the employee’s file.

Normally, unused accumulated vacation leave may not be used to extend an employee’s termination date. The last day worked is the date of termination, and the dollar value of any unused vacation accumulation due, in accordance with policy, is paid to the employee in a lump-sum payment, subject to withholdings.

Upon resignation or retirement, any and all property of Mount Olive College in the employee’s possession or control must be returned to the supervisor (or appropriate person) or the Human Resources Office. Employees are also required to complete the Employee Exit Checklist with Human Resources which will include information regarding benefits and continuation options.

Failure to provide adequate notice or to complete the Employee Exit Checklist will result in ineligibility for reemployment.

**IN VOLUNTARY TERMINATION OF EMPLOYMENT**

Generally, there are two causes for involuntary termination of employment — elimination of a position or termination for cause.

Should the College determine that for reasons of efficient and effective administration that a position is to be eliminated, the employee will be given adequate notice. For non-exempt employees, a minimum of two weeks notice will be given; for exempt employees, a minimum of four weeks notice will be given.

Should involuntary termination be for cause, employment will cease immediately. Certain actions that will result in disciplinary action up to and including involuntary termination
include, but are not limited to:

- Willful disobedience of an order or refusal to perform work assigned by supervisory personnel;
- Using, sale, possession, consumption or being under the influence of alcohol or illegal drugs during working hours. (see Drug-Free Workplace Policy);
- Serious violation of safety and health regulations;
- Willful or grossly negligent act that would endanger lives or damage to College property;
- Theft, fraud or other forms of dishonesty;
- Possession of a firearm or other lethal weapon on College property;
- Falsification of college records, including but not limited to, false recording of time worked and incorrect statements on resume or application for employment or promotion;
- Inability or failure to perform job responsibilities adequately;
- Three consecutive work days of “no call/no show”;
- Repeated attendance issues;
- Harassment or discrimination of any form;
- Other forms of unethical, obscene or improper conduct that could harm the image of the College;
- Other misconduct of a serious nature.

Mount Olive College reserves the right to adopt and implement rules at any time and to initiate disciplinary action up to and including involuntary termination for actions and situations it determines warrant it.

**PROGRESSIVE DISCIPLINARY POLICY**

Generally, our employees conduct themselves with respect and consideration for their fellow employees and the College. However, there may be occasions when appropriate counseling and/or disciplinary action become necessary to bring an employee’s standards, performance or behavior into compliance with expectations. The following guidelines represent the College’s constructive and corrective approach to disciplinary action.

Should an employee’s job performance, personal conduct or non-compliance with College policies or standards fall short of the expectations, progressive discipline may be initiated in the following steps: (1) Verbal warning; (2) Written warning and corrective review; and (3) Termination of employment. However, depending upon the gravity of the situation, the circumstances surrounding it and the employee’s past employment record, the College may in its sole discretion, bypass any steps of the disciplinary action plan guideline or immediately terminate the employee instead of following the disciplinary action plan policy.
CHANGE IN PERSONNEL INFORMATION & PRIVACY OF EMPLOYEES

It is the employee’s responsibility to notify the Human Resources Office when there are changes in name, address, person to notify in case of emergency, telephone number, etc. The Human Resources Office should also be notified of changes in beneficiary and dependents listed, number of dependents for tax-withholding purposes, etc.

PERSONNEL RECORDS

Your personnel records contain information that we collect during the course of your employment. Because this information is treated confidentially for business purposes, access is restricted. If current employees are interested in reviewing the contents of your file, they may do so by making an appointment with the appropriate person in the Human Resources Office. Files may not be copied or removed from the Human Resources Office but an employee may prepare a written response to any item in the file. Personnel files will be made available only during regular office hours, and requests for review should be made 48 hours in advance. Personnel files may only be reviewed in the presence of the person responsible for maintenance of the file.

Please notify the Human Resources Office if any of the information you have provided changes, such as your name, address, telephone number, emergency contact information, etc.

Information in personnel records and files may be made available to persons external to the College, without written consent of the employee, in the following circumstances:

1. Verification of employment, title and length of service.
2. General personnel information such as the nature of an appointment, period of employment, degrees earned, dates of promotion, and the like is made available to governmental agencies such as the Equal Employment Opportunity Commission and the Department of Education as required. Salary information about positions, but without identifying the salary of individual employees by position may be available to other agencies (ex., College and University Personnel Association) for purposes of a composite report showing such things as salary ranges or average, but not individual salaries.

IN-SERVICE/EDUCATION PROGRAMS

Mount Olive College is committed to promoting the educational growth of its employees. In-house opportunities include computer training and skill enhancement and programs presented by Staff or Academic personnel. Arrangements for an employee to attend such programs during the workday should be made with the approval of the supervisor.

Attendance at seminars/conference away from the College must be with the approval of the supervisor.
PLAYING BY THE RULES…..

SAFETY PRINCIPLES

To help ensure employees’ safety, employees are cautioned to avoid the following safety violations which include but are not limited to:

- walking on wet floors;
- horseplay;
- running;
- improper body mechanics;
- handling/carrying sharp objects improperly (i.e. knives, scissors, letter openers, paper cutters, etc.);
- using mechanical equipment without a safety guard if indicated;
- overloading equipment;
- using chairs improperly;
- not using or disregarding safety signs;
- leaving drawers open.

Additionally, certain employees, due to the nature of their position (i.e. maintenance, housekeeping), may be subject to additional safety regulations and guidelines as described and administered by their supervisor.

ACCIDENT REPORTS

Should an employee have an on-the-job accident, he/she must immediately report it to his/her supervisor. The supervisor will complete the Accident Investigation Report which is to be forwarded to the Administrative Assistant in the Business Office. The employee will be referred to the appropriate medical authority (such as Director of Health Services or Mount Olive Family Medical Center) for evaluation and treatment.

As required by law, the College provides Worker’s Compensation insurance for employees injured during the performance of College duties. Under state law, the College is required to report all incidents of on-the-job injuries that occur. Failure to report injuries and accidents in a timely manner may disqualify an employee from receiving benefits under the relevant sections of the Worker’s Compensation statutes. Therefore, it is imperative that on-the-job injuries and accidents be reported immediately. Also, under the provisions mandated by the College’s Worker’s Compensation insurance carrier, employees may be required to submit to post-accident drug testing for any on-the-job injury.

