

STILLMAN
COLLEGE | *Office of*
Human Resources

**HUMAN RESOURCES
POLICY MANUAL**

STILLMAN
COLLEGE



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Policy Update

The Stillman College Human Resources Policy Manual is designed to provide a clear statement of the College's Human Resources policy. The policies contained in this manual are in keeping with the values and goals of the College. These policies should be used to inform and guide day-to-day human resources decisions.

These policies have been developed to guide the College into the future while at the same time respecting the past. Reflected here are the guiding principles of Stillman College heritage, a commitment to community and service, and respect for fairness, along with recognition of legal mandates. But you will also notice reflected in these policies a philosophy that focuses on balancing the successful management of people and the business of the Stillman College.

Mission Statement

Stillman College is a liberal arts institution with a historical and formal affiliation with the Presbyterian Church (U.S.A.). It is committed to fostering academic excellence, to providing opportunities for diverse populations, and to maintaining a strong tradition of preparing students for leadership and service by fostering experiential learning and community engagement designed to equip and empower Stillman's students and its constituents.

Welcome to Stillman College Office of Human Resources

We welcome your interest in joining the Stillman College family. The Office of Human Resources (HR) works to ensure that prospective hires, new hires and current employees, as well as managers and administrators have the information and resources, they need to make their offices run smooth.

The Office of Human Resources and Payroll (HRP) welcomes you to our site which is a gateway to information about Stillman College work environment, benefits, employment, training and development opportunities. Stillman College is home to a diverse and committed workforce who has adopted a spirit of continuous improvement and community enrichment. The College's dedication to quality learning, teaching and public service inspires all of us.

The mission of the Human Resources and Payroll Department is to provide user-friendly programs and services which support faculty and staff in accomplishing the mission and goals of the College.

Non-Discrimination Statement

In compliance with Title IX of Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Stillman College is committed to an educational and work environment in which all individuals are treated with respect and dignity. Therefore, discrimination or harassment based on age, race, sex (which includes gender, gender identity, and gender expression), color, religion, national origin, disability, genetic information, sexual orientation, covered veteran status, or any other characteristics protected under state, federal, or local law will not be tolerated. This applies to all applicants, employees, students, guests, vendors, and persons doing business with the University.

Purpose of the Manual

This manual is published and maintained as a guide for supervisors and managers in order that human resources matters can be handled more consistently and equitably throughout the College. An important effort has been made to recognize the differences present in the various campuses and areas of the College however, these policies were developed by focusing on the rules and responsibilities our one organization has in common. If a campus or area of the College wishes to issue its own memoranda or other statements related to Human Resources policies, they must be consistent with this manual unless approval is granted by the Executive Vice President. This manual supersedes all inconsistent memoranda and statements as well as prior personnel policies and procedures.

The Human Resources Manual is designed to be the primary reference document for communicating and interpreting human resources policies, programs, and procedures to people at Stillman College. Separate memoranda or pamphlets with respect to the operation or administration of human resources-related functions and programs may be distributed to augment the provisions of this manual.

Additionally, the manual will be updated periodically to reflect changes in College policy and changes in the law. However, no provisions in this manual, or in separate memoranda or pamphlets are, or should be construed as, an implied or expressed contract or guarantee of employment or contractual obligation of the College.

The College reserves the right to interpret, change, modify, add, delete or not apply all or part of the provisions of this manual at any time.

Responsibilities

The policies give supervisors and managers the ability to make decisions within a framework that promotes consistency and objectivity. With decision making comes responsibility. In each policy there is a statement of the philosophy within which related decisions are made and a statement of where responsibility belongs. Many of the policies emphasize and articulate the two-way responsibility of the employer and the employee.

Employment at Will

Employment at Stillman College may be terminated at the will of the employee or the College at any time without notice or cause. No representative of the College has the authority to enter into a contrary agreement except the President or his or her designee and the employee. Any such contrary agreement must be in writing and signed by the President or his/her designee and the employee.

Benefits

The College offers several employee benefits programs that is detailed in this manual and that may be changed from time to time. They include retirement benefits, health care, disability benefits, life insurance, tuition assistance, long term care insurance and flexible spending accounts.

Distribution and Interpretation

The Human Resources Manual is available on the Stillman website and a copy is to be maintained in every department, location, center or major organizational entity of the College. The master copy of the manual will be maintained in the Department of Human Resources.

This manual should be made available to and used for reference by all employees within the University upon request.

Questions concerning the applicability and interpretation of the policies in this manual should be discussed with and resolved by the Department of Human Resources. The Executive Vice President has the authority to review and grant requests for exceptions to policies in this manual.

Employment Categories

Executive employees are officers of the College and work with designated authority serving at the pleasure of the President. This category includes all Vice Presidents and the Executive Vice President.

Senior Administrators usually report to a Vice President and have specific responsibilities for programs and areas under the general responsibility of the Vice President. This category includes all Assistant and Associate Vice Presidents and Deans. These employees are also subject to presidential discretion.

Directors/Managers are responsible for designated areas and answer to a relevant Vice President or Senior Administrator. They are subject to conditions of employment set out in the Staff Handbook. This category includes all directors, coordinators, and managers.

General Staff includes those employees who carry out the functions of the College usually in non-supervisory positions. These employees are paid monthly and are exempt from timekeeping and overtime provisions of the Fair Labor Standards Act.

Support Staff includes those involved in clerical/technical tasks necessary to support the overall operation of the College. Members of the Support Staff fall into four categories: secretaries, administrative assistants, division secretaries, and executive secretaries. Secretaries are primarily responsible for word processing, filing, maintaining correspondence, records and other documentation and other clerical duties. Administrative Assistants and Executive Secretaries manage the communications of a vice president or dean and occasionally make practical decisions in the vice president's or dean's absence. Administrative Assistants and Executive Secretaries hold bachelor's degrees. In unusual circumstances, exceptional experience may be considered in lieu of the bachelor's degree.

Salaried Staff employees are paid monthly and are exempt from the timekeeping and overtime provisions of the Fair Labor Standards Act. The workweek for exempt employees may consist of 40 plus hours per week. Employees who are consistently absent and are unable to perform the essential work of their position and fail to be present at mandated meetings may be subject to disciplinary actions up to but not limited to termination.

Hourly Staff includes employees who engage in work related to the general service and maintenance of College property and equipment. This category may include temporary staff, who may be full-time or part-time depending upon the need and/or tasks they are to perform. These employees are appointed for a specific period of time and may

or may not be renewable based upon the funding source and/or other factors regarding continued employment at the College. Hourly Staff work 40 hours per week, are paid bi-weekly, and are not exempt from the timekeeping and overtime provisions of the Fair Labor Standards Act.

Definition of Temporary Staff

From time-to-time external funding may be acquired for projects of specified duration and purpose. Persons hired to execute such projects are temporary employees. Others hired due to the lack of availability of persons with the desired full-time credentials are also considered temporary employees.

Definition of Part-Time Staff

A part-time staff person is a regular or temporary employee normally scheduled to work 25 hours or less per week and is not eligible for benefits.

Appointment of Temporary Staff

Temporary staff members are appointed through the normal protocol for hiring staff for permanent positions. Notwithstanding the fact many temporary positions may carry dates other than the normal fiscal year; no person may begin work prior to all of the required human resources steps having been completed.

Terms of Temporary Employment

The terms of a temporary appointment are set out in the hiring letter or contract. Whether funded by the institution or restricted grant, the beginning date and ending date are set out and represent the full term of the agreement.

Work Hours for Temporary Staff

The normal workweek for temporary full-time staff consists of 40 hours but is subject to the professional obligations inherent in the position. Ordinarily, the work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Benefits of Temporary Staff

Benefits afforded to persons hired in temporary positions funded by grants are limited to those specified and paid by the grant. Such benefits end on the last day of employment or the term of the grant. The College does not pay residual benefits that were initially funded by the grant.

Temporary staff, where allowable, may receive short-term disability but are ineligible for long-term disability and unemployment benefits unless it is funded by the grant for which the person is employed.

Recruitment and Appointment

The director of a unit shall initiate recruitment for a staff vacancy or newly authorized position. The College advertises vacancies on the Stillman College website and other appropriate media. Qualified applicants will be considered by the unit leader or appointed search committee. The credentials of the preferred candidate(s) shall be forwarded to the vice president for review and arrangement(s) for campus interview(s). Candidates who seek employment with the College must submit to a national background search as terms for employment.

Appointments

Before faculty appointments can be made, official copies of credentials, signed employment applications, and signed background authorization forms must be on file. Division deans make recommendations for appointments to the Provost for concurrence. The Provost will submit recommendations along with a completed application packet to Human Resources. Upon review by Human Resources, the recommendation and application packet will be submitted to the President for approval.

Terms of Employment

The terms of each staff appointment, including the beginning and ending dates of employment and the major services to be rendered, are specified in a written contract, signed by the President and the staff member. Each contract is bound by regulations found in the most current Staff Handbook. The Contract constitutes the entire agreement between the staff member and Stillman College.

