Livingstone College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, associate and baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Livingstone College.
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DISCLAIMER

This Employee Handbook provides important information about working at LIVINGSTONE COLLEGE. The handbook outlines employee benefits, as well as expectations of you as an employee of the College. Additionally, the Handbook provides you with further rules of accountability and responsibility that must be adhered to as an employee.

The contents of this handbook are not intended as, and do not, create a contract between the College and any employee, to any definite period of employment. Employees, are completely free to leave the College at any time you choose, and the College has the same right to end the employment at any time.

“At-Will” means all employees of Livingstone College are hired for an indefinite period of time and employees are free to terminate their employment with Livingstone College at any time. Similarly, Livingstone College retains the legal right to terminate the compensation and the employment of any “at-will” employee, at any time, with or without cause, and with or without notice.

No supervisor or member of management, except the President, has the authority to bind the College to any employment contract. The only valid contract for employment between the College and any employee must be in writing and signed by the President.

This handbook is to serve as a summary of the policies and procedures and is not all inclusive of all policies and procedures enforced by the College. This Employee Handbook does not cover every situation or answer every question about policies and benefits at Livingstone College. There may be changes made that require addendums to the Handbook to add new policies, change policies, or cancel policies at any time; therefore, Livingstone College reserves the right to revise or amend collegiate policies. If for any reason the Livingstone College institutes any changes to policies, all employees will be made aware of applicable changes.
Introduction

We welcome you to the Livingstone College family. Our staff consists of persons who perform vital services to the College community in administrative, personnel, technical, clerical, and maintenance positions.

We ask you to familiarize yourself with this Employee Handbook. It is an important document designed to facilitate the implementation of policies relating to the welfare, performance and achievement of the College’s employees. The purpose for the Handbook is to provide guidelines for the effective functioning of employees. The contents will be revised and updated periodically as needed.

We invite you to become fully involved in the College community, in such a manner that your role and tasks may render services vital to the realization of institutional goals and objectives.
Presidential Greeting

Greetings!

As the President of Livingstone College, I am pleased to welcome you to this historic place of learning.

Since we opened our doors in 1879, Livingstone has provided generations of students with opportunities to develop themselves academically, intellectually, and spiritually to their fullest potential. One hundred thirty-one years later, as we continue to advance this great legacy, we have great expectations of our Livingstone family.

It is our obligation to embrace the student population, preparing them for the global workplace through solid commitment and dedication in our respective areas of expertise. There has been no one place built in a night, but there have been great buildings built brick by brick with sincere gestures of kindness and perseverance.

The Livingstone College family welcomes you as a new addition to the legacy and rich inheritance beneath thy maples and thy oaks.

Sincerely,
Jimmy R. Jenkins, Sr., Ph.D.
President
Livingstone College
Salisbury, North Carolina
MISSION

Livingstone College is a private historically black college that is secured by a strong commitment to quality instruction, academic excellence, and student success. Through a Christian-based environment suitable for holistic learning, Livingstone provides excellent business, liberal arts, STEAM, teacher education, and workforce development programs for students from all ethnic backgrounds designed to promote lifelong learning and to develop student potential for leadership and service to a global community.

The College accomplishes its mission by pursuing the following goals:

I. To provide academic excellence in all programs by diverse courses of study appropriate to undergraduate education.

II. Provide effective teaching by faculty with strong academic preparation, who nurtures students in and out of the classroom.

III. To create academic options that prepare students to pursue careers, graduate and professional studies, and life-long learning as needed for a changing social and technological world.

IV. To assist students and faculty in their pursuit of scholarly and creative endeavors.

V. To create opportunities for practical application of knowledge through internships, cooperative education, experiential learning, and community service.

VI. To create opportunities for students to develop a fuller knowledge and appreciation of African-American heritage, to increase their awareness and appreciation of other cultures, and to prepare them to become well-adjusted individuals in a global society.

CUSTOMER RELATIONS

Our customers are our students and their families/guardians, and are among our organization's most valuable assets. Every employee represents LIVINGSTONE COLLEGE to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Customers who wish to lodge specific comments or complaints should be directed to the Division of College Relations for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of LIVINGSTONE COLLEGE. Positive customer relations not only enhance the public's perception or image of LIVINGSTONE COLLEGE, but also pay off in greater customer loyalty and increased giving and student referrals.
Section 1 - Employment Policies

Equal Employment Opportunity Policy

It is the policy of Livingstone College to create a favorable work environment in which all employees, regardless of race, color, national origin, gender, age, disability, or religion can enjoy equal opportunities in their employment relationship with the institution.

Livingstone College’s policy concerning equal employment opportunity requires that:

A. In establishing qualifications for employment, no provision or requirement will be adopted that would be discriminatory on the basis of such protected characteristics as race, color, national origin, gender, age, disability, or religion, etc.

B. No question(s) in any examination, application form or other personnel proceedings is framed, to attempt to elicit information concerning protected characteristics from an applicant, eligible candidate, or employee.

C. The College will recruit, hire, train, and promote persons in all job titles, without regards to race, color, national origin, gender, age, disability, or religion.

D. Reasonable accommodations are attempted for the physical or mental infirmities of disabled employees and to the religious beliefs of all employees.

E. All personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, education, educational assistance, social and recreational programs, will be administered without regard to race, color, national origin, gender, age, disability, or religion.

Any employee or job applicant who feels that he or she has been subjected to discrimination by employees, offers, or agents of Livingstone College should report the incident or complaint in writing directly to their immediate supervisor or the Director of Human Resources, respectively, who will investigate, document and attempt to resolve the matter.

Harassment Policy

Livingstone College is committed to providing an environment in which employees may work and live without harassment. This includes all forms of harassment related to race, color, national origin, gender, age, disability, or religion. Documented violations after proper investigations, by Human Resources and Management, will be treated as a disciplinary action, up to and including termination.
This also includes any form of sexual harassment, which is defined as, unsolicited, or unwelcomed verbal and/or physical conduct of a sexual nature, or with sexual implications.

1. No employee shall sexually harass another employee in any manner, including but not limited to:
   a. Making unwelcome sexual advances or requests for sexual favors or making other verbal or physical gestures of a sexual nature;
   b. Making submissions to or rejections of, such conduct that would bias employment decisions;
   c. Creating an intimidating, hostile, or offensive working environment.
   d. Telling sexual jokes or forwarding sexually related propaganda via email, text or other communicative methods.

2. No employee shall sexually harass a student in any way including, but not limited to:
   a. Making unwelcome sexual advances or request for sexual favors, or making other verbal or physical gestures of a sexual nature a condition of a student’s grade, progress, or recommendation;
   b. Creating an intimidating, hostile or offensive learning environment.