Tobacco Use Policy

Rationale, Purpose, and Background

Mount Olive College has a long history of enhancing quality of life for students, faculty, staff, and visitors. As a leader in higher education, Mount Olive College has an obligation to not only develop minds, but to promote health enhancing behaviors and to provide an environment that
enables improved health status. For years, there has been evidence that reducing tobacco usage can greatly decrease frequency of cancer, stroke, heart and lung disorders and several additional health related conditions. The U.S. Surgeon General’s report (June, 2006) states “Exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer.” Second-hand smoke has been classified as a Class A carcinogen-unsafe at any dose. In light of these health risks, Mount Olive College joins the American College Health Association (ACHA) in encouraging reduced campus-wide tobacco use. The ACHA and the U.S Public Health Service have goals to reduce the percentage of adults who smoke to below 12% by the year 2010 and to positively influence college students to help them remain or become tobacco-free. Efforts to reach such goals have led to significant reductions in the amount of tobacco products consumed, the number of people who smoke and the number of people exposed to second-hand smoke. By implementing the College Tobacco Use Policy, Mount Olive College is seeking to enhance the health of our students, faculty, staff and visitors to our campus.

Tobacco Use and Smoking Policy

Mount Olive College, in its efforts to create a healthier atmosphere for the campus community, strives to control exposure to secondhand smoke. It emphasizes prevention and education efforts that support non-use and that address the risks of tobacco use. In this process, Mount Olive College does not seek to force or require cessation of tobacco product use by its students, faculty, staff, or visitor. Mount Olive College seeks to uphold the personal rights and decision-making processes of all persons involved and resolves to provide educational interventions and cessation assistance for those individuals seeking assistance.

1. At Mount Olive College, smoking and tobacco use is prohibited in the following locations:

   o On all parts of the campus (including all locations) that are outside of designated smoking areas (DSAs).
   o Inside all campus buildings.
   o Inside all campus athletic facilities, including baseball, softball, soccer, tennis, and all associated bleachers.
   o In all college owned or leased vehicles.

Designated Smoking Areas (DSAs) will have an approved cigarette butt receptacle at each DSA and the DSAs are located at the following locations:

(1) Poole and Murphy Center Bldg
(2) Kornegay Arena and Residence Hall Complex
(3) Grantham Hall and Residence Hall Complex
(4) Apartments and Everett Herring Hall and Annie Mae Whitfield Hall
(5) Athletic Complex
(6) Maintenance Complex
(7) Fine Arts Area
(8) Raper Hall and Communications Bldg
(9) Library and Henderson Hall
(10) Jim Coats House and Waylin Centre

Washington, under awning to right of main entrance, no entrance to building
Wilmington, rear of building, right of door toward parking lot
RTP, located outside the east and west ends of the building
New Bern, extreme eastern end (beginning) of canopy at parking lot
Jacksonville, edge of parking adjacent to picnic table

Note: DSA areas above label 1-10 can be viewed on the link to the map of Mount Olive College provided at end of this policy. The number and location of these DSAs may be changed by the President, if needed.

2. The College is committed to prevention and education efforts that support non-use and address the risk of tobacco use. The College also offers programs and services that include practical steps to quit using tobacco products, including smoking-cessation resources.

3. Promotional advertising, sale, or free sampling of tobacco is prohibited on campus.

4. The sponsorship of any campus event by tobacco-promoting organizations is prohibited.

5. Smokers are expected to use ashtrays or otherwise properly dispose of their cigarette butts and to only smoke in designated areas.

6. All tobacco advertising in public spaces in College locations, such as billboard and signage, is prohibited.

7. This policy applies to trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

8. Tobacco advertisements are prohibited in College publications.

Definition of Terms

1. Tobacco Products: Includes but is not limited to cigarettes, cigars, pipes and chewing tobacco.
2. Students: Includes but is not limited to full-time day students, residential students, part-time students, commuter students, non-traditional students and other special students.
3. Campus: Includes any and all college owned, leased, or maintained property (includes all MOC locations) including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds.
4. College vehicle: This includes college owned, rented, or leased vehicles.

Policy Implementation

It is the hope of Mount Olive College that students, employees, and visitors will recognize the value of this policy and voluntarily comply. Implementation and enforcement of this policy are the shared responsibility of the entire college community. Mount Olive College believes that for this policy to be effective, a self-enforcing culture needs to be the norm. Therefore, all members of the college community will be asked to courteously and tactfully inform individuals in violation of the College Tobacco Use Policy about the Policy.

Click on the link below to see the Mount Olive College Map which will identify the 10 Designated Smoking Areas at the Mount Olive location.

https://www.moc.edu/home/dkeipper/CAMPUS%20MAP.pdf
DAMAGE TO PERSONAL PROPERTY

With respect to personal property owned by any employee, the College will not be responsible for reimbursement or payment for damages. The only exception to this policy is for property necessary for an individual to perform his/her work to the extent covered by the College’s insurance.

Mount Olive College strongly encourages all employees to take appropriate precautions for the security and protection of personal property. It is recommended that employees lock vehicles or offices when absent from them.

KEYS TO COLLEGE FACILITIES

Keys to all buildings and offices are maintained under the supervision of the Assistant Director of Buildings and Grounds. The issuance of keys is as follows:

1. Keys to buildings and offices will be issued by the Asst. Director of Buildings and Grounds at the written request of the department head.
2. A record of any keys issued to an employee will be maintained in the Maintenance Department.
3. Under no circumstances may an employee duplicate a key issued by the College.
4. When an employee changes office location, or no longer has need for a key issued, he/she should return the key(s) to Human Resources who will forward it to the Asst Director of Buildings and Grounds.
5. Employees are not to loan keys to students or other individuals.
6. Keys are to be maintained in a secure place where they are not accessible to other individuals.
7. Upon termination of employment, the employee is to return all keys of campus facilities to Human Resources who will forward it to the Director of Buildings and Grounds. A charge will be imposed for any key that is not return; such charge may include a lock core change and duplication of new keys needed.