Personnel decisions are made at the unit level. Hiring decisions are made in the following manner: A recommendation is made by the immediate supervisor in which the person is expected to work and must be endorsed by the head of the division or unit of the College. With the exception of Plant Operations, persons offered employment by the College will not be added to the payroll without prior endorsement from the President's Office and a signed executed contract. Supervisors who have confirmed new candidates for employment with the College, may not actively engage pending candidates in written and/or proposed job duties/responsibilities prior to a signed and executed contractual agreement. Such engagement may result in disciplinary actions, suspension

Equal Employment Opportunity – Affirmative Action Statement

Stillman College is an Equal Employment Opportunity Affirmative Action employer. The College seeks to provide equal opportunity in employment for all persons and prohibits discrimination in all aspects of employment because of age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex, sexual orientation, gender identity and expression, and genetic information or veteran status or any other basis prohibited by law. Additionally, the College will use good faith efforts to achieve ethnic and gender diversity throughout the workforce. The College emphasizes recruitment of women, minority group members, disabled individuals, and Vietnam era veterans.

Philosophy

To achieve its mission, the College strives to develop a community that is appropriately representative of the diversity of society. This commitment to affirmative action evidences the College's fundamental tenets and its dedication to an ongoing process of change and renewal.

Procedures

The goal of the College's hiring policy is to recruit, hire, transfer, promote and make other employment decisions using these guidelines:

- To consider individuals without discrimination based on age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex, sexual orientation, or veteran status or any other unlawful factor.
- To use good faith efforts to achieve the College's affirmative action goals for minority persons and women.
- To select the individual who best meets the needs of the selecting department and the College.
- To enhance opportunities for mobility and promotion of qualified candidates who are current College employees.

It is part of the College's policy to comply with the Americans with Disability Act. Under this Act a qualified individual with a disability who can perform the essential functions of the position with or without a reasonable accommodation is protected from discrimination due to his or her disability.

Examples of reasonable accommodations that may be provided if they do not impose an undue hardship on an employer include modifying work schedules; purchasing or modifying equipment (such as Telecommunications Devices for the Deaf); changing a desk lay-out or rearranging office furniture; or reassigning the minor or marginal functions of a job to another employee. Generally, it is the obligation of the individual with a disability to request a reasonable accommodation from the employer.

Responsibility

All selecting departments should follow the procedures and the spirit of the College's Equal Opportunity Affirmative Action policy. The Human Resources department assists selecting departments to recruit and hire candidates.

Job Application and Selection Process

Statement

The College will recruit, hire, transfer, and promote according to established Equal Employment Opportunity/Affirmative Action and Job Posting policies. The Job Application and Selection Process policy outlines other requirements used in the recruitment and selection process.

Philosophy

Departments will follow established guidelines to ensure equitable selection practices are used throughout the College

Procedures

Application Process

All applications for employment may be processed through Human Resources or the appropriate department. This includes written expressions of interest, resumes, or employment applications for a specific position.

Employees may also discuss general employment opportunities by contacting the appropriate representatives in the Human Resources departments.

- Determine the need for a new or replacement position.
- Develop and prioritize the key requirements needed for the position and the special qualifications, traits, characteristics, and experience you seek in a candidate. This will assist the HR department to write the classified ad; post the job online and on Stillman website, and screen resultant resumes for potential candidate interviews.)
- Hiring manager must develop the job description for the position.
- Determine the salary range for the position.

Decide whether the department can afford to hire an employee to fill the position.

HR will post the position on the Stillman Website, classified ad in online.

Once you have developed a number of applicants for the position, screen resumes and/or applications against the prioritized qualifications and criteria established.

Send email to each applicant to acknowledge receipt of the resume. Simply acknowledge your receipt of their application.

Once you have developed a number of applicants for the position, screen resumes and/or applications against the prioritized qualifications and criteria established.

Schedule interviews for qualified candidates, with the hiring supervisor and HR.

Hold the interviews with each applicant clear about their role in the interview process.

Interviewers fill out the Job Candidate Evaluation Form.

Make the selection for the qualified candidate ask whether he or she is interested in the job at the offered salary and stated conditions. Make certain the candidate agrees that they will participate in a background check, a drug screen.

HR checks the finalists' (people to whom you are considering offering the position) credentials, references, background check and other qualifying documents and statements.

HR and the hiring supervisor agree on the offer to make to the candidate, with the concurrence of the supervisor's manager and the departmental budget.

When a candidate is selected for the position, make a written job offer that includes the job description and salary.

The candidate signs the offer letter documentation to accept the job or refuses the position.

Through the entire interviewing process, HR, and managers, where desired, stay in touch with the most qualified candidates via phone and email.

The candidate signs the offer letter documentation to accept the job or refuses the position.

Hiring manager must complete the PAF form.

If yes, schedule the new employee's start date. Pursue welcome the new employee from the minute they accept your job offer.

Personnel Action Form

All pay changes must be supported with a Personnel Action (PA) form with the budget number and all required signatures. All start dates must be communicated to the Director of Human Resources for effective start date. Verify budget requirements with Chief Finance Officer (CFO)

Probationary Employment Period

Statement

Employees who are newly hired, reemployed, will serve a probationary period. Results of the probationary period may be successful completion, or termination of employment.

Philosophy

The probationary period allows an employee time to become proficient in the basic responsibilities of a new position and permits the supervisor to assess the individual's performance. The employee and supervisor are encouraged to communicate frequently during the probationary period.

Procedures

Length of Probationary Period

Generally, both exempt & nonexempt positions have a three-month probationary period.

Termination of Employment during Probationary Period

Normally, an employee will be allowed to complete the probationary period before any decision is made to continue or end employment. However, if the department determines that performance indicates that the employee cannot accomplish the job or if the department determines that the individual's behavior is unacceptable, the College may terminate employment at any time during the probationary period. The selecting department must obtain the approval of the Human Resources department prior to the termination of the employee.

An employee may resign during a probationary period. Advance notice is not required but employees are encouraged to notify the department head in advance, when possible, to allow for a smooth transition.

Counseling

If an employee's performance or conduct during the probationary period is not satisfactory, the supervisor should promptly counsel the individual.

Documentation of the counseling should be kept, including:

- dates of counseling,
- nature of problems,
- expected corrective action, and
- dates for reevaluation.

A probationary employee may be dismissed without counseling if the individual exhibits conduct or performance that would result in formal discipline or immediate dismissal of a non-probationary employee. The College's discipline policy does not apply during the probationary period.

Outcomes of Probationary Period

Before the end of the probationary period, the supervisor should evaluate the employee's performance and reach one of the conclusions listed below. The employee must be notified of the decision by the last day of the probationary period. If the individual is absent, the probationary period is automatically extended until the close of business on the first day the employee returns to work.

- Successful completion—The individual has performed satisfactorily the duties assigned during the probationary period, and the probationary period is complete.
- Termination—The individual’s performance does not meet requirements for continued employment. The individual’s employment will be terminated without notice. The department must obtain the approval of the Human Resources department prior to termination of an employee.

Background Screening

Statement

This policy describes the basic requirements and processes Stillman College uses to conduct employment related background checks.

Philosophy

Stillman College takes meaningful and reasonable actions to promote a safe and secure environment for the entire College community. This policy explains the College’s use of background checks to verify credentials, criminal history and other information related to employment decisions.

Process for Conducting Background Checks

Background checks for new hires must be conducted post-offer and pre-employment. Background checks requires a valid driver license and social security card. All offers of employment shall be made contingent upon satisfactory clearance of the required background checks. At no time should an employee begin work until Human Resources has indicated that the background check has been satisfactorily cleared.

The hiring manager is responsible for advising the candidate that the job offer is conditioned upon satisfactory clearance of a background check and for notifying Human Resources to make arrangements for the candidate to authorize the background check. All written offers of employment shall include the following statement: “Your position requires a background check. This offer is conditional upon your consent to and satisfactory clearance of the

background check.” Similarly, hiring managers shall advise candidates of this requirement at the time a verbal offer is made.

The Department of Human Resources will obtain background checks through a third-party vendor which shall conduct the background checks in accordance with local and federal law.

Timing and Fees for Background Checks

It usually takes from 3 to 5 business days from time of request for the Department of Human Resources to receive the completed background check report.

The Department of Human Resources will coordinate payment of the vendor’s fees.

Verification of Background Checks

The Department of Human Resources will receive and review the background check report from the third-party vendor.

If the report reveals no adverse information or unfavorable results, the Department of Human Resources will advise the hiring department that an individual has “satisfactorily cleared” the background check.

If the report includes adverse information or unfavorable results, the Department of Human Resources, in consultation with the hiring department, will make an individualized assessment, taking into account the following:

- the nature of the finding.
- the job for which the applicant is being considered.
- the underlying event(s) that occurred.
- the time elapsed since the finding.
- the applicant’s employment history and other evidence of his or her activities in the intervening time since the finding; and
- other relevant information.