The College prohibits any form of harassment, and employees are hereby notified that anyone found to have engaged in conduct prohibited by this policy, will be subject to disciplinary action up to and including immediate termination.

Each individual supervisor has the responsibility for assuring that this policy is followed in all college activities. It is also the College’s policy that all employees are responsible for assuring that the work place is free from harassment and discrimination. Accordingly, all employees and personnel at all levels are required to report instances of any harassment.

All verbal or physical harassment should be reported immediately to the Senior Administrator, Director of Human Resources, or President; an investigation and appropriate action will be taken.

The College will comply with State and Federal law that prohibits retaliation, against employees who complain about conduct that they believe in good faith was harassment. This policy covers all good faith complaints. Anyone responsible for a bad faith complaint will be subject to disciplinary action.
It is the policy and procedure of the College to thoroughly investigate all complaints of harassment. Any employee who is harassed should immediately report the incident to the Director of Human Resources or to their Vice President. Likewise, it shall be the duty of every employee, to report a failure by anyone with supervisory authority to take action to correct reported instances of harassment.

If a complaint is made, the party making the complaint must submit the date, time, and place the conduct occurred, the identity of the parties, and any other witnesses to the conduct.

The Vice President or the Director of Human Resources shall, as soon as possible, investigate the matter, respond and document the alleged violation, the results of the investigation, and suggested disciplinary response to be taken against the employee found violating this policy.

Should the investigation indicate that a violation of the College policy has occurred, the College shall take immediate corrective action, which may include but not limited to the following:

1. Mandatory counseling sessions with the employee to help the employee identify and avoid conduct in violation of this policy;
2. Suspension of the employee with or without pay for up to five (5) working days;
3. Re-assignment of the employee in violation of this policy to another area or division;
4. Immediate termination. The College may take any and all actions reasonably calculated to end the harassment.

**Note:** In addition, this policy refers to employee/student engagement. Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual nature favors, statement, physical contacts, or visual conduct of a sexual nature by an employee toward a student.

Any inappropriate relationship between Employees and Students constitute unprofessional conduct and are strictly prohibited.

**Smoke Free Workplace Policy**

Livingstone College has adopted the following policy that prohibits smoking across the campus in order to provide and maintain a safe and healthy work environment for all employees; therefore, promoting the health and wellbeing of its employees.
Drug-Free Workplace Policy

Livingstone College is committed to providing a drug-free workplace. The College prohibits the use, sale, purchase, transfer of illegal drugs on campus, or being under the influence of an illegal drug while working, this would result in immediate termination.

Note: At any time, the College can inspect for illegal substance on campus. All employees shall be required to undergo drug testing at any time there is reasonable suspicion that the employee has violated this policy. Reasonable cause would be ill-defined appearance, behavior, speech or body odors of the employee. An employee refusal to be tested will result in immediate termination from the College.

Alcohol Free Work Place Policy

Livingstone College prohibits the procession, sale, manufacture or use of alcohol on-campus; this will result in immediate termination.

Note: At any time, the College can inspect for illegal substance on campus. All employees shall be required to undergo drug testing at any time there is reasonable suspicion that the employee has violated this policy. Reasonable cause would be ill-defined appearance, behavior, speech or body odors of the employee. An employee refusal to be tested will result in immediate termination from the College.

Hiring Process

Livingstone College will strive to hire the best-qualified candidate. The selection process will be based on qualifications, skills, experience, and training. The Division/Department are responsible for coordinating with the Human Resources Department regarding the receipt of, routing, and review of job applications/resumes.

The Department/Division Head MUST first submit the recommendation for approval that indicates a need for a position, along with a job description, if new position, and qualifications needed for the position.

The approval of the Director, Vice President of the requesting Department, Vice President of Business Operations, the President, and finally the Human Resources Director, will start the recruiting and selection process.

Positions that have been approved and advertised will be posted on the Human Resources Bulletin Board and Livingstone College’s Web page. All applications received will remain on file for 90 days. Before interviewing interested candidates outside of Livingstone College, any employee who meets the qualifications will be considered.
The Department /Division Head reviews resumes, and selects those candidates who best fit the needs of the position, and make a recommendation to the Vice President of the Division. *The final stage of the approval process is the President.* At this point the candidate will be offered the position. The Human Resources Department will be responsible for completing the initial employment process.

Potential employees of the College are required to complete a Livingstone College Employment Application. Once approved for hire, the employee must report to the Human Resources Department for a benefits orientation and to complete all required paperwork. The employee is *required* to provide any documentation indicated on the Form I-9 as proof of their identity (original driver’s licenses, social security, birth certificate, past port etc.). The Immigration Reform and Control Act (IRCA) makes it illegal to hire an alien who does not have authorization to work in the United States. The College is required to check the employment eligibility of all prospective employees before hiring them.

**Rehire Former Employees**

Former employees may be rehired for the same or a different position but may not necessarily be paid the same salary received prior to termination. In order to be eligible for rehire, the employee must have left the prior job with the College in good standing. *If you are rehired, no prior service time will be credited to your official employment record.*

**Job Posting**

The job posting process provides all employees of the College an awareness of open opportunity within the organization. Job vacancies are posted on the main website at [www.livingstone.edu](http://www.livingstone.edu) under the web link jobs, in addition to the website interested candidates can obtained an application from the Human Resources Department.

In order to post for an internal position, the applicant must complete an internal job posting application, and resubmit back to the Human Resource Department, with an attached resume or CV that list job-related skills and accomplishments.  

Internal applicant’s supervisor may be contacted to verify performance, skills and attendance. The employment file will be reviewed to check for potential probation or written warning documents within the last year, as well as suspensions Any aforementioned findings would make the internal applicant ineligible to apply for the posted position.

**Drug Testing/Background Check**

Pre-employment drug test are conducted for all persons offered a position with the College, with the understanding that if results are proven to be positive for any substance,
as verified by a third party vendor, the employee will be immediately terminated from the College upon final review and approval of the President.

Background Checks are conducted for all persons offered a position with the College, with the understanding *that if results prove to be unfitting to the role or position of interest, as verified and further reviewed by the Human Resources Department, the employee will be immediately terminated from the College upon final review and approval of the President.*

**Note:** If for any reason there may be just cause to conduct post-employment drug test or background check on an employee, the College reserves the right to terminate employment via findings at the conclusion of the third party evidence submission, along with final review and approval of the President.

**Official Transcripts**

The College is mandated by the Southern Association of Colleges and Schools Commission on Colleges, to maintain official transcripts on applicable faculty and staff.