REGISTRATION OF PERSONAL VEHICLE

All employees are required to register their motor vehicles and to display the issued parking permit stickers on the lower left of the rear window or bumper of the vehicle. Registration and issuance of permits for employees is done through the Human Resources Office. Employees are required to observe all College regulations with regards to parking on Campus.
INCLEMENT WEATHER

The College strives to operate and offer full services to students at all times. On those rare occasions that inclement weather should call for the cancellation of classes or closing of the College, the announcement will be made by the Public Affairs Office. Each College location is responsible for making the decision to cancel classes or to close, based upon the weather conditions in that area. Employees are encouraged to listen to the radio and TV stations listed below for class cancellation and College closing information.

Mount Olive College at Mount Olive and Goldsboro
Radio Stations
WDJS (AM) 1430 - Mount Olive
WEQR (FM) 102.3 - Goldsboro
WGBR (AM) 1150 - Goldsboro
WKTC (FM) 96.9 - Goldsboro

Mount Olive College at New Bern
Television Stations
WITN-TV Channel 7—Washington
WCTI-TV Channel 12-New Bern

Radio Stations
WERO (FM) 93.3 - Washington
WMGV (FM) 103.3 - Morehead City
WNCT (FM) 107.9 - Greenville
WRNS (FM) 95.1 - Kinston
WSFL (FM) 106.5 - New Bern

Mount Olive College at the Triangle

Radio Stations
WRAL (FM) 101.5 - Raleigh
WTRG (FM) 100.7 - Raleigh
WDCG(FM) 105.1 —Durham
WDNC (AM) 620 - Durham
WPTF (AM) 680 - Raleigh

Television Stations
WRAL-TV Channel 5—Raleigh
WTVD-TV Channel 11- Durham
WNCN-TV Channel 17- Raleigh

Mount Olive College at Wilmington
Radio Stations
WGNI (FM) 102.7 — Wilmington
WSFM (FM) 107.5 — Wilmington
WWQQ (FM) 101.3 — Wilmington

Television Stations
WWAY-TV Channel 3 -Wilmington
WECT-TV Channel 7 — Wilmington
WXQR (FM) 105.5 Jacksonville

Should the determination be made to close the College, employees are excused from work, and those who are full time will be paid for the time in accordance with their normal work schedule. Employees who are required to work due to job responsibilities (i.e., Maintenance) will be paid for their work time and receive equivalent leave time.
At those times the College is not closed yet poor weather conditions exist, employees are expected to use prudent judgment about road conditions and whether they should report to work. Should a non-exempt employee choose not to report to work, the time missed must be accounted for through use of earned vacation leave, making up the time during the same pay period, or election to receive no pay for the time not worked.

When conditions dictate that the College is to be closed, all employees are reminded that precautions are taken to secure the campus in these situations. Therefore, only essential personnel (i.e., Maintenance) are to be on campus at such a time. All other employees are asked to be respectful of the conditions, the need to secure all buildings, and therefore, not to be on campus until the College re-opens.

**BUSINESS OFFICE / ACCOUNTING DEPARTMENT GUIDELINES**

All employees should be familiar with Business Office and/or Accounting Department Guidelines and Regulations with regards to policies such as, but not limited to: purchasing, check requests, travel reimbursement, use of College vehicles, use of Pelletier Creek property, etc. These policies are printed under separate cover by the Business Office and the Accounting Department and related questions should be referred to the Vice President for Finance. You can print the appropriate form by accessing the MOC intranet once you have successfully logged in.

**USER RESPONSIBILITIES OF COLLEGE IT RESOURCES**

The College provides Internet, e-mail access, and various other IT systems as a business tool for employees at significant cost. That means that the College expects employees to use the Internet, e-mail, and all IT systems only for the purpose of conducting College or College-related business. Limited use not related to College business must be kept to a reasonable level. Unauthorized access or excessive personal use of the Internet, the e-mail system, or any of the College’s IT systems will subject the employee to discipline, up to and including discharge. To view all MOC IT policies and procedures, please click on: [http://www.moc.edu/policies/index.htm](http://www.moc.edu/policies/index.htm)

**Handling of Personal Information**

During the course of business, it may be necessary for the College to obtain, record, process and transmit personal information belonging to applicants, employees, customers, and other individuals. “Personal information” means an individual’s name combined with any identifying information or numbers (such as social security numbers, drivers license numbers, checking account numbers, etc.). The College appreciates and understands the importance of taking appropriate steps to protect this type of sensitive information. Accordingly, it is the College’s policy to follow all federal and state laws with respect to the appropriate processing, transmittal, and disposal of any materials, records, or documents that contain personal information.

When personal information is no longer needed and is not required to be maintained by law or under the College’s record retention procedures, it must be disposed of in a
manner that ensures confidentiality and prevents the personal information from being recovered or reconstructed. For personal information contained on printed materials, proper disposal requires that these materials be shredded or pulverized. Merely discarding the materials in trash bins, unsecured recycle bins or other publicly accessible receptacles is insufficient. For personal information contained in digital, electronic, or other non-paper form, proper disposal requires that the information be overwritten or destroyed in such a manner that the information cannot be recovered or reconstructed. Merely deleting the information is insufficient.

All employees are responsible for complying with this policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

ACCESS TO STUDENT INFORMATION POLICY

Because of the federal requirements governing the protection of student educational records, it is important that you know your responsibilities when provided access to sensitive information. The Family Education Rights and Privacy Act (FERPA) applies to all schools that receive funding from the Department of Education. Breach of FERPA enforcement could result in the revocation of all federally awarded financial aid funding. Breach of institutional policy could result in revocation of your access to student record privileges (PowerCampus and/or IQWeb), revocation of your Mount Olive College computer account, or dismissal from the College, depending upon the severity of the breach.

All College personnel, by virtue of their employment, are accountable for the responsible use of student information. This includes ensuring the confidentiality, integrity, and accuracy of student records. Use of student records should be limited to specific institutional purposes within the official duties of each staff or faculty member. FERPA stipulates that information may be released to College officials employees only when the disclosure of information is to one who has “legitimate educational interest” in the student information. Information cannot be provided to external parties for commercial or unauthorized use, nor can information be used for purposes outside of one’s job responsibilities.

Any questions regarding the release of student information should be directed to the Registrar’s Office.

DRUG-FREE WORKPLACE POLICY

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, Mount Olive College has adopted the following policy.