A prior conviction shall not automatically disqualify an applicant for employment but shall be considered using the criteria identified above.

Based on relevant available information, the Department of Human Resources, in consultation with the hiring manager, will determine whether the hire will proceed, or the offer will be rescinded.

Confidentiality and Record Retention

Background check information will only be shared on a need-to-know basis. It will be retained in employee personnel files in the Department of Human Resources and will be retained and disposed of in accordance with the College's records retention policy and applicable law.

Responsibility

Candidates, employees, the Hiring Manager and the Department of Human Resources are responsible for complying with the requirements and processes for conducting background checks as outlined in this policy.

Workday and Work Shift Changes

Statement

Each department of the College establishes the normal workdays and work shifts for positions within the department.

Employees should be advised of their normal workdays and work shifts before they are hired; however, department heads may change the established workday or shift according to the business needs of the business unit.

Philosophy

An employee's workday and work shift are determined based on the needs of the College. Once an employee's schedule is established, the employee's work shift should remain constant where this meets the needs of the department. During an individual's employment, the scheduling needs of the department and/or the employee may change. When such changes occur, the College has the right to establish a new schedule for an employee; also, an employee may request a schedule change.

Procedures Emergencies, Staffing Shortages, or Temporary Scheduling

During emergencies, staffing shortages, or other temporary situations, a supervisor may require an employee to work different workdays or a different shift without advance notice. Although no formal notice is required for such short-term changes, supervisors should give employees as much notice as possible.

If an employee cannot comply with a short-term change in schedule, he or she should discuss the situation with the supervisor. If the employee has a valid reason for not complying, the supervisor should consider other means to meet the temporary requirement. Unresolved problems should be referred to the department head.

Changes in Normal Schedule

Managers and supervisors may change an employee's normal workday and work shift to meet the needs of the department. The employee will be given at least two weeks written notice of any changes. Supervisors are encouraged to be sensitive to an employee's personal situation (childcare arrangements, transportation, family life, etc.) when making changes to established schedules.

If an employee requests a change to his/her normal schedule, the supervisor should consider the individual's request based on the operational needs of the department.

Responsibility

Departments must administer the College's policy on workday and work shift and follow the procedures outlined above. Changes to these procedures must be approved by appropriate University administrative units.

Meal and Rest Periods

Statement

Normal lunch hours are between 11:30 am to 2:00 pm with one-hour duration. Part-time employees working four hours or less are not entitled to work break. Part-time employees who are scheduled to work more than four hours per day will receive a 15- minute work break. Full-time hourly employees who receive one-hour lunch breaks are not entitled to work breaks.

Philosophy

Employees should be provided brief intervals of relaxation during the workday. Rest periods should not interfere with accomplishment of routine job tasks.

Procedures

Use of Meal and Rest Periods

Non-exempt employees may not skip meal or rest periods in order to shorten the workday, or to earn extra paid leave. Rest periods may not be saved for later use, accumulated, or used to compute additional pay.

Generally, rest periods should be taken, but they may be omitted occasionally if required by the workload. Extra compensation is not provided if rest periods are missed.

Scheduling

Rest period practices may be set by individual departments, within the framework of this policy, and must be communicated to affected employees.

Department heads should schedule meal and rest periods to avoid disrupting normal operations. Department heads may extend the meal period by reducing or eliminating rest periods.

Responsibility

Employees who are severely and/or habitually late may be subject to having such tardiness charged as leave without pay. When an employee unexpectedly finds it necessary to or impossible to report to work at the normal time, the

direct supervisor must be notified immediately. Failure to provide timely notice may result in being counted absent without leave, the reason notwithstanding.

Departments must administer the College's policy on meal and rest periods and follow the procedures outlined above. Departments may adjust meal and rest periods to meet operational needs.

Overtime Statement

Stillman College conforms with the Fair Labor Standards Act (FLSA) of 1938 (as amended) and state and local overtime laws in calculating and paying overtime to employees.

The general overtime pay standard requires that overtime must be compensated at a rate not less than one and one-half times the regular rate at which the employee has worked more than forty (40) hours in the work week. Employees are not permitted to volunteer to perform the same duties for which he/she is employed, report to work early or late, work through lunch, or work on weekends without compensation. Only Supervisors who have received approval from area Vice Presidents can assign overtime to employees. An employee who takes it upon him or herself to volunteer, report to work early or late, work through lunch, or work on weekends without the consent of the Supervisor or Vice President will be subject to disciplinary actions to include termination.

Hourly employees are prohibited from working in two different departments at the College where more than 40 hours are accumulated.

Philosophy

The College is required to pay overtime in compliance with the federal Fair Labor Standards Act of 1938 (as amended) and similar state and local laws. The College's overtime policy reflects the provisions of these laws.

Procedures

Approval for Overtime

Since overtime is a variance from a non-exempt employee's normal work schedule, the supervisor must approve all overtime by non-exempt employees before the hours are worked. An employee who works overtime without supervisory approval is in violation of this policy. However, when an individual works overtime without the approval of the supervisor, overtime must be paid in compliance with applicable laws.

A supervisor may require an employee to work overtime. When possible, the supervisor should provide advance notice to the employee concerning the date and amount of overtime required. However, an employee may be required to

work overtime without prior notice. In either case, employees are expected to work overtime as directed.

An employee may request overtime to complete an assignment; however, the employee must obtain the supervisor's approval in advance.

Compensatory Time

A non-exempt employee who works in excess of his/her normal daily schedule may be permitted to take up to the equivalent amount of time off during the same work week as compensatory time.

Compensatory time may only be given when the supervisor and the employee have agreed, before the extra hours are worked, that compensatory time off will be provided instead of overtime pay.

Compensatory time will not exceed the actual extra time worked.

Computing Overtime

For the purpose of computing whether more than 40 hours were worked only actually worked hours will be counted. Excluded are any paid leave, unpaid leave, scheduled or unscheduled leaves.

When calculating overtime, the College includes all hours worked by an employee, even when the hours are worked in more than one job and/or department of the College. The overtime rate for an individual employed in more than one job at the College is based on the weighted average rate of pay for all positions.

Compliance

Any employee violating this policy is subject to disciplinary action.

Responsibility

Each department head is responsible for assuring compliance with this policy. Supervisors are responsible for scheduling and recording overtime correctly. Each employee is responsible for working overtime hours when required and securing supervisory approval, in advance, for overtime work.

Attendance and Punctuality

Statement

Stillman College requires employees to be punctual and maintain satisfactory attendance. Employees must notify immediate supervisors in advance and obtain approval for anticipated absences. Frequent or unscheduled absences and repeated lateness may result in disciplinary action or termination.

Philosophy

To accomplish its business objectives, Stillman depends on employees to report to work regularly and on time.

Procedures

Absence Notification

Employees are required to notify immediate supervisors of absences:

- **Scheduled Absences** – An employee must notify the immediate supervisor to request approval in advance when an absence is expected for a full day or part of a day. This includes all planned absences including scheduled health maintenance or medical procedures and vacations. Employee Absence Report must be completed and approved by immediate supervisor and submitted to payroll department.
- **Unscheduled Absences** – When advance notice is not possible (because of sudden illness or emergency), the employee must call the immediate supervisor on the first day of absence. The employee should provide the reason for the absence, the expected return date, and respond to any reasonable questions asked by the supervisor. Departmental call-in procedures should be followed.

If the employee is physically unable to contact the supervisor, because of illness or other unforeseen circumstances, the employee must have someone else call the supervisor and provide the information outlined above.

- **Subsequent Notification** – An employee who is absent (without prior approval) for more than one day must contact the immediate supervisor daily to report the status of the absence. The supervisor may waive this requirement or designate another contact person for absence reporting.

Absence Without Notification

Employees who do not notify their supervisors of unscheduled absences may be disciplined. More than three consecutive workdays' absence without notice is considered job abandonment. The department may terminate the employee at the close of business on the third day. Job abandonment is a voluntary termination.

Lateness Notification

Employees must follow department call-in procedures to notify the department of the reason for lateness and expected arrival time. Employees who are late may be disciplined.

Recording Absences for Non-exempt Employees

All absences must be recorded daily on the College Paychex Time System.

- Scheduled paid leave will be used for all approved and planned paid leave (vacations, scheduled medical procedures, health maintenance, etc.).
- Unscheduled paid leave will be used when prior notification of an approved paid leave is not possible. Scheduled leave may be used after the unscheduled event, if it is related.
- Leave Without Pay will be used when an employee has no paid leave available to cover an absence.

Recording Lateness for Non-exempt Employees

Departments may allow non-exempt employees to make up time, permit the employee to use available paid leave, or deduct pay for time missed due to lateness.

Recording Absences and Lateness for Exempt Employees

Exempt employees should follow the above procedures regarding notification and approval of absence or lateness.

Responsibility

All College departments follow the guidelines outlined above. Departments may establish specific procedures concerning absences and lateness to meet operational needs.