Official transcripts from each institution attended bearing the seal of the college, signature of the registrar and showing degree conferred, if applicable, are required for both Staff and Faculty members that have disclosed on their employment applications that they are degreed persons. Affected personnel are responsible for the costs associated with the retrieval of official transcripts.

**Faculty members are required to present TWO official transcripts for each acquired degree. One transcript is maintained in the Office of Academic Affairs and the other in the Human Resource Department.**

All transcripts from foreign countries must be evaluated by a professional evaluation service to validate the equivalency of the coursework desired to be taught or for applicable knowledge management associated with position applied for at the College.

**Note:** Official transcripts are to be delivered to the College in sealed envelopes and shall only be opened and reviewed by the authorized personnel in the Human Resources Department and Academic Affairs Office. In addition, if transcripts are not presented within 7 days of employment, the College reserves the right to terminate employment.
Licenses and Certifications

There are some areas that require licensure and certifications, (i.e. Student Health Center and Athletics). Prior to the start of employment, new employees that fall in this category are required to present the Human Resources Department with the applicable documents that validate current licensure and certifications applicable for the collegiate position.

It is the responsibility of these persons to remain compliant within their designated areas of responsibility; therefore, be prepared to present validation of said items upon request from applicable administrators.

Note: If these documents are not presented within 7 days of employment, the College reserves the right to terminate employment.

Criminal Charges/Conviction

Employees are to notify the College of any criminal charges, including a drug charge and/or conviction for violation, within five (5) days after such charge(s) or conviction(s). Failure to do so may result in termination. In addition, convictions for violations of any criminal statute may result in disciplinary action up to and including termination.

Employees charged under any criminal statute, including a drug statute, may be placed on suspension, pending the outcome of any judicial process and subsequent evaluation for continued employment.

Probationary Period

The first 90 days of employment will be considered probationary, unless the President of the College specifies other conditions in the faculty contract or employment letter. The probationary period provides an opportunity for job adjustment for both the employee and the College. Certain jobs may require the employee to establish qualifications; the probationary employee may be required to take one or more of the following examinations: (1) written, (2) oral, or (3) technical, in order to establish that the employee can perform the essential functions of the job with or without reasonable accommodations.

A probationary employee accumulates vacation and sick leave, but is not entitled to take vacation nor sick leave with pay; but such accumulated time will be available upon reaching a successful 90-day probationary period. The probationary period is not intended as, and does not, create a contract between the College and the employee to any definite period of employment during and/or after the probationary period. The College retains the at-will nature of employment during and after the probationary period expires.
Employee Classification

For the purpose of institutional benefits, an employee at Livingstone College is classified in one of the following categories:

1. Full-time – an employee who works forty (40) hours per week, on a continuous ten (10) month, or twelve (12) month basis. **Full-time employees are eligible for all benefits program.**

2. Temporary/In-House Temp/Adjunct – an employee, who may or may not work a full schedule, forty (40) hours per week, but is hired for a specific period of time. This employee is **not eligible** to participate in any benefits program.

3. Part-time – an employee who works less than a full work schedule, forty (40) hours per week, but is hired on a continuous twelve (12) month basis. An employee in this classification is not eligible for the benefits program. **Student workers are NOT eligible to participate in any benefits program offered by the Institution.**

Attendance and Absenteeism Policy

Hours of work have been established for the College and will be observed by all employees. The normal working hours are from **8:00 a.m. to 5:00 p.m.**, Monday through Friday. These hours and days may vary for certain employees. The standard work week for full-time employees of the College is forty (40) hours. Work schedules may vary when deemed necessary by the area head or supervisor and approved by administration.

*Please note that the lunch hour is sixty (60) minutes and is not considered as time worked.*

Each employee is expected to report for work on time and on a regular basis. The Institutions business hours of operation: 8am -5pm Monday-Friday. Excessive absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and supervisors. Unsatisfactory attendance will result in disciplinary action up to and including termination.

If an employee is going to be absent for any reason, unless on prior approved leave, the employee must notify their supervisor, no less than 2 hours before their scheduled reporting time. If an employee will be late, they must notify their supervisor as soon as reasonably possible, not to exceed 30 minutes. It is the employee’s responsibility to ensure that proper notification is provided. Unless the employee is physically incapable, the employee should call on their own behalf. A friend, or relative calling on an employee’s behalf, is not considered proper, except under emergency conditions. Any employee who fails to give such notification will be charged with an “unexcused absence.” If notice is not reasonable, the absence will be considered “unexcused.” If an employee is absent for three (3) consecutive days without notifying the supervisor, the employee is subject to immediate termination for job abandonment.
Employee Conduct

A supervisor may issue a written warning to an employee. The written warning will inform the employee of the consequences should the infraction occur again. Depending upon the severity of the infraction, the employee may be discharged immediately.

A supervisor may recommend that an employee be terminated for any of the following reasons:

- Unsatisfactory work performance
- Excessive absences or Excessive tardiness
- Theft or destruction of College property
- Under the influence of alcohol or drugs
- Gambling
- Unbecoming conduct while representing the College

Action against employee may result in any of the following:

- Suspension without pay for a specified period not to exceed one month (non-accrual of sick and annual leave)
- Reduction in salary while remaining in the same position
- Demotion to a position of lower grade and salary
- Termination of employment

The immediate supervisor must initiate any such action against an employee. A written statement of the formal charge against the employee, with the recommendation for specific action endorsed by the department or department head, must be address to the employee with a copy to the President. The employee may be placed on administrative leave with pay upon receipt of this notice until final disposition of the case. “Leave with Pay” is not a right automatically guaranteed to an employee. In some situations, an employee may be terminated on the spot without pay.

Performance Evaluation

The administration believes that employees want to know and should be told how they are progressing in their jobs. Their immediate supervisor, the appropriate administrative officer and/or the President of the College will evaluate the job performance of the
Employee(s). Supervisors are responsible for conducting thorough, impartial, and timely Performance Evaluations of employees who report directly to them.

Performance Evaluations are a method for assessing employees on the basis of their performance and length of time in the position in relation to the job requirements. It is intended to assist supervisors in recording their assessment of employee performance and communicating their evaluation with employees.

A Performance Evaluation may be given after thirty (30) days of employment and again prior to the completion of a three (3) month probationary period. An annual evaluation is given to all before the end of the institution’s fiscal year. Each supervisor should discuss the appraisal with the employee. If you have not received a performance review with your first 90 days you are require to speak with your direct supervisor.

**Disciplinary Procedures**

The College recognizes its responsibility to administer College regulations through Disciplinary measures in a fair and consistent manner. Compliance with Livingstone College’s rules are essential to the efficient operations of the College, and employees are obligated to adhere to them.