It is the policy of the College to maintain a drug-free workplace. Accordingly, all employees are prohibited from using, distributing, manufacturing, or possessing controlled substances of any kind on the premises of the College or at any College-sponsored function, with the exception of prescribed controlled substances written for the individual who is in possession of them. It is further the policy of the College that no alcoholic beverages are to be consumed, transported, or possessed on College property or at any College sponsored function or being under the influence of alcohol on College property or at any College-sponsored function. The College reserves the right to drug test employees in the following circumstances, as set forth in further detail below: (1) for cause testing; and (2) post-accident testing. In addition, any employees who drive commercial motor vehicles will be
subjected to drug testing in accordance with applicable law.

For Cause Testing

Employees may be asked to submit to a drug or alcohol test if cause exists to indicate that their ability to perform work safely or effectively may be impaired. Testing for cause will be based on specific objective facts and reasonable inferences drawn from these facts in the light of experience. Testing for cause does not require certainty. Factors which could establish cause include, but are not limited to, the following:

- Direct observation of an individual engaged in drug or alcohol related activity;
- A pattern of abnormal conduct;
- Unusual, irrational, or erratic behavior;
- Unexplained, increased or excessive absenteeism or tardiness;
- Sudden changes in work performance;
- Repeated failure to follow instructions or operating procedures;
- Violations of Company safety policies or failure to follow safe work practices;
- Unexplained or excessive negligence or carelessness;
- Discovery or presence of drugs or alcohol in an employee’s possession or near an employee’s workplace;
- Odor or residual odor peculiar to some drugs or alcohol;
- Arrest or conviction for a drug related crime;
- Information provided either by reliable and credible sources or independently corroborated;
- Unsafe behavior when operating dangerous or potentially dangerous equipment or while working in the vicinity of such equipment.

If a supervisor or management official believes cause exists, the supervisor or manager should report his or her findings and observations prior to asking the employee to submit to a drug screen.

Post-Accident Testing

Employees shall be tested for the presence of drugs following an accident or other occurrence that involves one or more of the following events: a fatality; an injury to an employee or other individual; substantial damage to vehicles; substantial damage to other property; and/or a near-accident posing the risk of any of the above listed events.

All employees must, as a condition of employment, comply with this policy and notify their supervisor of any conviction of a drug charge which results in a violation of the College’s drug-free workplace policy. Such notification shall be made no later than five (5) days after such conviction. The College will notify any appropriate federal agency or office from which it receives grants, loans, or any other financial support within ten (10) days from notification of an employee’s drug conviction. Within thirty (30) days of receiving the notice referred to above, the College will discipline any employee who is convicted of a drug charge in violation of this policy. Disciplinary action will include suspension from or termination of employment or any other remedy deemed feasible by the College. Among other things, the College may require the convicted employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by appropriate federal, state, or local agencies as a condition to continued employment.

From time to time, the College will establish drug-free awareness programs to inform the
employees about this policy, the dangers of drug abuse in the workplace, and available drug counseling, rehabilitation, and assistance programs.

A copy of this statement shall be delivered to each employee of the College when he/she is hired. The employee is to sign the statement as indication that he/she has read and is aware of this policy. The employee’s signed statement shall become a part of the employee’s file maintained in the Human Resources Office.

**SEXUAL HARASSMENT POLICY**

**Preamble:** As a Christian institution of higher education, Mount Olive College embraces values that proclaim the dignity and rights of all people.

**Policy:** Harassment on the basis of gender in an academic setting is prohibited by the following: Title IX of the Education Amendment of 1982, Title VII of the Civil Rights Act of 1964, and the Federal Sex Discrimination Act of 1984. But on an even higher plane, it is not consistent with the motto of “Higher Learning, Higher Standards, and Higher Values.” It is the policy of Mount Olive College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and may result in penalties, including termination of employment.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is a condition of an individual’s employment; (2) submission or rejection of conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

Any individual who becomes aware of an incident of sexual harassment has a duty to report it as soon as possible. It is also the policy of the College that prompt, appropriate corrective action up to and including termination of employment will be taken.

Each person has a right to report sexual harassment without fear of reprisal or retaliation. Acts of reprisal or retaliation against an individual should be reported immediately. It is a violation of College policy for anyone to retaliate against anyone for reporting sexual harassment or cooperating in any way under this policy.

It is also the policy of the College that accusations of sexual harassment which are made without good cause shall not be condoned. If a person knowingly files a false statement or tries to use the complaint system in retaliation against an individual, such conduct may result in penalties including termination of employment. However, a complaint that is “not substantiated” does not automatically fall into the “false statement” category.

This policy applies to all College students, faculty, administrators, staff members and employees as well as vendors and guests at all College locations. This includes those members of the College Community who are involved in off-campus programs such as internships and cooperative programs. This policy applies to the workplace, recruitment, appointment and advancement of employees. It also applies to student contact in and out of the classroom and the evaluation of students’ academic performance.
The College recognizes that prevention is the best tool for the elimination of sexual harassment. It is the policy of the College to conduct periodic training on this policy, reporting procedures for all employees and training for investigations and disciplinary actions for all managerial and supervisory personnel. This policy does not replace or supersede an individual’s rights and remedies under the law.

**Human Relations Committee:** The Human Relations Committee members are appointed by the President of the College and consists of a total of four members. The Committee is responsible for hearing and investigation of allegations of sexual harassment.

**Complaints and Resolution:**

This process is designed to achieve the resolution of the alleged incident informally. The process is intended to be flexible in order to reach an acceptable solution. While a written statement from the complainant is helpful, it is not required to initiate or pursue this process. For contacts for reporting an incident, see the following paragraph for Contacts. The person contacted will discuss the alleged incident with the Human Resources Director and pertinent personnel, to include the Human Relations Committee, in an attempt to resolve the situation. Documentation is to be completed by any College employee receiving a complaint. This documentation will be reviewed and maintained by the Human Relations Committee and will be filed in the Human Resources Department.

Confidentiality: The College will make reasonable efforts to maintain the confidentiality of all parties involved in a sexual harassment investigation. Confidentiality, however, cannot be guaranteed as the College investigates and takes appropriate action.

Contacts: Individuals may report offending behavior to their immediate supervisor or area vice president and are encouraged to use the normal supervisory chain, if possible. If an individual does not feel comfortable using the normal supervisory chain or a person in the chain is involved in the allegations in some way, individuals may provide their complaint to the Human Relations Committee or to the Human Resource Director.