Disciplinary Actions and Dismissal

Statement

Stillman College recognizes that the purpose of discipline in most cases is to help employees improve poor or declining job performance, time and attendance problems, or conduct problems. The College ordinarily follows a system of progressive discipline to correct problems. Employees who fail to correct a deficiency after progressive discipline may be dismissed.

Certain violations and infractions, such as insubordination or failing to follow College or departmental policy, may be ruled sufficiently serious to suspend the normal progressive disciplinary process. Under these circumstances, any step in the disciplinary procedure may be used, including dismissal.

Philosophy

The College and its departments set expectations for employees on 1) job performance, 2) time and attendance and 3) conduct. Employees are responsible for meeting these expectations. Their failure to do so will result in the College taking disciplinary action, up to and including dismissal.

Procedures

Issuing Disciplinary Action

When an employee fails to follow College or departmental standards, the College will take steps to correct the situation and prevent further occurrences. The appropriate discipline may vary depending on the seriousness of the offense, the circumstances under which it occurred, prior problems, duties of the employee, length of employment, and overall work record with Stillman.

In order of severity, discipline can take the following forms:

- counseling
- written warning
- disciplinary suspension
- dismissal

The use of progressive discipline before dismissal is left to the College's discretion based on relevant factors. In some cases, the College may decide demotion is appropriate. Any or all of the steps listed below may be omitted as the College considers appropriate. By establishing these procedures for disciplinary actions and dismissals, the College does not waive or limit its right to discharge employees with or without notice or cause.

A department must obtain the approval of the appropriate Human Resources department prior to dismissal of an employee.

Reasons for Discipline

Each of the following is considered by the College as reason for disciplinary action:

- poor time and attendance
- poor work performance
- inappropriate conduct such as a violation of a published College or departmental policy, rule, or regulation, or insubordination or misconduct.

Progressive Discipline Counseling

Normally, when the supervisor first identifies a discipline problem, the supervisor will privately counsel the employee and outline the steps necessary to correct the problem. The supervisor advises the employee that any further problem may result in further discipline.

The supervisor summarizes the counseling session in writing. One copy goes to the employee and one copy is kept in the employee's departmental file.

Normally, if a problem occurs that is in a different category (i.e., (1) time and attendance, (2) performance, or (3) conduct) from the category covering the problem for which an employee has already been counseled but not warned, the supervisor should provide counseling regarding the new problem. This further counseling is not required when the employee already has two active formal disciplines.

Formal Discipline Written Warnings

A warning may be issued when an employee has a problem in a category (i.e., (1) time and attendance, (2) performance, or (3) conduct) and the employee has been previously counseled for a problem in that category.

Under certain circumstances the problem may be sufficiently serious that written warnings may also be issued without prior counseling.

Disciplinary Suspension for Conduct Issues

Following a written warning for a conduct issue, disciplinary suspension may be appropriate when a conduct problem occurs within a 6-month period from the date of issuance of the warning.

An employee may receive a disciplinary suspension without prior notice, counseling, or warning when the violation is so serious that more severe disciplinary action is warranted. The supervisor must consult with the Human Resources Department before a disciplinary suspension is issued.

The normal length of a disciplinary suspension without pay for a non-exempt employee is five workdays. The normal length of a disciplinary suspension for an exempt employee is a normal work week, however, the College may impose a lesser or greater length for infractions of safety rules of major significance or for workplace conduct rule infractions. If a department wants to extend the suspension period, the department head should contact the Human Resources department.

Dismissal after Progressive Discipline

If a problem occurs and the employee has two active formal disciplines (written warnings, disciplinary suspensions, demotions), the employee may be dismissed pursuant to progressive discipline. The two previous formal disciplines need not be for related problems or in the same general category as the new problem.

Formal disciplinary actions will cease to be active if no subsequent formal discipline is issued within 12-months of the date of issuance. Any formal discipline issued within the 12-month time frame from any prior formal disciplinary action will cause the prior formal disciplinary action to remain active until the employee completes 12 months after the new disciplinary action, without receiving any additional formal disciplinary actions.

Dismissal Without Prior Discipline

Under certain conditions, an employee may be dismissed without prior discipline and without notice or pay in lieu of notice. An employee's performance or conduct will justify such dismissal if any of the following conditions are present:

- An employee's level of performance or conduct is so unacceptable that it is significantly harmful to the organization.
- An employee's specific lack of competent performance or proper conduct has caused direct damage to the business or reputation of the department or the College.

Examples of conduct justifying immediate dismissal are:

- Evidence of dishonesty, theft, vandalism, or other illegal activity.
- Sleeping, appearing to sleep, or preparing to sleep on the job during work hours.
- Violating any policy or rule concerning alcohol or illegal or controlled substances, including being under the influence of alcohol or illegal or controlled substances when reporting to work, while on the job, when carrying out College responsibilities, or on College premises; possessing or selling illegal or controlled substances while on the job, when carrying out College responsibilities or on College premises; or violating the Drug Free Workplace Policy or the policy on Controlled Substances and Alcohol Use Prohibition and Testing for Motor Vehicle Operators.
- Physical Assault
- Gross misconduct (including severe performance problems), disorderly conduct or gross insubordination.
- Falsification of time and attendance records or other College records.
- Unauthorized use, possession or storage of firearms, dangerous weapons, explosives, lethal materials or other potentially dangerous items on College premises or at College-sponsored activities, whether or not a federal or local license to possess the same has been issued.
- The use of tape recorders, hidden cameras or microphones, or other devices to make surreptitious recordings of telephone calls, conversations, or other exchange without the knowledge or permission of all persons whose words or images are recorded.

- Conviction of a felony or a misdemeanor during your employment at Stillman College or failure to notify your immediate supervisor of such a conviction.

This list of examples is not all-inclusive, and other conduct considered significantly harmful by the College can result in immediate dismissal without prior discipline.

Procedures for Issuing a Written Warning

Unless otherwise approved, written warnings must be issued within 5 working days of the last event causing the discipline problem. If additional time is needed to complete an investigation, the 5-day requirement may be extended with approval from the Human Resources Department.

Written warnings must be recorded and include the following information:

- The reason for the warning and related facts
- Reference to previous counseling about the problem (if relevant)
- The necessary steps to correct the problem
- That additional discipline may be result if the problem is not corrected

The supervisor will normally issue the warning to the employee in private.

Following disciplinary actions, it is the employee's responsibility to correct the problem identified. In addition, the supervisor should coach the employee to help correct the problem.

Payment of Leave upon Dismissal

An employee who is dismissed for any reason will not be paid all accrued unused paid leave hours.

Responsibility

Departments are also responsible for consulting with the Human Resources Department before issuing a disciplinary suspension or dismissing an employee.

Grievance Policy

Complaints concerning the possible violation of College policies and procedures should be directed to the Institutional Compliance Officer for evaluation and review. The compliance officer will determine whether policies have been violated and recommend how the employee should proceed.

Staff who believes that they have grounds for a grievance shall attempt to resolve their problems through discussions with administrators, first with the leaders of their administrative units (if any) and then with their vice president. Each administrator should attempt to resolve the problem expeditiously. A staff member who does not receive a decision within two work weeks after appealing to an administrator is entitled to appeal to the next higher administrator.

Staff members who are not satisfied with the response received at the unit level may submit a written appeal to the Staff Committee. In the appeal, a staff member must:

- A. State, in detail, the nature of the grievance and against whom its directed.
- B. Submit factual data showing that sufficient grounds exist for a grievance proceeding.

Within ten (10) business days from receipt of the grievance, the Staff Committee will make findings as to fact, decide whether the facts alleged by the complainant constitute grounds for a grievance, and provide recommendations as to the remedies. If the Staff Committee decides that the facts alleged by the complainant do not warrant action, it will notify the complainant in writing and submit a report to the area vice president, or, if the vice president is involved, to the Executive Committee regarding its findings. If the Staff Grievance Committee finds through the proceedings that the staff member who initiated the grievance is in violation of policies and procedures, the committee can make recommendations for disciplinary actions that can include but not limited to termination.

Pursuant to a recommendation from the Staff Committee, if it should so consent, the Executive Committee will conduct a formal hearing within ten (10) business days of receipt of the grievance. Advisors from the Staff Committee will accompany the parties to the formal review, if so requested. Neither party may be represented or accompanied by an attorney at these informal proceedings, though they may obtain legal advice outside the meetings.

Participation of Third Parties

Lawyers, physicians, and other third parties are not permitted to participate directly in personnel matters, including grievance procedures. Appeals, notifications, and requests from third parties will not be accepted or honor

Termination of Employment

Statement

Individuals who leave employment with the College are expected to provide adequate notice, return College property, and satisfy outstanding financial or other obligations before the last workday. The College will not pay employees for unused, accumulated paid leave according to this policy.

Philosophy

Separation from employment, whether voluntary or involuntary, must be handled in a responsible manner by all individuals involved.

Procedures

Notice of Separation

Employees who leave the College are expected to provide written advance notice. Minimum requested is two weeks for employees.