The following general disciplinary procedures have been established for the guidance of all College employees:

- **1st Offense:** Written Reprimand
- **2nd Offense:** Written Reprimand/Suspension for a period of up to five (5) days- without pay
- **3rd Offense:** Termination of Employment

Certain conduct, including harassment, drug policy violation, financial exigencies of the College, flagrant moral delinquency, obstruction of the College functions, or bona fide discontinuance of a program may subject the employee to immediate termination without prior warning, reprimand, or suspension. Additionally, any conduct deemed detrimental to the Mission and goals of the College, shall qualify for immediate termination. The aforementioned determination of detrimental conduct, shall be at the sole discretion of the President of the College.
The forgoing procedures are not binding on the institution. Livingstone College reserves the right to vary or eliminate these procedures on a case-by-case basis.

**Termination of Employment**

Any employee who decides to sever employment with the College is expected to notify their supervisor at least two weeks in advance, with a written letter of resignation. The employee will also need to complete and sign a Separation/Exit Interview Form. The final pay for the employee will be prepared on the normal scheduled pay date.

Livingstone College retains the legal right to terminate the compensation and the employment of any “at-will” employee, at any time, with or without cause, and with or without notice. The Area/Department Supervisor will submit a Recommendation for Termination Form to the Area Administrator, who then will submit it to Human Resources, who then will submit it to the President for approval.

The determination of staffing requirements is solely an administrative function. Criteria to be used in making such determination(s) include, but are not limited to, data available in personnel record and special needs of the institution for particular skills and competencies. An explanation for discharge may be requested from Human Resources to be included in the employee’s personnel file as deemed needed. The final pay for the discharged employee will be paid out at the end of the term month.

**Separation/Exit Interview**

All employees are required to go through a separation/exit interview upon termination of employment. You must complete the following:

1. Meet with your Department/Divisional Head to ensure that all reports are complete and accounted for.
2. Ensure that all fines and financial obligations have been met.
3. Return all College owned property that is in your possession.
4. Return Separation/Exit Interview sheet to the Human Resources Department.
Grievance Procedures

The following procedure is to be followed in the event of any grievance by a member of the Staff.

1. The staff person shall immediately discuss the alleged problem with the person(s) involved. If equitably settled, the matter will be closed.

2. If the grievance is not settled, the staff member then shall immediately inform (in writing) his or her respective Area Vice President/Administrator, who shall discuss the alleged problem with the staff member and other person(s) involved. Others may be invited to participate in these discussions if both parties agree. The Area Administrator shall conduct these discussions as expeditiously as possible and provide a written conclusion. If the grievance is settled equitably, the matter will be closed.

3. If the grievance is not equitably settled the Area Vice President/Administrator will refer the employee to the Human Resource Department. The Human Resources Department may conduct a separate investigation which could include interviews, reviewing documents and consulting legal counsel. Upon conclusion of the investigation, Human Resources may make a recommendation to the President of the College for an appeal decision.

Note: Grievance/Appeal documents can be retrieved from the Human Resources Department.

Work Reduction Policy and Procedures

Livingstone College is committed to providing a quality education to our students. However, restructuring or reduction in the workforce may become necessary due to program change, elimination, or a loss/decrease in funding or other factors.

Before implementing a workforce reduction, the College will consider alternatives such as hiring freezes, salary freezes, salary reductions, job sharing, voluntary resignations, reduction of hours.

The workforce reduction procedures are applicable to all regular (part-time and full-time) employees. Temporary/In-house (part-time or full-time) employees are not included in these layoff procedures. Positions in grant-funded programs are always subject to the availability of funding.

Subject to President’s approval, upon a review of funding, program needs, budgetary projections and other relevant considerations, management will recommend a workforce reduction and the number of positions to be eliminated from or the amount of personnel related expenses to be cut in various programs and departments. Subject to President’s
approval, Department Heads will then proceed to the selection of employees who will be impacted by the workforce reduction, reviewing all pertinent documentation including personnel files and preparing written rationale for selection recommendations.

If a workforce reduction is determined to be necessary, employees will be selected for layoff carefully. Department Heads making workforce reduction recommendations must ensure that only objective and lawful criteria are used. All personnel policies, including the policy prohibiting discrimination, will be followed. In no case is the selection of an employee to be made or influenced on the basis of that person’s race, sex, color, ancestry, religious creed, national origin, disability, medical condition, age, marital status, veteran status, or sexual orientation. Decisions will not be based on an individual’s salary or benefit level.

Employees will be chosen for layoff based on a number of factors, including (but not limited to) program and department needs, impact on programs, position elimination, employee skills and qualifications, recorded disciplinary actions and general performance. In cases where all factors are deemed equal, employees with length of service (seniority) will be retained. No bumping rights exist.

Qualified employees selected for a workforce reduction may be eligible to apply for open positions within Livingstone College, if there are any applicable positions at the time of the workforce reduction.

Employees neither accrue nor lose seniority during layoff or leave of absence provided that the employee returns to work within one year. The time away will count toward vesting rights for employees rehired within one year of separation from Livingstone College.

Employees who are laid off maybe eligible to elect COBRA to continue medical, dental, and vision insurance coverage at their own expense beginning the first month following the effective date of the workforce reduction.

Employees who are laid off will be compensated for all benefits, including vacation benefits that would be available in the event of a separation from their employment on the date of the layoff. No distribution will be made of benefits that would not be paid in the event of a regular termination of employment.

For employees rehired within the same calendar year as the layoff, any previously accrued hours of Annual and Sick Leave available at the time of layoff will be reinstated. Employees rehired within one year of the layoff date will begin to accrue paid time off on the first of the month coinciding with or following the effective date of the rehire.
Employee Address and Phone Number

Employees must keep the Human Resources Office at (704) 216-6327 informed of their current address and phone number.

Section 2 - Compensation Policies

Human Resources/Payroll

1. Personal Data – Employees are responsible for reporting in writing to their immediate supervisors and to the Human Resources Department any changes in address, telephone number, marital status, dependents, and persons to be notified in case of emergency, and any other important facts, so that records can be kept current. The College will not be responsible for communications not received because of non-notification of changes by employee.

2. Time Sheets – ALL EMPLOYEES (Faculty and Staff) are required to utilize the time keeping portal for all hours paid (Bi-Weekly), and this includes all NON-REGULAR hours paid (Monthly) including: Annual Leave and Sick Pay. Violations of this policy may result in disciplinary action.

   Time for employee’s paid bi-weekly (hourly) is computed after hours have been actually worked.

3. Compensation – The established College work-week for non-exempt full-time employees is a forty (40) hour work-week and is defined as the regular work period during which an employee is scheduled to perform their usual duties.