**GRIEVANCE PROCEDURES**

If an employee feels that a work condition or situation is unfair, he/she should take the issue to his/her supervisor where it can be discussed without fear of reprisal.

Should the employee discuss the matter with his/her supervisor and feel the situation has not been resolved, or if the employee does not feel comfortable discussing the situation with his/her supervisor, the employee should contact the Human Resources Director for assistance. The Director of Human Resources will review options with the employee.

**WORKPLACE HARASSMENT POLICY**

Each employee has the right to do his/her job in a business environment that is free from any kind of harassment based upon his or her sex, race, color, national origin, disability, age, or veteran status. The College will strive to treat all employees with fairness, respect, and courtesy.

The College maintains a strict policy that prohibits harassment in any form.
Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sex, national origin, age, or disability, and that: 1) Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; 2) Has the purpose or effect of unreasonably interfering with an individual’s work performance; or 3) Otherwise adversely affects an individual’s employment opportunities. Examples of harassing conduct include, but are not limited to, the following: 1) Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, national origin, age, or disability; or 2) Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on College premises, circulated in the workplace, or displayed on clothing.

Harassment is viewed as unacceptable behavior and will subject violators to disciplinary action up to and including termination of employment.

If an employee believes this policy has been violated, he/she should contact the Human Resources Office. All complaints of harassment will be treated as confidentially as possible and will be investigated promptly and thoroughly.

Retaliation or discrimination against an employee for reporting or complaining about harassment is also prohibited by the College.
THE BENEFITS OF WORKING AT MOC

EMPLOYEE BENEFITS

Employees are encouraged to be familiar with all benefits for which they are eligible. Eligibility for benefit dates are in accordance with any conditions of specific benefit policies. Questions should be referred to the Human Resources Office.

The sections of this handbook are summaries only that pertain to health, dental, retirement, insurance, and benefits plans are for informational purposes only and are not to be considered an endorsement of any particular benefit, company or plan. Individuals should seek the advice of appropriate professionals when making decisions regarding income taxes, insurance or retirement plans and should refer to the plan documents themselves for the actual terms of the plans. The College reserves the right to modify, amend or terminate any benefit at any time, with or without advance notice.

ELIGIBILITY

The College will extend benefits to full-time employees. Further limitations (i.e., effective date, length of employment) are detailed for each benefit listed. Faculty does not accrue vacation, sick time or a personal day but are eligible for all other benefits the College offers. Temporary employees are normally not eligible for employee benefits except where noted. Student employees are not eligible for employee benefits.

VACATION LEAVE

All full-time, 12-month employees are eligible for vacation leave. Vacation (paid time off, 12 month employees only) is an important and necessary benefit for our employees. While the College still reserves the right to designate vacation schedules; we feel it is appropriate to allow our employees the opportunity to schedule their vacations at any time during the year (upon approval of the department head). This means that you do not have to wait until you’ve accrued enough vacation time before you can take your paid time off. Before you are permitted to take more vacation then you have accrued, you must sign an authorization form (Negative Vacation/Sick Authorization Form) to authorize payroll to withhold (if any) negative balance vacation or sick time from the employee’s last pay check. One signed form in the employee file in HR will suffice for both vacation and sick negative balance and only has to be signed once in the employee’s employment. A vacation “year” is driven by the employee’s employment date and employees begin to accumulate vacation leave following completion of thirty days of employment (retro-active to hire date) and can therefore begin to schedule their vacation. As a general policy we do not permit employees to “borrow” leave from their next vacation year, but each case will be addressed separately.

Upon termination of employment employees are to be paid for any unused accrued vacation leave (per the current MOC vacation accrual schedule) up to the maximum of 20 days, or the employee will have to pay back (taken as a deduction from their last pay check) any hours of vacation they might have been paid in excess of their accrued amount.
All full-time, 12-month employees earn vacation leave according to the schedule below:

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Vacation Leave per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year thru 4 years</td>
<td>10 days (2 weeks)</td>
</tr>
<tr>
<td>5 years thru 9 years</td>
<td>15 days (3 weeks)</td>
</tr>
<tr>
<td>10 years thru 14 years</td>
<td>15 days + 1 day per year of service over 10 yr</td>
</tr>
<tr>
<td>15 years or more</td>
<td>20 days (4 weeks)</td>
</tr>
<tr>
<td>Executive Council Member</td>
<td>20 days (4 weeks)</td>
</tr>
</tbody>
</table>

Vacation accrues on a rolling basis throughout the year and can be used in one hour increments.

Vacation leave records are maintained by the Ceridian CyberShift web clock system and vacation accrual balances will be posted on the employee’s pay stub or can be accessed through the web clock system under “View Accruals”.

The College reserves the right to designate vacation schedules; however, preference for vacation leave may be submitted via email to the appropriate supervisor. Once approval is given (written or verbal) the employee (or their immediate supervisor) is to schedule the vacation in the Web Clock system via “Schedule Absence T”.

The maximum number of hours of vacation leave accumulated by an employee by December 31 of any year is 160 hours. No hours over 160 will accrue. Any exception due to the College’s requirement that an employee work and not previously take vacation to this must be approved by the area vice president in writing to the Human Resources Director. It is not in the best interest of the employee or the College for an individual to accumulate excessive amounts of vacation leave (in excess of 160 hrs). Therefore, such exceptions should be rarely approved.

Upon termination of employment, an employee will be paid in one lump-sum payment for all unused accumulated vacation leave up to a maximum of 20 days (160 hours), subject to withholding.

**HOLIDAY LEAVE (Paid Time Off)**

All full-time, 12-month employees are entitled to ten paid holidays each year and 1 personal day. The College observes the following holidays:

- New Year’s Day — January 1
- Good Friday
- Memorial Day
- Independence Day — July 4
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas (3 days as designated by the President)
- Personal Day (1 day) (See Personal Day Policy)

In the event that one of the above holidays falls on a weekend, the College will observe the appropriate federal holiday. At the discretion of the appropriate department head, holiday observances may be adjusted to meet the work schedule of the department. If
an employee is required to work on an announced holiday, an equal amount of time will be added to the employee’s vacation time. Holiday or personal day time is not accumulated or paid upon the employee’s termination.