Return of College Property and Satisfying Financial Obligations

Individuals who terminate employment must return all College property to the appropriate supervisor and satisfy all financial obligations on or before the last workday. Examples include, but are not limited to:

- Identification cards, keys to buildings, vehicles, and equipment.
- Beepers, pagers, cellular telephones, and another communications equipment
- Policy manuals and other confidential material
- Books and other materials owned by the College, library books, computers, software, documentation, supplies, and other computer- related materials
- Uniforms and tools issued by the College
- Credit, telephone, and other cards

- Tuition grants, outstanding invoices/requisitions
- Supervisors and managers are responsible for ensuring that all College property is obtained from terminating employees and financial obligations are satisfied.

Access to Computerized Information Systems

Upon termination, supervisors must make appropriate arrangements to discontinue an employee's password and/or access to all College Information systems. This may include but is not limited to financial, employee, patient, departmental local area networks and student information systems.

Payment of Leave

Employees will not be paid for unused, accumulated paid leave when terminating employment with the College. No payment will be made for unused sick leave.

Involuntary Termination

Departments must contact Human Resources before any disciplinary termination. Human Resources must draft termination letter immediately. Human Resources must notify Campus Police to assist with issuing the letter to the terminated employees. I.T department must be notified immediately following termination.

Exit Interviews

All staff members who separate from the College (resignation, retirement, termination, job elimination) must secure a checkout form from the Human Resources Office to be signed by the immediate supervisor and returned to the Human Resources Office. This process includes the return of keys, computer (laptop), cell phones, I.D. badge etc.

Separating staff members may arrange an exit interview with the Human Resource Office to discuss fringe benefits, return of all college property, and answer any questions.

Responsibility

All departments should follow the College Termination of Employment policy and the procedures outlined above. Employees are responsible for providing advance notice of voluntary termination and for settling outstanding financial obligations and returning College property before leaving employment.

Professional Conduct

Statement

Stillman College employees are expected to behave in a professional, business-like manner at work, on College premises, and whenever representing the College. Employees are accountable for behavior outside of work that has a negative impact on the individual's ability to perform his/her responsibilities at work.

Philosophy

To avoid damage to the integrity of Stillman College or its employees, and to protect the rights of employees, patients, families, and the public, the College has established guidelines concerning professional conduct of employees.

Procedures

Areas of conduct covered by this policy and standards of conduct include but are not limited to the following (Departments may establish more specific guidelines based on departmental needs.):

- **College Resources** – Unauthorized use of telephones, copiers, fax machines, computers, courier services, postage, office supplies, and other business equipment and supplies is prohibited.
- **Personal Business** – Employees may not conduct personal business during work hours or use College resources for personal business.
- **Professional Organizations** – Employees who belong to outside professional organizations should ensure that association with the organization, its conduct or membership, does not negatively impact on the individual's ability to perform the duties of his or her job. Employees should not represent themselves as official spokespersons for Stillman College unless authorized.
- **Firearms, Dangerous Weapons, Explosives, Lethal Materials** – Unauthorized use, possession or storage of these or other potentially

dangerous items on College premises or at College-sponsored activities, whether or not a federal or local license to possess the same has been issued, is strictly prohibited.

- **Visitors** – Unauthorized visitors during work hours are prohibited.
- **Alcohol and Other Drugs** – Being under the influence of alcohol or illegal or controlled substances when reporting to work, while on the job, or in connection with carrying out College responsibilities or on College premises is prohibited. In addition, possessing or selling illegal or controlled substances while on the job, in connection with carrying out College responsibilities or on College premises is also prohibited. This procedure is in addition to other College policies including those concerning a drug free workplace, and substance abuse by vehicle operators.
- **Dress Code** – An employee’s dress and appearance should be appropriate to the person’s job functions and the performance standards established for his/her position. All employees are expected to maintain an acceptable level of grooming and hygiene. College expectations will not conflict with applicable federal or local statutes including those prohibiting discrimination based on ethnic or national origins. Wearing hats in buildings, sagging trousers, garments that are too tight or short, garments with nonfunctional holes, and wearing flip flops are examples of inappropriate dress. As such, there should be a clear distinction between the dress of employees and the dress of students. If an employee’s personal appearance or hygiene is such that it causes offense to co-workers or customers, it is appropriate for the College to address the problem. Policies regarding appropriate dress are applicable whenever an employee represents the College.
- **Convictions** – A Stillman employee who is convicted of a felony or misdemeanor during his/her employment at Stillman College must notify his/her supervisor immediately. Stillman College may terminate an employee as a result of such a conviction or for failure to notify the College.

Responsibility

All Stillman employees must follow the procedures outlined above, other College policies concerning employee conduct, and specific departmental guidelines.

Confidential Information Statement

The College will safeguard confidential information concerning students, employees, University business, and other matters. Unauthorized accessing and/or disclosure of confidential information by College employees is prohibited and may result in legal penalties.

Philosophy

Certain College educational, medical, financial, and other information are confidential and subject to specific state and federal laws and regulations. Therefore, all confidential information must be protected against unauthorized access and/or disclosure. Access to and release of information must be in compliance with legal requirements and policy.

Procedures

Types of Confidential Information

Confidential information includes, but is not limited to information concerning:

- Prospective, current or former students.
- Current, former and prospective employees (employment, pay, health, insurance data, and other personnel information; however, this policy does not prohibit an employee from discussing his or her own wages, hours, and other terms and conditions of employment with co-workers. Instead, it restricts an employee from sharing the information of other employees the employee obtains as a result of his or her Stillman position)
- College business, finances, or operations.

Restrictions and Violations

There are specific laws, College policies, and guidelines that govern the release of confidential information. Therefore, College employees may not obtain access to or provide confidential information unless their positions within the College authorize them to do so. Employees who receive requests for confidential information should seek direction from a supervisor before responding.

Employees who violate the College's Confidential Information policy may be disciplined up to and including dismissal. Unauthorized accessing or disclosure of legally protected information may result in civil liability or criminal prosecution.

Media Contacts

Employees may not comment on College business to representatives of the press (radio, television, or print media) without authorization from the appropriate College Public Relations office or the appropriate Vice President. Inquiries from campus media must be referred to the appropriate department head (or higher level of management).

Employees may not represent themselves as spokesperson for the College unless authorized to do so.

Subpoenas

Subpoenas and any other request or demand for the release of information for a legal proceeding must be referred to the Human Resource Department before release of any information.

Responsibility

Supervisors are responsible for knowing the confidentiality laws, policies, and guidelines that pertain to their area. Supervisors are also responsible for informing employees about restrictions on confidential information. All employees must sign and acknowledge the Confidential Disclosure Agreement at date of hire. College employees must comply with this policy.

Orientation, Training and Development

Statement

The College strives to assimilate new employees into the organization through an active orientation program. Further, the College supports continued training and development for employees; however, the College recognizes there are organizational limits, such as budget, time, and staffing, that dictate the extent of resources available.

Philosophy

As an academic organization, Stillman College is committed to the orientation, growth, and development of the individual and supports targeting resources to accomplish that end. Recognizing that the organization is only as effective as its members and work teams, Stillman College supports orientation and ongoing training and development efforts designed to:

- provide practical information in a timely manner.
- educate employees about relevant legal and regulatory issues.
- enhance the skills an employee uses in the current position.
- expand an employee's existing knowledge and skills to prepare for a modification or change in the current position.
- broaden an employee's existing knowledge and skills to prepare for future needs of the organization.
- encourage, respect and foster an appreciation of individual differences; and
- encourage an employee to pursue personal educational goals.

Procedures

Orientation

College orientation occurs at two levels: organizational orientation and department orientation. The appropriate Human Resources department will arrange for new employees to attend the College's Orientation Program during the first month of employment. Department orientations should be arranged by the supervisor or department head.

Training and Development Program Costs

Training and development program costs may be paid by the department depending on the nature of the program and the financial resources available.

Time Away from Work

Time away from work for attending a class or training program may be considered work time and paid accordingly if the following conditions are met:

- The training program or class is approved and related to the employee's current job or an approved career development program
- The employee's attendance is required by his/her supervisor

All other requests for time away from work to attend training programs or classes must be processed in accordance with the current leave policies.

Internal Educational Programs

A variety of on-campus and on-site training and development resources are through SafeColleges Training

Contact the Human Resources directly for information about training.

Responsibility

The employee and the supervisor share the responsibility for individual work-related skill development and career growth.

The College Human Resources Department is responsible for administering the tuition benefit program.

Each department is responsible for approving and communicating the policy for departmentally funded training and development programs.

Educational Leave

Staff may enroll in one undergraduate or graduate course per semester during the regular school day and one course per semester after the regular school day and maintain their full-time position. Staff must receive approval from their unit leader and vice president. Staff may apply for financial assistance for an approved graduate program.

Tuition Assistance Program (TAP)

Stillman College offers tuition benefits to eligible employees and their children through the Tuition Assistance Program (TAP).