   Overtime will be paid only after the employee actually works in excess of forty (40) hours in a week. Employees can work overtime only after receiving prior written approval from their immediate supervisor. Overtime will be paid at a rate of one and one-half (1 1/2) time the employee’s regular hourly rate of pay. Additionally, pay for time not actually worked such as holiday pay and vacation pay, will not be included as hours worked for the purposes of computing overtime.

The Fair Labor Standards Act created two major classifications, exempt and non-exempt employees. Personnel at Livingstone College who are exempt are classified as Executive, Administrative, and Professional. These positions are exempt from federal legislation requiring overtime compensation. Non-exempt personnel are all other employees who do not qualify by the standards of the act as exempt and are eligible for overtime compensation.
• Other Compensation Issues – Once pay has been set up for 10 – 12 month installments, it cannot be changed during the stated contract period.
• Upon separation from employment, employees must render and physically be on site during the 2 week notice period in order to receive any unused vacation/annual leave remaining at the point of separation.
• Employees that are terminated forfeit all Annual Leave/ Vacation Leave.
• Employees must work the day before and after a holiday to receive pay for the holiday.

Employee Records

An employee file is maintained for each employee. Your file is the property of the College. Access to your file is limited and can only be reviewed by authorized College personnel, Federal, or State officials. As an employee of the College you may inspect the contents of your employment files by making an appointment with the Human Resources Department. If a legal order has been presented, your written consent is required.

Reporting and Maintaining Employment Records

The Fair Labor Standards Act, as amended in 1966, requires the College to maintain attendance records on all non-exempt employees. Some employees work in areas that utilize time clocks. Employees using the time clock must observe the following rules:

1. Under no condition shall an employee swipe a card for another employee. Swiping another employee’s time card may be cause for immediate dismissal of all parties involved.

2. Employees will swipe their time cards no earlier than 15 minutes before starting time, and no later than 15 minutes after stopping time.

3. Employees will swipe in and out for lunch.

4. When an employee cannot swipe in or out because the employee is away from the premises on College business, the supervisor will note the time and notify the Human Resources Department. In absence of the supervisor, the responsibility may be delegated to the supervisor’s designee.

5. The supervisor and/or the area’s Senior Administrator will make the determination for pay when an employee forgets to swipe in or out for the day.

6. Improper handling of swipe cards may result in loss of pay and/or termination.
Salary Check Deductions

All faculty and staff are covered under the Federal Social Security System. Monthly deductions are made from salaries and matched by the institutions in the amount prescribed by law.

Employees are provided with an itemized account of deductions on their check stub. The check stub carries gross pay, year-to-date totals, descriptions of each deduction, and the net amount of the salary received for the given pay period.

Employees are encouraged to regularly check social security numbers and the calculation by which take-home pay has been determined. In case of errors, the employee should immediately report them, in writing to the Human Resources Department. The Institution is not responsible for your personal tax allocations.

Garnishments

Each employee is expected to be acquainted with the Internal Revenue Service levy provision, which states that an employee’s check may be garnished for delinquent state or federal taxes.

The same applies in the event of child support and mandated benefit coverage of designee(s). Additionally, this section is applicable to all legal court orders designated by federal agencies and U.S. Courts. The College shall comply with the aforementioned orders.

Holidays

The college observes the following Holidays:

- New Year’s Day
- Martin Luther King’s Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

(Refer to yearly administrative calendar for other designated holidays)
All Regular Full-Time employees are eligible to receive holiday pay. Employees classified as Part-Time or temporary are **NOT** eligible for holiday pay.

**Pay Periods**

Pay can be in the form of a check or direct deposit into your checking or savings account. Checks and/or direct deposit stubs are available on the last working day of the month. Checks and/or direct deposit stubs can be printed from your ADP desktop, using your user log-in information.

Social Security, Medicare, federal and state taxes are compulsory deductions required by law with the amount to be withheld in each instance computed according to tables furnished by the federal and state governments.

**Section 3 - Time-Off Benefits**

**Leave Slips**

Leave Slips for planned vacations should be prepared by the employee and submitted for approval to his/her supervisor as early as possible, but not later than **Two (2) weeks** before the planned vacation. After being approved by the supervisor in the online portal, leave approvals will be transmitted to the Human Resources Office by the respective supervisors electronically.

**Vacation/Annual Leave**

Supervisors will approve vacation preferences and requests, with the operational efficiency of the institution in mind. New employees are eligible to use accrued vacation after the 90-day probationary period. Supervisors will honor vacation preferences in accordance with seniority where more than one employee is involved.

**Annual Leave is awarded as Follows**

**(12-Month Full-Time Administrative Staff)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Days a Month</th>
<th>Days a Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 years</td>
<td>One (1) day</td>
<td>12 days</td>
</tr>
<tr>
<td>6-10 years</td>
<td>One (1) and</td>
<td>15 days</td>
</tr>
<tr>
<td></td>
<td>one-fourth (1/4)</td>
<td>15 days</td>
</tr>
<tr>
<td>11-15 years</td>
<td>One (1) and</td>
<td>18 days</td>
</tr>
<tr>
<td></td>
<td>one-half (1/2)</td>
<td>18 days</td>
</tr>
<tr>
<td>16 &amp; over</td>
<td>One (1) and</td>
<td>21 days</td>
</tr>
<tr>
<td></td>
<td>three-fourth (3/4)</td>
<td>21 days</td>
</tr>
</tbody>
</table>

***ten (10) month administrative staff, part-time, and temporary employees are not entitled to vacation and/or annual leave accruals.***
The College will not permit vacation time to be accumulated in excess of 26 days (208 hours); however, employees cannot carry more than five (5) days (40 hrs.) over at the end of each fiscal year (July-June). Vacation schedules should be managed proactively by each department to ensure all employees have adequate opportunity to utilize their vacation time. All approved leave slips should be turned in to the Office of Human Resources as soon as possible in addition to the online submission for ADP.

Sick Leave

Sick Leave is a type of “Insurance Policy” the institution gives each employee to be “banked” in the case of personal illness of the employee only, as well as for doctor and/or dentist appointments. In the event an employee must care for a sick child or family member the employee must utilize annual leave pay. Sick leave is earned at the rate of one day per month (8 hrs.). Sick leave may be accumulated to a maximum of 30 days, but will have no monetary value upon termination. Employees become eligible for sick leave after completing their 90-day probationary period. Please refer to the Attendance and Absenteeism Policy (p.18) for notification requirements.

Sick Leave with pay will not be granted for the following reasons:
1. Illness or injury incurred while committing a felony.
2. Illness or injury resulting from paid employment of any kind other than employment by the College.