Mount Olive College personnel whose primary area of responsibility is at Mount Olive College at Goldsboro (SJAFB) will observe the Federal Holiday schedule. College personnel who work there will use either one personal day or one day of vacation leave for those holidays observed by the federal government but not observed by the College (i.e. Martin Luther King, Jr. Holiday).

PERSONAL DAY

All full-time, 12-month employees are eligible for a paid-time-off personal day. A personal day is earned at the rate of one day per year (year defined by the employee’s anniversary date of employment). Eligibility for a personal day begins at the completion of 30 days worked.

A personal day leave may be taken for any reason such as personal business, medical appointments, etc., and must be taken in at least one-half (4 hours) day increments. Personal leave must be taken within 364 days of the employee’s hire date and cannot be carried forward or accumulated. Mount Olive College does not pay for any unused personal day upon employee termination. A personal day is a use or lose day.

SICK LEAVE

All full-time, 12-month employees are eligible to earn sick leave. An employee will begin to accrue sick leave after completing thirty days of employment (retro-active to employee hire date). Sick leave is earned by all eligible employees at the rate of 3.33 hrs/month which is 40 hours/yr and may be accumulated to a maximum of 60 days (480 hrs). Before you are permitted to take more sick leave then you have accrued, you must sign an authorization form (Negative Vacation/Sick Authorization Form) to authorize payroll to withhold (if any) negative balance vacation or sick time from the employee’s last pay check. One signed form in the employee file in HR will suffice for both vacation and sick negative balance and only has to be signed once in the employee’s employment.

Sick leave records are maintained in the Ceridian CyberShift web clock system and sick accrual balances will be posted on the employee’s pay stub or can be accessed through the web clock system under “View Accruals”.

Employees must notify their supervisor as soon as possible when they are unable to report to work due to illness. Supervisors are responsible for entering Absence Paid codes (ABP) and the appropriate amount of hours each day for non-exempt employees who wish to be paid for their sick time into the Ceridian CyberShift web clock system. Employees who have a 0 balance on the sick accrual balance (or close to it) have the option of using accrued vacation time.

For any period of illness extending beyond three consecutive days, or for frequent use of sick leave, the supervisor may require the employee to provide proof from a licensed medical practitioner verifying the employee has been seen by a medical practitioner.
and/or is under their care.

Any employee out on sick leave under a medical practitioner’s care and/or recuperating from an illness (especially an injury or surgery) must provide their supervisor certification from a licensed medical practitioner verifying that the employee is released to return to their full assignment with no restrictions, or released to work (X) hrs/day, or released to work under defined restrictions. This certification must be provided before the employee can return to work. This is for the benefit of both the employee (so as not to return to work too soon) and the College (so that supervision understands what type of work the employee can or cannot do).

Sick leave should not be seen nor used as additional vacation leave. Sick leave is only to be used for instances of illness, for medical appointments, or for care of an immediate family member who is ill. For the employee’s own protection, it is wise to allow sick leave to accumulate so that it is available to be used in the event of a prolonged illness. If an employee has a negative sick leave balance upon termination (has been paid for more sick leave then they have accrued) a deduction will be taken from their last pay check for any hours of sick leave in excess of their accrued amount. Mount Olive College does not pay for any unused accrued sick leave upon termination of employment.

**Employee Tuition Benefits at Mount Olive College**

Full-time employees and part-time employees who are scheduled to work at least 20 hours per week on a regular basis are eligible to make application for tuition remission discount for themselves or eligible dependents as further provided below. Tuition remission is applied to the net tuition for a course or courses taken at Mount Olive College after all other financial aid has been applied (Federal/State/VA and any other outside scholarships). This does not include loans. Full-time employees who work at least 9 months of the year, their spouse and eligible dependents, will receive grants-in-aid equivalent to the cost of tuition (100%). Part-time employees, their spouse and eligible dependents, will receive grants-in-aid equivalent to 60% of the cost of tuition. Tuition remission does not apply to fees or other College charges beyond tuition.

Employees are eligible for this benefit the beginning of the first semester after their first day of employment. In the case of separation from employment (for any reason other than total & permanent disability determined by the College’s carrier, official retirement or death), all tuition remission benefits of an employee or dependent will cease at the end of the semester during which time the employment ends as long as the student was attending classes in that semester and prior to employee separation. The maximum semester credit hours for any one person (student) utilizing this benefit will be 140 hours.

An employee or his or her dependent seeking tuition remission must meet all applicable terms and conditions for admission to the College including any entrance exams, maintenance of academic eligibility (Satisfactory Academic Progress) pursuant to College guidelines, and compliance with all Student Conduct policies.

Generally, tuition remission may be applied only to courses toward a student’s first undergraduate (baccalaureate) degree. If the otherwise eligible employee’s dependent already has an undergraduate (baccalaureate) degree, tuition remission is not available for that respective student. Employees who have a baccalaureate degree are, however, eligible to take one course per semester under this benefit.
If the recipient of tuition remission falls below Satisfactory Academic Progress (SAP), the benefit ceases for that person. If Satisfactory Academic Progress is regained (that is, while the person pays for his/her own courses), the benefit can be reinstated. In accordance with the Financial Aid SAP policy, when a student files for and receives a Financial Aid appeal, this benefit is reinstated.

Dependents include a current spouse and eligible child. Eligible child includes a natural child of the employee, the legally adopted child of the employee, a stepchild and a child for whom the employee is the legal guardian. The College will use the definition of dependent as defined in the Department of Education regulations as the final decision if a dependent is eligible for this benefit. In addition, dependents who have not attained 12th grade status are not eligible for tuition remission unless they have attained a score of 1000 on the SAT.

Full-time employees, and their dependents/spouses, may also be eligible for tuition benefits through our membership with the Council of Independent Colleges (CIC) as well as the North Carolina Independent Colleges & Universities. Contact Human Resources for more information.

This policy is effective January 1, 2012.
(Approved by the Board of Trustees August, 2011)

**NCICU EXCHANGE PROGRAM**

Mount Olive College is a member of the North Carolina Independent Colleges and Universities (NCICU) Exchange Program. This program allows our full-time employees' dependents the opportunity to apply for admission to any of the other NCICU schools that are members of the Exchange Program, and if admitted and if there is an opening in the Exchange Program at that school, the opportunity to attend that school tuition free. Employees would be required to pay for any additional costs such as books and/or room and board. Contact the Human Resource Office for additional information.