Employees may use their TAP benefit for undergraduate studies depending on their employment category. Dependent children may use these benefits for undergraduate studies only (certain exceptions apply). You must complete a Tuition Discount Form every semester. Lifetime maximums apply, and this benefit will pay “tuition” only; it does not cover deposits, university fees, late fees, or room and board.

How do I Become Eligible?

To gain eligibility for the Tuition Assistance Program, an employee must:

- Be a regular staff or a “term” employee, hired to work at least 40 hours per week; or
- Be an academic employee hired to work at least 90% time (fellows are excluded); AND
- If you meet the above criteria, you begin gaining eligibility 90 days from date of hire.
- Must retain a GPA of 2.5 or higher during the semester. If employee, spouse or dependents GPA falls below the minimum requirements. they will not be entitled to tuition discount the following semester.

When Can I Use the TAP Benefit?

TAP benefits can be used for any semester. Please contact Human Resources for Tuition Discount Form. Human Resources will send copy of the form to Business Office Manager to apply the discount.

Who Can Use the TAP Benefit?

Regular full-time employees, spouse of full-time employees, and dependents of full-time employees, defined as children or legal wards, may receive a maximum of 100% tuition abatement each semester for that part of the tuition not covered by a scholarship or grant.

When Eligibility Ends

If you terminate employment or move to a benefits ineligible position in a semester in which your TAP benefits have already been disbursed, you will not be required to reimburse Stillman for that semester.

Employee Performance Review

General Information

To Support a culture of personal and professional growth, the performance of each staff employee of the College, whether full-time or part-time, will be evaluated each year. Performance evaluations are part of the College's goals of enhancing academic excellence and building a culture that values leadership and employee development.

Purpose

The purpose of Staff Employee Performance Evaluation is to inform employees of the quality of their work. To identify those areas needing improvement, set specific objectives for employee, and provide an opportunity to discuss career goals and the support needed to meet these goals. Performance evaluations also assist departments heads and managers in evaluating their work force, identifying employee potential, and establishing priorities for training, education, and reward.

Administrative Instructions

Each employee will be evaluated by the supervisor to whom the employee reports. In cases of multiple supervisors, the evaluation may be made by the supervisor who oversees the majority of the work or the department head may require separate and independent evaluations by each supervisor. As part of the performance evaluation, the supervisor and employee will review the Position Description or equivalent documents that includes a list of essential functions and physical requirements of the position as well as notation of the employee's Fair Labor Standard Act (FLSA) to receive assistance in preparing one. If the existing position description requires modification, then the employee and

supervisor will draft and discuss proposed revised Position Description, just be sent to the Office of Human Resources for approval and final modification.

The Performance Evaluation Meeting

The performance evaluation meeting will be held between the supervisor and employee as part of the evaluation procedure to ensure that the employee understands his or her duties, the performance standards and objectives established, and the areas requiring improvement. It is a time to share each person's evaluation of the employee's work over the past year and to discuss differences. It is also time to set goals for the next evaluation year or period. The employee and supervisor will each sign the evaluation form to indicate that a discussion of the document occurred. In addition, the employee will be given the opportunity to respond in writing to the oral and written evaluation.

A copy of the evaluation is given to the employee and the original shall be forwarded to the Office of Human Resources to be kept in the employee's official personnel file.

For More Information

For additional information regarding the evaluation process, please contact the Office of Human Resources.

Holidays

Statement

Stillman College grants holiday pay to all fulltime employees. Holiday pay for any scheduled holiday is equal to an employee's regular compensation. Holiday pay will be equal to the number of hours the employee is normally scheduled to work.

Philosophy

The College recognizes the value of time off for employees to celebrate religious and national holidays.

2023 Holiday Schedule

New Year's Day
Martin Luther King Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Holiday
Christmas Holiday

Current Holiday Schedule

The holiday schedule listing the dates these holidays are observed is published annually. When a holiday as listed above falls on a weekend another day may be scheduled.

If a holiday falls on a full-time employee's regularly scheduled day off, the employee will normally receive the next workday off. If departmental needs preclude allowing the next workday to be the employee's "holiday", then the employee shall receive another day's pay at the employee's regular rate (for non-exempt employees only) or, one day off within 30 days following the scheduled holiday.

Holidays for Part-Time Employees

Part-time employees are eligible for holiday pay if the holiday falls on their

regularly scheduled workday. The employee will only be paid for the hours for which he/she is regularly scheduled to work.

Nonscheduled Religious Holidays

Employees may request time off for religious observances that are not part of the published holiday schedule. Employees should provide supervisors with adequate notice regarding the need for time off for these religious holidays. In compliance with Alabama law, employees may use paid leave for a nonscheduled religious holiday; or the employee may be permitted to work outside of his/her regularly scheduled hours to make up for the time off. Employees may be denied leave when their absence from work on the requested day would create an undue hardship in the workplace.

Scheduled to Work

Many departments do not close on scheduled holidays and consequently all employees cannot be off on the same day. In these departments the supervisor will schedule holidays equitably consistent with department needs.

Exempt employees who work on a scheduled holiday are not entitled to additional compensation but will be provided time off when the workload permits for the hours worked up to 8 hours.

Non-exempt employees who work on a holiday are paid time and one half for the hours worked and are given another day off from work with pay, which must be used within the fiscal year.

At the department's discretion, exempt or non-exempt employees may be paid straight time for the holiday hours worked in lieu of another day off.

Responsibility

Each department must inform its employees about the department's holiday schedule and holiday leave policy.

Paid Leave for Staff Statement

Stillman College grants to eligible staff employees paid leave for rest and recreation; personal reasons; health maintenance; illness, injury or disability; family and medical leave; sick and safe leave; religious observances; emergencies or other events covered by law.

Philosophy

The College recognizes the importance and value of paid leave so that employees may have paid time away from work for a variety of reasons. Georgetown complies with all applicable local and federal law regarding paid time off.

Procedures

Eligibility

Paid leave is available to all staff employees as set forth below.

Accrual and Accrual Rate

All eligible staff employees accrue paid leave according to the designated leave schedule based on position, length of service and number of hours worked.

Paid leave is accrued on a biweekly basis for biweekly paid staff employees and monthly for monthly paid staff employees.

Use of Leave

Scheduled Leave

Scheduled leave is any paid leave that is requested and approved in advance. Supervisors must schedule paid leave according to the operating requirements of the department, with attention to length of service and other relevant factors and when possible, to accommodate the employee's request.

Unscheduled Leave

Unscheduled leave is any paid leave that is not approved in advance and is normally for a short period of time. For example, unexpected illness or a personal emergency would require use of unscheduled paid leave. To qualify for

unscheduled paid leave, an employee must follow the department's established call-in procedure.

If an employee fails to follow the department's established procedure, the absence is treated as unauthorized and unpaid leave.

Department heads and supervisors will monitor unscheduled leave use to identify possible abuse of leave. Abusive use of unscheduled leave, whether paid or unpaid, may result in disciplinary action.

Monitoring Leave

In order to meet the business needs of the department, department heads may establish more specific regulations related to paid leave usage, as long as the regulations comply with applicable law.

Staff employees may be required to present documentation for certain absences. For example, if the employee uses more than three consecutive days of leave related to medical reasons, the supervisor may require the employee to present a physician's certificate. Similarly, if a supervisor identifies a pattern of leave use related to medical reasons, a physician's certificate may be required for absences of less than three days. When a physician's certificate is required and the employee fails to provide the certificate, the employee will not be paid for leave. Appropriate documentation for absences due to other reasons may also be required.

Restrictions

- Paid leave will not accrue during any full pay period for which an employee is not paid.
- Paid leave will not accrue when an employee is receiving University Short-Term or Long-Term Disability benefits.
- To allow for proper orientation, a department may restrict an employee's use of paid leave during the first ninety days of employment.

Schedule

Leave for Religious Observances

Staff employees may request paid leave for religious observances that are not part of the holiday schedule. Staff employees should provide supervisors with adequate

notice of such a request. Employees may use paid leave for a nonscheduled religious holiday; or the employee may be permitted to work outside of his/her regularly scheduled hours to make up for the time off. Employees may be denied leave only when the absence from work would create an undue hardship in the workplace.

Payment of Leave

With Regular Earnings

Paid leave is paid with the employee's regular earnings. The College will not pay leave in advance.

Responsibility

Employees are responsible for following established department scheduling and call-in procedures.

Department heads are responsible for ensuring proper administration of paid leave and leave scheduling.

Leave for Military Duty

Statement

Stillman College grants leaves of absence for military duty to employees who are members of the National Guard or the Military Reserves. The College also reemploys veterans in compliance with the Veteran Reemployment Rights Law.

Philosophy

The College encourages individuals to fulfill military obligations by providing equitable treatment to employees who have military obligations. The College's policy is to comply with the provisions of federal and other laws regarding military leaves of absence and reemployment.