Sick Leave with pay will be granted for absence from work because of illness or injury not associated with any of the above. If the duration of illness exceeds three (3) days, the employee must present a doctor’s certificate to his/her supervisor upon returning to work.

Leave of Absence

A leave of absence can be granted without pay for justifiable personal reasons. The requests for leave must be in writing and should not exceed 30 days. If the leave exceeds 20 consecutive days the employee will not be eligible to earn vacation or sick leave. The leave must be requested by the Department/Divisional Head/Vice President through the Human Resources Department and approved by the President.

Family and Medical Leave

An employee of Livingstone College may request up to twelve (12) weeks of unpaid leave per year under the provisions of the Family and Medical Leave Act (FMLA) of 1993. This leave request may be based on an employee’s serious health problem, the birth or adoption of a child or placement of a foster child, or an employee’s need to care for a child, spouse, or a parent who has a serious health condition.
Please note that at the College’s option, an employee may be required to take paid leave, described under the Sick Leave and Vacation Leave sections of this Handbook as a substitute for portions of the unpaid leave provided for under the FMLA. All required leave runs concurrent to FMLA.

This leave applies only to employees who have worked at Livingstone College for at least twelve (12) months and have, in the previous twelve (12) months, worked at least 1,250 hours.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves hospitalization or continuing treatment by a health care provider.

The entitlement to leave under this procedure for Birth or Child Placement expires one year after the date of Childbirth or Placement. Childbirth or Placement Leave is to be taken in one block of time up to twelve (12) weeks unless approved otherwise by the appropriate Area Administrator.

Leave for a serious health condition may be taken intermittently or on a reduced time schedule, i.e. on a schedule that reduces the regular workday or workweek.

*In cases where the need for leave is foreseeable, the employee is required to provide the appropriate area administrator with at least a thirty-day notice before the date the leave is to begin. If circumstances prevent giving a thirty-day notice, the employee is to provide notice as soon as practicable.*

The respective Area Administrator and or supervisor are responsible for forwarding the recommendation for leave under this procedure to the Human Resources Department for approval. **Note: Human Resources must be notified of any employee absence that is consecutive for three or more days due to illness.** Area Administrators require an employee to verify the need for leave due to a serious health condition in the form of a certification by the health provider. These documents are retrieved from the Human Resource Department.

Certificates mandate the inclusion of the listed statements below:

1. The date when the serious health condition began;
2. The probable duration of the condition;
3. The appropriate medical facts known by the health care provider regarding the condition.

If the leave request is to care for a family member, the certificate must contain a statement that the employee is needed to provide such care.

Employees will usually be permitted to return to work in the same or an equivalent position. The institution will continue to contribute its portion to the health coverage, as
long as the employee continues to do so. The institution is not responsible for the employee’s portion.

An employee returning from Family and Medical Leave (FMLA) must provide a Fitness for Duty Report from his/her health care provider indicating the employee is able to return to work. Employees must contact the appropriate Area Administrator and or supervisor every two weeks (14 days) while on FMLA.

**Jury Duty**

Jury duty is recognized as a civic responsibility. Staff members are encouraged to fulfill their obligation with regard to this service as a citizen of the community. A regular full-time staff member shall be granted time off to serve on a jury, without loss of pay, and without charge against annual vacation. The staff member will be permitted to retain his jury duty compensation so as to help defray his expenses while serving on a jury. The Division/Department Head will require a copy of the subpoena before approving time off for this purpose. If the jury does not require the full workday, the staff member is expected to report to his/her supervisor when released from such service.

The employee’s salary will be continued in full if called for jury duty, provided:

- The employee presents the summons to his or her supervisor at least one day prior to time to serve.
- The employee, after completion of jury duty, furnishes the supervisor with evidence of having served on a jury for the time claimed.
- The employee returns to work if excused from jury duty for the day, within a reasonable time.

**Military Leave**

The employee must notify his/her supervisor and provide copies of the request. Leave may be granted for employees who have been employed for 12 months. These employees can receive up to two weeks of paid leave and can opt to take vacation pay at the end of the two weeks if required.

The employee will not earn vacation or sick leave for leave beyond 30 days. Employees are eligible to re-apply for any available position within 90 days following separation from military duty. The employee must qualify for the position, and be able to perform the job successfully. Military leave for the Reserve Unit will also be granted as stated above.
Bereavement Leave

Employee’s bereaved by death in the immediate family or a relative living in the same household are granted time off with pay. Immediate family include: spouse, parents, children, spouse’s parents, sister, brother, grandparent, grandchild, a person who is legally acting in one of the above capacities, relatives living in the employee’s residence, or spouses of any of the above.

Employee will be granted a maximum of three (3) days off with pay. Additional days may be granted with the approval of the President.

Time off, without loss of pay, may be granted at the discretion of the Division/Department Head, to attend the funeral service of other relatives, associates, or close friends. Such time off should not exceed one half (1/2) day.

Absence in excess of the above allowances or other absences requested for funerals of other relatives or friends shall be granted without pay or may be charged to earned vacation.

Section 4 - Benefits

Health Coverage

Group health coverage is available to all eligible full time employees only. Details of coverage include hospital, dental, major medical plan, plus other extended benefits available through the Human Resources Department. The intent of participation or denial of coverage is also declared through that office. Health Care premiums are deducted before taxes, and give the employee a payroll savings.

Flexible Benefit Plan

The Flexible Benefit Plan is sponsored by Livingstone College and is permitted under Internal Revenue Code Section 125. The employee can set up non-insured medical expenses, health insurance premiums and childcare in a Pre-tax Account. An employee can only enter this tax free spending account once a year, in October, and the program is effective January 1st through December 31st each year.

When enrolling, employees should carefully estimate anticipated dependent care, private health insurance premiums, and out-of-pocket medical expenses not covered under their health or dental insurance.
This amount is divided by the number of pay periods in the plan year, deducted from the employee’s check and added to the employee’s account each pay period. When there are eligible expenses the employee must submit a claim form along with his/her receipts/canceled checks or bills to the Flexible Benefit Administrator for reimbursement. Items paid out of the employee’s Flexible Account cannot be deducted on his/her tax return. If the allocations are not used by the end of the program year, they will be forfeited.

**Retirement Benefits TIAA-CREF**

The Teachers Insurance Annuity Association and College Retirement Equities Fund (TIAA/CREF) Retirement Plan was adopted in January 1955. Membership is available upon hire of faculty and administrative staff only. Students and Part Time employees are not eligible to participate in the retirement program. The institution will match up to 5% of an eligible employee’s annual salary (gross compensation with exception of overload & continuing education pay) contributions to this plan after 1 year of service to the institution. The institution’s matching percentage may change, based on the institution’s decision and its financial resources. No other annuity or retirement plan qualifies for that match. All employees may participate the first year, but the institution matching will not occur until after (1) one year of continuous active service worked. All contributions to the TIAA/CREF plan are pre-tax deductions.