**HEALTH INSURANCE**

Mount Olive College offers comprehensive employee health insurance. The hospitalization offered by the College through the employee health insurance plan is designed to help protect employees from economic hardship due to cost of illness and accident on an equitable basis.

For full-time employees, the College pays the premium for the employee health insurance plan. Full-time employees also have the option of purchasing family coverage under the College’s plan through payroll deduction. The College will pay the employee’s coverage, and the employee pays the difference in cost between individual coverage and family coverage through regular payroll deductions.

Eligibility for this benefit begins on first day of full employment or hire date.

For specifics and detailed description of benefits, employees should review the employee health insurance booklet and information provided by the insurer. For current monthly rates, employees should contact the Human Resources Office.
CONTINUATION OF HEALTH INSURANCE COVERAGE

The Consolidated Omnibus Reconciliation Act (COBRA) provides certain rights to eligible employees and their dependents who wish to continue their major medical coverage which might otherwise be discontinued due to a reduction in work hours or termination of employment. Within a couple of weeks after termination, the terminated employee will receive a letter in the mail explaining their right to purchase COBRA and what the premiums will be. Included in this paperwork will be the process they need to follow in order to continue their coverage. Employees are encouraged to contact the Human Resource Office to discuss this option.

DENTAL PLAN

Mount Olive College makes available to eligible employees participation in a comprehensive dental program. Eligibility begins on the first day of the second month of employment. Costs for both employee and dependent coverage are arranged through payroll deduction. For details about the plan and associated costs, employees should contact the Human Resources office.

WORKERS COMPENSATION PLAN

Employees of the College are protected by the Workers Compensation Law of North Carolina and must report all on-the-job accidents to their supervisor, whether or not injuries occurred, within 24 hours. In the case of an on-the-job injury, Health Services should be notified immediately. The Business Office is responsible for ensuring completion of the appropriate state forms.

RETIREMENT PLAN

The Mount Olive College Retirement Plan is a defined contribution plan that operates under Section 401(k) of the Internal Revenue Code. The Plan was established to provide retirement benefits for eligible participating employees. Employees have the option of choosing one of the two providers below:

- Stanley, Hunt, Dupree and Rhine, a wholly owned subsidiary of BB&T Financials.
- Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF).

Eligible employees may become a participant in the plan on January 1 or July 1 of each year. Participants in this plan may elect to defer up to the maximum allowed by law. Participants will be eligible to receive Employer Matching Contributions under the 401(k) Plan on the January 1 or July 1 coinciding with or next following the date they complete one year of service with the Employer if you are an employee on such entrance date. The College will match the employee’s contribution dollar for dollar up to a maximum of 5% of the employee’s salary. Funds contributed by the employee and any earnings on that amount are not subject to income tax until actually distributed to the employee. The specific terms and qualifications of the Plan are governed by the plan documents themselves.
For further details on the plan, including the vesting schedule, tax information, and distribution of funds, employees should refer to the Summary Plan Description provided at time of hire or the copy of the Plan on file in the Human Resources office.

GROUP LIFE INSURANCE PLANS

For full-time employees, the College pays the premium for the employee life insurance. Full-time employees also have the option of purchasing additional voluntary life insurance for themselves and family members under the College’s plan through payroll deduction. The voluntary life insurance plan is portable, meaning you can take it with you at your own expense when you leave Mount Olive College if you wish; premiums will change. These policies are not eligible to be considered for tax savings. For details on either of these plans, including cost and eligibility, employees should consult with the Human Resources Office.

FLEXIBLE SPENDING ACCOUNTS

All full-time employees are eligible to participate in the Medical and/or Dependent Care Flexible Spending Account Plan. New hire employees are eligible to participate immediately and during the annual open enrollment period. Annual contribution limits for these plans are:

- Medical Spending Account: $5000
- Dependent Care Spending Account: $5000

For additional information on this Plan, please contact the Human Resources Office.

EMPLOYEE DISCOUNTS

As a benefit to all employees there are established discounts for: dining hall meals, use of the Pelletier Creek House and College Book Store purchases. Employees can receive a 10% discount for dining hall meals by paying in advance. Employees must contact the dining hall manager to make payments in advance. For reservations and costs of the Pelletier Creek House, employees should contact the Business Office. Employees receive a 20% discount for all College Book Store purchases except textbooks. In addition, employees assigned to Mount Olive also receive free membership to the Pope Wellness Center and employees assigned to our locations are eligible for a refund of up to $60/month for their membership to a local gym of their choice.

MOYE LIBRARY

Employees are encouraged to utilize the services of Moye Library. Circulating materials may be borrowed for an indefinite loan period, however, these materials will be recalled if needed by someone else. If materials are lost, the employee is expected to reimburse the Library for the materials.
WHEN YOU NEED TO BE AWAY……..

BEREAVEMENT AND FUNERAL LEAVE

All full-time employees will be provided with up to three (3) days of paid leave if they experience the death of an immediate family member. An immediate family member is defined as husband, wife, son, daughter, brother, sister, mother, father, grandmother, grandfather, grandson, granddaughter, step-mother, step-father, stepson, step-daughter, step-brother, step-sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.

Family relationships are sometimes complex, and in some cases emotional ties to a person outweigh blood kinship. The employee’s supervisor may authorize an exception to the immediate family definition.

FAMILY AND MEDICAL LEAVE ACT

Some employees may be eligible to receive family and medical leave (FMLA leave) pursuant to federal law. An employee may be eligible for this benefit if he or she has completed 12 months of service and worked at least 1,250 hours during the preceding 12 months. For those who are eligible, Mount Olive College provides as FMLA leave a total of up to twelve weeks of unpaid leave to, plus any accrued but unused vacation and sick leave, to employees (1) because of the birth of a child and to care for a newborn child, (2) because of the placement of a child with the employee for adoption or foster care, (3) because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or (4) because the employee’s own serious health condition makes the employee unable to perform the functions of his or her job.

All Mount Olive College decisions regarding an employee’s entitlement to family and medical leave (FMLA) will be based upon federal and state law requirements and will be approved by the Human Resource Director. We require our employees to use all of their accrued vacation and accrued sick leave at the beginning of their FMLA leave. After vacation and sick leave time has been exhausted, the remaining twelve weeks of FMLA leave is unpaid. The FMLA leave year shall be measured from each request for leave, by looking at the preceding 12 months to determine if the employee is eligible, and if so how much leave he or she is entitled to receive.