Short Period - 15 Days)

Stillman complies with the Statement of Support for the National Guard and Military Reserve that the Department of defense requests of all employers. The College agrees that: 1) it will not limit or reduce employees' career opportunities

because of their military service, and 2) employees will be granted leave of absence for military training in the Guard or Reserve without sacrificing annual leave.

The College allows employees a maximum of fifteen working days in a calendar year to fulfill their training duty with the National Guard or the Reserve. Under this policy, the College will reduce an employee's pay by an amount equal to the military pay received during leave for training.

Funeral Leave

Statement

Stillman College grants paid funeral leave to eligible employees when a death occurs in an employee's immediate family. The College also allows eligible employees to use paid leave or unpaid leave to attend observances or conduct personal business related to the death of friends or family members who are not in the employee's immediate family.

Philosophy

Funeral leave is granted by the College to allow employees time to attend funerals of immediate family members and conduct personal business related to the death of the immediate family member.

Procedures

Eligibility

All employees who are not currently on any form of unpaid leave are eligible to use funeral leave.

Notification

An employee must promptly notify the supervisor regarding the use of funeral leave so that adequate job coverage can be arranged during the employee's absence. Documentation from funeral is required to be compensated.

Length of Leave

The College grants funeral leave of three workdays with pay immediately following the death of a member of the immediate family or household.

(Immediate family is defined as husband, wife, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, or stepdaughter.)

The College grants funeral leave of one day with pay for the following relatives: grandfather, grandmother, grandchild, brother-in-law, sister-in-law, aunt, uncle, nephew, or niece.

Days off must be consistent.

If additional time is required, the employee may use paid leave or request leave without pay subject to the provisions of that policy.

Responsibility

Employees who need to use funeral leave must promptly notify the department and the supervisor about departure and return dates.

The department must administer this policy reasonably and equitably

Voting Time

Statement

Stillman College encourages eligible employees to register and vote in national, state, and local elections. Upon request of an employee, the College, will permit two hours of paid leave for an employee to arrive late or to depart early from work to exercise the right to vote.

Philosophy

The College supports each individual's right to vote and will provide the necessary time away from work.

Procedures

Advance Notice

If an employee would like to request paid leave to vote, the employee must inform the immediate supervisor and arrange for time off to vote.

Leave Used

Time away from work for voting may be used during early voting days and Election Day.

Responsibility

Each department is responsible for providing time away from work for an employee to vote.

FMLA

The Family and Medical Leave Act (FMLA) is a federal law that can be of assistance if you need to take time off work because of family responsibilities.

What FMLA Covers

Employers with more than 50 workers must provide eligible employees up to 12 workweeks unpaid leave during any 12-month period. These 12 work weeks do not need to be consecutive.

In addition, the employer must give the employee his or her job back after the leave or offer them another position with equivalent pay and benefits. During this leave period, the employee still retains the health insurance benefits provided by the company.

Who's Eligible for FMLA

An FMLA-eligible employee is an employee who has worked for their employer at least 12 months, has worked at least 1,250 hours over the past 12 months, and works at a location where the company employs 50 or more workers within 75 miles.

Under FMLA, covered employers must grant unpaid leave during any 12-month period for one or more of the following reasons:

- For the birth and care of a newborn child of the employee
- For care for an adopted child or child in foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition
- To take medical leave when the employee is unable to work because of a serious health condition
- To deal with emergencies related to a family member's active military duty

FMLA applies to both mothers and fathers, including same-sex spouses.

Military FMLA

The National Defense Authorization Act extends coverage to employees with spouses, children, or parents who are now serving, or have been called up for, active duty in the military. These emergencies might include the following:

- Childcare for the child of a deployed military member
- Attending certain military briefings or ceremonies
- Making financial or legal arrangements related to the military member's absence

If the military member becomes seriously ill or injured while on active duty, coverage may be extended up to 26 weeks of unpaid leave each year.

How to Tell Your Manager

When you need to take FMLA leave, speak with your employer as soon as possible.

Injury on the Job and Workers' Compensation

Statement

Stillman provides workman's compensation insurance on its employees. This coverage is designed to protect employees from losses resulting from injuries sustained while on the job and to provide disability compensation during the period one is unable to work after a job-connected injury.

Reports of work-related injuries should be reported immediately to supervisor. The Office of Human Resource should be notified within 24 hours of injury. Injuries that occur due to employee neglect or failure to report injuries when they occur may result in disciplinary actions.

Employees should not return to work until their treating physician has released them. A release statement should be submitted to the immediate supervisor and a copy to the Office of Human Resource.

Philosophy

The College strives to provide a safe work environment for all employees.

Procedures

1. Medical Treatment

If an employee experiences an injury on the job or occupational illness, the employee should seek treatment from a licensed healthcare provider of his/her choice.

2. Notifications

The employee should immediately notify the supervisor of a work-related injury or occupational illness.

Upon learning of a work-related injury or occupational illness, the supervisor should immediately notify Office of Human Resource within 24 hours of injury. Injuries that occur due to employee neglect or failure to report injuries when they occur may result in disciplinary actions.

3. Workers' Compensation Leave

An employee who has a medically authorized absence and receives workers' compensation pay is considered to be on workers' compensation leave for the period of time the employee is away from work. Any absence from work due to a work-related injury or occupational illness requires written documentation from the employee's licensed healthcare provider explaining the reason for the absence, the period the absence is to cover and, if possible, a projected return to work date.

4. Workers' Compensation Payments

Workers' compensation benefits provide payments, calculated as a percentage of the employee's pay, for approved claims supported by medical documentation.

Workers' compensation payments are made directly to the employee by the College's third-party administrator and are not subject to payroll deductions. Employees who are absent for 14 days or more (or one month for monthly paid employees) are responsible for contacting the HR department to make payment arrangements for their share of benefit premiums or other services that are paid through payroll deductions.

Workers' compensation also pays for medical expenses related to the treatment of a work-related injury or illness (including doctor, hospital, surgical, medication, medical devices), when authorized by a physician.

Relationships Policy

The College discourages intimate and financial relationships between its employees and students. Such relationships are expressly forbidden when the context for the relationship is instruction, coaching, employment, mentoring or other relationships wherein students are a captive audience. These regulations apply to opposite sex and same sex relationships. Appropriate sanctions will be taken against persons who violate this policy.

Employees should avoid contact or conversations with students that a reasonable person might construe as soliciting a prohibited relationship. A critical mass of such lapses in judgment may lead to censure or sanctions by the college.

Volunteer Policy

To avoid liability issues, persons wanting to volunteer at the College should complete a volunteer information form from the area supervisor where he or she intends to render services. The volunteer will also sign a disclaimer and are not entitled to worker compensation. The completed form should be submitted to Human Resources to receive a temporary ID badge and to Campus Police to receive a temporary parking decal at a reduced cost. In some cases, a volunteer may be subject to sexual harassment training and a background check.

Sexual Harassment Policy

Each member of the Stillman family has responsibility for maintaining a campus environment and climate that are free of discrimination in any form. Because harassment is not always recognized as a form of discrimination, Stillman has developed specific policies, procedures, and sanctions that address sexual harassment.

The College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community. It is the policy of Stillman College to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. No employee or student at Stillman College will be subjected to sexual harassment. Sexual harassment will not be condoned.

The sexual harassment policy applies to all members of the College community, each of whom is encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of the policy are subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal.

Regular full-time, volunteers and seasonal employees are required to received sexual harassment training within the first 30 days of hire. Subsequent training will occur bi-annually.

To report a claim of Sexual harassment, please contact the Compliance Officer, 205.247.8038.

Non-Smoking Policy

Stillman College recognizes the dangers of the use of tobacco and tobacco- related products and is a tobacco-free campus. The use of tobacco products in college owned buildings, on college property or within college-owned vehicles is prohibited. Failure to comply may result in disciplinary action.

No Weapons Policy

The unauthorized possession, use, or storage of any weapon on College premises or at College-sponsored activities is prohibited. The term “weapon” means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon, which is used by a person to cause reasonable apprehension of harm or to assault another person, is expressly included within the meaning of weapon.

Violation of this policy will result in disciplinary action including dismissal. Outsiders will be subject to prosecution under existing local and state laws.

Copyright Policy

In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

It is the policy of Stillman College to comply with all federal and state copyright law. All users of the World Wide Web, via the College’s servers will be required to abide by and comply with all laws regarding copyrights and trademarks as well as institutional copyright policies. Copyright exists in any original work, which exists or is fixed in any tangible medium of expression. Copyrighted works can consist of but not limited to, images displayable on computer screens, computer software, photographs, text, graphics music, books, magazines, scientific and other journals, and articles. Copyrighted materials may require the permission of the copyright owner and a copyright notice is not required in order for it to be considered in violation of.

Emergency Rapid Notification System

The College makes available a rapid notification system in the event of pending dangers or matters of campus-wide significance. All employees are expected to enroll.

To access your SchoolCast account, go to the Dashboard at the following secure website: <https://myschoolcast.com>. If you have any questions about the operation of this system, please contact the Office of the Vice President for Student Affairs at (205) 366-8833 or during normal school hours.