**Section 5 - Other Benefits and Services**

**Tuition Remission**

**Tuition Remission General Information**

Livingstone College has a long-standing commitment to excellence in education. The education of Livingstone’s workforce is therefore essential to the enhancement of individual employee performance and to maximizing work unit productivity. As a result, Livingstone College encourages employees to continue their education, job training, and professional development. Livingstone’s Tuition Remission Policy is intended to serve as one primary source of assistance in helping employees with educational opportunities.

Tuition remission at Livingstone College is granted (as funds permit) to all full-time employees under the conditions listed below. Tuition remission covers only tuition costs at Livingstone College not met by any other source (such as tuition grants and scholarships). Room and board charges, textbooks, class lab fees and other miscellaneous charges such as insurance and activity fees are not covered by tuition remission.

Individuals receiving tuition remission are held to the same academic requirements as all other financial aid recipients. To continue receiving this benefit, the individual enrolled must apply for all federal, state and local financial aid resources and maintain satisfactory academic progress as defined in the “College Catalog.”
Tuition Remission – Employees

The Tuition Remission forms are available in the Office of Human Resources and must be submitted ten (10) days prior to the first day of registration.

All employees (including those who currently possess a college degree) who are classified as full-time and have been employed for one year or longer may take one (1) three-hour course per semester at Livingstone College and receive tuition remission. The employee may either take the course on a “for-credit basis” or the employee may audit the class on a space-available basis. Activity fees will be the responsibility of the employee.

It is expected that employees who participate in the tuition remission program will schedule their classes outside the regular workday. If a class must be taken during the workday, it requires pre-approval of the employee’s immediate supervisor. The supervisor will make her or his approval decision based on whether or not the work can be scheduled with other employees to assure appropriate staffing at all times. The employee taking a course during regular work hours will be expected to use her or his lunch hour for that purpose. No more than one hour per day is to be taken away from the office for this purpose. If the class period is longer than one hour, the employee will make arrangements with the manager to make up the additional time that must be missed.

Full-time employees who have worked at least one full year (12 months) are eligible for sixty percent (60%) tuition remission benefits. No benefits are available for academic study during Summer Terms.

Tuition Remission – Dependents of Employees

After 12 months of continuous employment, Livingstone College provides tuition remission for, blood-related or legally dependent children (under the age of 25 years) of all employees considered full-time. Dependent children eligible for tuition remission must apply for federal and state financial aid and be students pursuing their initial baccalaureate degree. For these individuals to continue to receive tuition remission benefits, it is necessary that the employee continue to be employed by the College.

There is a maximum of eight (8) regular semesters of academic work toward the initial baccalaureate degree, less any credits transferred from other institutions. Financial dependency will be a prerequisite for tuition remission for dependents of all employees without exception. Dependent eligibility shall be determined solely by the College. Full-time employees who have worked at least one full year (12 months) are eligible for sixty percent (60%) dependent tuition remission benefits. No benefits are available for academic study during Summer Terms.

Students receiving tuition remission are held to the same academic requirements as all other financial aid recipients. To continue receiving this benefit, the students enrolled under tuition remission must maintain satisfactory academic progress as defined in the College Catalog. Tuition remission benefits for dependents will be awarded less the amount of federal, state and other grants and scholarships received.

Requests for tuition remission must be submitted ten (10) days prior to the start of classes to the Office of Human Resources. Tuition remission for dependent students require that the full-time
Livingstone College employee provide at the time of application - a signed copy of their latest Federal tax return, copy of the dependent’s birth certificate or other court/legal document providing proof of dependency, and certify continued financial dependency by signing an affidavit that the student for whom tuition remission is sought will be claimed as a dependent on any pending and/or future Internal Revenue Form 1040 during the proposed enrollment period. Moreover, the person receiving tuition remission must continuously be dependent on the employee by Internal Revenue standards for the period of time he/she requests tuition remission. College employees utilizing the tuition remission benefit are required to report promptly to the Office of Human Resources any change in the number and status of dependents eligible for tuition remission due to birth, legal adoption, marriage, legal separation, divorce, termination, or death.

**Tuition Remission – Part-time Employees**

Part-time employees are not eligible for tuition remission benefits. Dependents and spouses of part-time employees are not eligible for tuition remission benefits.

**Tuition Remission – Spouses**

Spouses of Livingstone College employees (full-time or part-time) are not eligible for tuition remission benefits.

**Tuition Remission – Summer Terms**

No benefits are available for academic study during Summer Terms.

**Tuition Remission – Termination of Employment**

Should an employee leave Livingstone College voluntarily or have his/her employment terminated by the College and should the employee or dependent child wish to continue to complete a semester’s course started under tuition remission, the College will pro-rate the tuition owed on the basis of the number of weeks completed before employment ended.

If, in the above circumstances of leaving employment, the employee or dependent child decides to drop the course, the pro-rated rule would apply. College rules concerning deadlines, financial aid and academic requirements for withdrawal would also apply. (See College catalog for further information).

**Definition of Terms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>The College’s cyclical term of two semesters (starting with a fall and subsequent spring semester). No benefits are available for academic study during Summer Terms.</td>
</tr>
<tr>
<td>Dependent Children</td>
<td>Refers to unmarried biological children, legally adopted children, and children who are awarded by court order</td>
</tr>
<tr>
<td>Employee</td>
<td>A current non-grant employee appointed to a budgeted position and</td>
</tr>
</tbody>
</table>
having satisfactorily completed his/her one-year of service or a special appointed employee who has served a minimum of one year under his/her current appointment.

Full-time

Staff: A current employee appointed to a budgeted position and having satisfactorily completed his/her one-year of service or a special appointed employee who has served a minimum of one year under his/her current appointment. Faculty: Employee appointment generally described as a 9 – month or 12 – month cyclical position (computed as one year’s service) and where cited as “full-time” on the official records within the Office of Human Resources.

Part-time

Staff: Employee appointment requiring a minimum of twenty (20) and less than forty (40) work hours per week. Faculty: Employee appointment generally described as a cyclical appointment and where cited as “part-time” on the official records within the Office of Human Resources.

Termination

Involuntary separation: termination of employment initiated by Management as deemed administratively or fiscally appropriate (e.g. reorganization, workforce restructuring). Voluntary Separation: A College employee who separates upon his/her own volition from the College.