Mount Olive College will require written medical certification to support a request for leave for an employee's own serious health condition or for the employee to care for a seriously ill child, spouse or parent. Upon request for leave, Mount Olive College will supply a copy of the medical certification form that must be completed by the health care provider. In its discretion, Mount Olive College may require a second medical opinion at its expense, and if necessary a third opinion, at Mount Olive College’s expense. While on leave, Mount Olive College may require the employee to periodically recertify the ongoing medical need for the leave.
When the need for leave is foreseeable, the employee shall provide reasonable prior notice, together with a written request for the leave. He or she shall also make efforts to schedule the leave so as not to unduly disrupt Mount Olive College operations. While an employee is on an approved family and medical leave of absence, Mount Olive College shall continue to pay the premiums for the employee's health insurance coverage.

The employee is required to make advance arrangements to pay for any portion of the health insurance coverage that he or she is responsible for. Further information regarding requirements to maintain health insurance coverage while on leave may be obtained from Human Resources.

In the event an employee elects not to return to work upon completion of family and medical leave of absence, Mount Olive College may recover from the employee the cost of any payments it made on behalf of the employee to maintain any employee benefit while the employee was on leave (unless failure to return to work was for reasons beyond the employee's control or due to the continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member).

Upon return from leave of absence, Mount Olive College will require written fitness for duty certification from the health care provider indicating that the employee is able to return to his or her former work or work schedule. Upon return from leave, an employee shall be entitled to return to the same job or an equivalent job. Family and medical leave taken under this policy shall be unpaid, except for any accrued vacation and accrued sick leave that must be taken at the beginning of any family and medical leave. Any employee who fails to comply with the requirements of this policy may be ineligible to receive leave and may be subject to disciplinary action up to and including termination.

26 Weeks of Leave (To Care for a Covered Service Member)

An eligible employee who is the spouse, child, parent, or next of kin of a “covered service member” is entitled to a total of 26 weeks of unpaid leave in a 12-month period to care for the service member. For purposes of this policy, a “covered service member” is a member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, therapy, or recuperation (or who is otherwise in outpatient service or on the temporary disability retired list) due to a service-related injury or illness that renders the service member medically unable to perform military service. Service member leave shall only be available during a single 12-month period during the employee’s employment. The 26 weeks of service member leave shall include any other type of FMLA leave referenced above, such that the total amount of FMLA leave to which an eligible employee is entitled during a single 12-month period is 26 weeks.
COURT AND JURY DUTY

The College recognizes jury duty as every citizen’s responsibility and encourages employees to fulfill their civic obligations when asked. Full-time employees will be granted time off to serve on a jury or to serve as a court witness when subpoenaed. During this time an employee will be receiving his or her normal salary up to a maximum of three weeks. The employee may retain any compensation earned from jury duty. Any employee subpoenaed should provide a copy of the summons to their supervisor as soon as it is received. If the session (court or jury) requires an employee to be absent for less than a full workday, it is expected that they will report to work for the remainder of the day.

MILITARY LEAVE

It is the College’s policy to permit all employees, except those occupying temporary positions, to take military leaves of absence and to provide other benefits to employees serving in the armed forces. The right to take a military leave of absence and receive other benefits pursuant to this policy applies to all employees, except temporary employees who have been employed for only a brief period of time.

Notice of Need To Take Leave

Unless advanced notice is impossible under the circumstances, all employees requesting military leave must provide the College with advanced notice of their need to take leave. This notice may be verbal or written.

Nature of Leave

Military leave is unpaid. However, employees may use any available paid time off for the absence. The College does not require its employees to exhaust any accrued days off while on a military leave.

Continuing Health Insurance

Subject to the terms, conditions and limitations of the applicable plans for which employees are otherwise eligible, employees on military leave may elect continuing health care coverage for themselves and their dependents for a period of up to twenty-four (24) months from the time leave commences. If the employee’s military service lasts thirty (30) days or less, the employee is only required to pay the same employee share of the premium that he or she paid prior to leave. If the employee’s military service leave lasts longer than thirty (30) days, employees will be required to pay the applicable COBRA rate for premiums. The College will resume payment of the costs for premiums when the employee returns to active employment. Upon return to active employment, the employee will be eligible to resume coverage immediately; no exclusions or waiting periods will be applied.

Benefits During Leave

During the course of an employee’s military leave, an employee will not accrue additional sick leave time, vacation leave time, holiday pay, or any other employment benefit that is not based on the employee’s seniority.
Reinstatement

Upon the conclusion of their military service, employees desiring reinstatement should advise the College of their wish to return to employment with the College. If the duration of military service was thirty (30) days or less, the employee should advise the College of his or her desire to return to work on the next regularly-scheduled workday after completing military service. If the duration of military service was 31 - 180 days, the employee should advise the College within fourteen (14) days after completing military service. If the duration of military service was greater than 180 days, the employee should inform the College of his or her intent to return to work within ninety (90) days after completing military service.

Unless circumstances at the College change so drastically while the employee is on military leave that reinstatement is impossible or impractical, when the employee returns to the College after military leave, the employee will either be reinstated to the position he or she would have held had he or she remained continuously employed, or be given a similar position with the same seniority, status, and pay. To be eligible for reinstatement, the employee must fulfill five conditions:

1. Timely notice of the need for military leave must have been given;
2. Proof of honorable discharge from military duty must be given on return;
3. Proof of ability to resume the position must be demonstrated on return;
4. Notice of intention to return to work must have been timely given; and
5. The total duration of military leave must not have exceeded five (5) years.

Nondiscrimination

The College makes it a policy not to discriminate in any way against employees who are members of the military. The employee’s job will not be in jeopardy if a military leave of absence is requested or taken.

SCHOOL LEAVE

The North Carolina School Leave Act provides that employees with school-age children are entitled to four hours of unpaid leave per year to participate in their children’s school activities. The year is defined as the school year, as established by the local school system in which students attend. In addition, the four hours of unpaid leave is the total granted per employee, per school year, and is not four hours per employee, per child, per school year. This leave must be scheduled at a mutually agreeable time and the College may require the request to be in writing 48 hours in advance of the leave. The College may also require written verification from the school proving that the employee did, in fact, attend school activities during these days.