Telecommuting Policy

The purpose of this policy is to allow employees to work at alternative work locations for all or part of their work week. Telecommuting can improve productivity and job performance as well as promote administrative efficiencies (e.g., reducing office and parking space), reduce traffic congestion and transportation costs, support continuity of operation plans, and sustain the recruitment and retention of a highly qualified workforce by enhancing work/life balance.

Telecommuting is a voluntary work alternative that is appropriate for some employees and some jobs but not all employees and all positions. No college employee is entitled to or guaranteed the opportunity to telecommute. Certain categories of positions are ineligible for telecommuting. For positions eligible for telecommuting, whether a particular employee may telecommute is a decision to be made by the Department head in conjunction with the employee's supervisor on a case-by-case basis taking into consideration an evaluation of the supervisor's ability to manage remote workers. However, arrangements for telecommuting should be authorized only when it is in the best interest of the College to do so.

Employees who are approved for telecommuting will be required to sign a telecommuting agreement with the College consistent with this Policy. The full policy is published on the Stillman College Website at <https://stillman.edu/about-us/administration/institutional-effectiveness/institutional-policies/>.

Removal and Relocation of Historic Artifacts/Artwork Policy

Stillman College recognizes both the financial and historical value of the wide variety of artifacts and artwork located in public areas throughout the Stillman campus. In order to maintain the value of these materials, no artifact or artwork shall be removed or relocated without prior approval of the Historic Artifacts Committee.

Any individual wishing to remove or relocate an artifact or artwork from a public space on the campus of Stillman College must send a request to the Historic Artifacts Committee outlining the current location, the proposed site for the relocation or storage, and why it is being relocated or removed. Requests for relocations and removals should be sent via email to the Dean of Library Services, who is the Chair and Convener of the Historic Artifacts Committee.

Communications--Post Office

Mail — the Post Office is located in the Hay College Center. Mailboxes are assigned to administrative offices and academic divisions. Individuals for a small fee may rent mailboxes when available. The Post Office window hours are 8:30 a.m. - 1:00 p.m. and 2:00 p.m. - 5:00 p.m., Monday through Friday. It is closed for holidays.

Outgoing official mail should be received in the campus Post Office by 3:30 p.m. daily. There is one U.S. Mailbox located on campus opposite east of Snedecor Hall. Mail pick-up at this box is at 2:00 p.m., Monday through Friday.

All mail being sent or received via the United States Postal Service or via ground transportation couriers should use the following address: Stillman College; 3601 Stillman Boulevard; Tuscaloosa, AL 35401.

Cafeteria

The Cafeteria is located upstairs in the Hay College Center. Meals are available from the cafeteria for nominal cost during serving hours.

Maintenance Request Policy

Welcome to Facilities Management at Stillman College! Facilities Management is a service organization of skilled technicians, craftsmen, operators, and support staff charged with the responsibility for operating, maintaining, and improving university buildings, grounds, utilities, new construction, and related services. While our principle hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday, we maintain a 24-hour presence on campus to respond to situations that arise after normal working hours. We take great pride in ensuring that students, staff, and faculty members at Stillman College enjoy a safe, clean, and comfortable environment for living, learning, and working.

1. All maintenance requests need to be submitted through the college website under the maintenance request portal. (Leaks, electrical, plumbing, office relocation, air & heat, pest control, locks & other)
2. Emergency maintenance requests (flooding, downed power lines, etc.) you will need to contact campus police right away at 205-366-8927. Campus police will immediately notify all working maintenance personnel right away.
3. Further questioning about a submitted work order or project should be directed to Director of Plant Operations pcunningham@stillman.edu

Key Requests Policy

1. Keys must be returned to the immediate supervisor as assignments change or when employment ends.
2. Lost, stolen, or broken keys must be reported to the immediate supervisor and the Dean of your department immediately.
3. Do not attempt to repair locks. Problems with keys and / or locks must be reported to pcunningham@stillman.edu
4. Keys must not be duplicated or loaned to other employees.

I.T. Helpdesk Policy

Send an email to helpdesk@stillman.edu for any computer or phone problem. Your ticket will be created automatically, and your work order completed on a priority basis.

Email Signature Policy

In order to help Stillman College get on the right page as it pertains to the branding footprint of the college, the Office of Brand Identity has created standardized email signatures to be used by all Stillman faculty and staff.

We ask that faculty and staff do not include philosophical statements or inspirational quotes; this is to avoid the potential confusion that such statements represent the College's slogan, ideology or brand promise. Do not embed additional images into your signature that are not part of the generated signatures below.

To implement any of these email signatures all you need to do is copy the signature you want to use exactly as it is here and paste it into your signature box in your settings and change the information as it is to your own. If you need additional help, please see the attached pdf showing the step-by-step process.

Also, if you need further assistance implementing any of these signatures into your own email settings please feel free to contact the Office of Brand Identity at brandidentity@stillman.edu.

Thank you for your cooperation. Approved signatures are below.

BEGIN SIGNATURES

___ Signature Option 1 ___ No Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Email: myemail@stillman.edu
Office: XXX.XXX.XXXX ext. XXXX
stillman.edu

___ Signature Option 1 ___ With Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Email: myemail@stillman.edu
Office: XXX.XXX.XXXX ext. XXXX | Mobile: XXX.XXX.XXXX
stillman.edu

___ Signature Option 2 ___ No Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Office: XXX.XXX.XXXX ext. XXXX
myemail@stillman.edu | stillman.edu

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

___ Signature Option 2 ___ With Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Office: XXX.XXX.XXXX ext. XXXX | Mobile: XXX.XXX.XXXX
myemail@stillman.edu | stillman.edu

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

___ Signature Option 3 ___ No Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Office: XXX.XXX.XXXX ext. XXXX | Mobile: XXX.XXX.XXXX
myemail@stillman.edu | stillman.edu

___ Signature Option 3 ___ No Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Office: XXX.XXX.XXXX ext. XXXX
myemail@stillman.edu | stillman.edu

___ Signature Option 4 ___ With Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Office: XXX.XXX.XXXX ext. XXXX | Mobile: XXX.XXX.XXXX
myemail@stillman.edu | stillman.edu

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

___ Signature Option 4 ___ No Mobile #

Your Name Here | Title

Stillman College
3601 Stillman Blvd.
Tuscaloosa, Alabama 35401
Office: XXX.XXX.XXXX ext. XXXX
myemail@stillman.edu | stillman.edu

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

END SIGNATURES

Office of Brand Identity

Payroll Policy

How to Register for Paychex

www.paychexflex.com

Click on Sign-Up

Then complete each of the following:

- Personal Information
- Security Information
- Security Level
- Account Information

****You must have a valid email address and cellphone****

**** Please make note of your Username & Password****

If anyone has trouble registering or logging in at this website, please contact

Flex User Support @

888-246-7500

(855-973-2386 for Spanish Only)

Biweekly

Biweekly Employees Supervisors must edit and approve time in Paychex.

All holiday, vacation time, and sick time must be entered into Paychex by the supervisor.

Any vacation and sick time must have an Employee Absence Report with the employee and supervisor signature in the office of Human Resources and Payroll the Friday before payday (via email and or in office)

All issues with hours, paycheck, schedule, etc. must be reported to employee's immediate supervisor and if it is a payroll issue the supervisor will contact Human Resources and Payroll

All direct deposit, address, contact information, etc. must be changed in Paychex.

Any timesheets associated with biweekly must be submitted the Friday before pay day (via email and or in office)

Salary

All vacation and sick time must be supported with an Employee Absence Report with employee and supervisor signatures and turned in the office of Human Resources and Payroll by the 24th of each month (via email and or in office)

Any timesheets that are associated with monthly payroll must be submitted by the 24th of each month (via email and or in office)

Payroll Training for Supervisors

How to Add Punch

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Select the Correct Date

Enter in Time with AM/PM following ex. 1:00pm

Press Enter

Save

How to Add Work Shift

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Add Work Shift

Select the Correct Date

Enter in Time with AM/PM following. (ex. 8am in and 4pm out)

Press Enter

Save

How to Add Vacation Day

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Add Non-Work Shift

Select the Correct Date

Change to Vacation (8 hours will automatically enter)

Press Enter

Save

How to Add Sick Day

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Add Non-Work Shift

Select the Correct Date

Change to Sick Day (8 hours will automatically enter make changes if the hours are less)

Press Enter
Save

How to Add Holiday

Go to Time & Attendance

Go to Timecards

Go to Add Punch

Add Non-Work Shift

Select the Correct Date

Change to Holiday (8 hours will automatically enter)

Press Enter

Save

How to Approve Time

Go to Time & Attendance

Go to Timecard

Correct any red marks if any.

Add any vacation, sick, holiday time if applicable.

Go to Timecard Approvals

Place a Check Beside Employees Name

***The pie chart on the right should turn green. If the chart is yellow or red go back to timecard to correct changes until the chart is green**