Taxation of Benefits

Tuition remission benefits are subject to the Taxpayer Relief Act of 1997. This tax allows the first $5250 (per year) of tuition assistance for undergraduate-level courses to be exempt from taxation as income. While criteria exists for certain education expenses to be excluded as income, official determination of withholdings to cover taxable or non-taxable benefits availed through the College must be determined by Livingstone College in tandem with IRS requirements. For employee assessment of personal situations, employees are advised to consult with their personal tax experts.

The Office of Human Resources may be contacted for any inquiries regarding Tuition Remission Benefits and reserves the right to amend or discontinue the College Tuition Remission Program at any time.

Workmen’s Compensation Insurance

Employees are covered by Workmen’s Compensation only while on the job. When injured, an employee should immediately notify the Human Resources Office. The institution will not assume the responsibility of reimbursement of hospitalization or physicians’ services for other than that authorized by Human Resources as the appropriate health care providers under Workmen’s Compensation.
**Housing**

The institution maintains a limited number of campus housing units, furnished and unfurnished that can be reserved for rental to employees of the College.

Any employee requesting campus housing must submit a request in writing to the Office of the President. Vacancies are assigned as follows:

1. Housing is rented on a first come, first serve basis.

2. The Director of facilities should accompany each new tenant on an inspection of the residence before occupying it, to agree upon the condition of the residence before occupancy.

3. The institution does not insure the personal property of tenants against damage by fire, theft, or natural causes.

4. Utility costs are to be paid by the occupant directly to the utility company.

5. Tenants vacating a campus residence are expected to leave it in clean condition or they will be charged for the cost of cleaning. The institution does not take responsibility for any items left by a vacating tenant in a unit; neither will the institution be responsible for the storage of furniture or other personal items.

6. The tenant shall pay for all costs involved in moving personal property of a tenant into or out of a campus resident unit.

7. Persons will be expected to vacate campus housing at the time of termination of their employment at the institution.

8. Rent payments are deducted monthly through payroll deduction.

9. A one-year lease must be executed and on file. The “Lease Year” is designated as July 1 through June 30.

**On-Campus Health Services**

The Robinson Health Center is vitally concerned with health and welfare of the total College community; its primary function, however, is the health and welfare of the students. Emergency care and limited services are available to employees.

**Office Hours**

Monday through Friday
8:00 a.m. – 12:00 p.m.
1:00 p.m. – 4:00 p.m.
Section 6 – Emergency Policies and Procedures

Safety Policy

Livingstone College expects all employees to work in a safe work environment, as well as utilize safe method to perform daily work tasks. If you observe any unsafe working conditions, it is your responsibility to report the situation to your supervisor. Additionally, it is the duty of the employee to inform their supervisor when they are taking any medications which may affect their ability to perform the duties of their position in a safe manner. Under some circumstances, the supervisor may request verification of potential impairment.

It is an expected practice for all employees that are involved in or observed an accident occur to report this information to their supervisor or directly to the Human Resources and Risk Management Department.

Firearms Prohibited

Firearms are prohibited on Livingstone College campus. This is inclusive of firearms in vehicles that are parked on the campus. The only exception to this policy is for persons serving in their official capacity of Law Enforcement Officer.

Please note that this policy also prohibits person authorized licensed handgun holders from carrying a weapon onto the campus while on the premises or grounds of any collegiate event.

Fire Procedure

Your wholehearted cooperation is solicited to improve and maintain good housekeeping throughout the institution, since many cases of fire damage and on-the-job related injuries are attributed to poor housekeeping standards. We ask that you familiarize yourself with the procedure for the fire and exit drills, as provided by your supervisor, to insure a speedy and safe evacuation of buildings and areas in case of fire. It is well to know the location of the fire alarm box nearest to you. If you have any questions, the Campus Public Safety Office will be able to assist you. The extension to call is 6164.

Open Flame Policy

Open flame devices are inclusive of candles and incent (but not limited to), these devices are prohibited within all of the LC buildings. Authorization for usage of candles can be obtained from the Campus Police/Public Safety Department for food services or theatrical events at the College.
Crisis Management Plan

The Livingstone College “Crisis Plan” is a campus-wide guide designed to give an orderly and efficient process to handle emergencies and crises.

The “Crisis Plan” also provides measures to assist with media relations, physical plant, and inclement weather problems. The thrust of the plan is cooperation and prevention among all associated with our campus community. An employee who encounters an emergency problem, which could affect immediately the safety of self and others, is to report the problem to the Campus Police/Security (6164) and to his/her supervisor. When such a report is made and verified, the crisis plan will be placed in operation.

Securing College and Personal Property

Security of personal and institutional property is of the utmost importance. A conscientious effort should be made at the close of every workday to see that doors, windows, and equipment are properly secured. Loss of keys should be reported promptly, and personal items, such as purses, should be carried or secured at all times.

Employees will be responsible for the cost of replacing any lost key and/or the re-keying of all locks affected. Employees are strongly encouraged to familiarize themselves with the security and safety regulations of their division/department and the institution, in order to safeguard themselves, their fellow employees, and school property.

It is important to remember that keys are only to be used for work purposes and should never be loaded or transferred to others without proper notations of exchange via managerial approval. At no time should a key be given to an unauthorized person for access to any building on the campus and there should never be duplicates made of any college keys. Mismanagement or inappropriate use of keys may result in disciplinary or legal action.

In the event of termination, keys must be returned into the Department Head and the terming Employee along with Department Head should sign off acknowledging return of all keys that have been assigned to the specific employee during their tenure with the College. The original signed document should be sent to Human Resource Department for applicable record retention.

All irregularities should be reported to Campus Police/Public Safety Department at ext. 6164.

Closure of Campus Operations in Bad Weather

Employees are expected to use personal judgment concerning travel safety when the weather is inclement. In the event of catastrophic conditions or extreme emergency,
every possible effort will be made to communicate to the College community the weather condition and to advise appropriate procedures. Employees who find it impossible or unsafe to travel to work should contact his/her departmental supervisor and explain their situation. Doing so will enable the supervisor to make arrangements to cover that person’s work.

Section 7 - General Staff Policies and Procedures

Dissemination of Information – (Mass Media Communication)

The College recognizes the value of communication both with the off-campus public and within the College community. The Public Relations Office is the institution’s official vehicle for communication with the off-campus public through mass media. It is also the vehicle for the communication of information of broad general interest to the members of the campus community. Members of the College community are, therefore, encouraged to seek the assistance of the Public Relations Office.

Members of the College community may respond to representatives of the mass media when approached for information. However, members of the College community are cautioned against representing themselves as spokespersons for the institution.

Assistance from the Public Relations Office is available to the mass media for responses on behalf of the College. However, in situations of tension, controversy or crises on campus, the approach should be through the President’s Office.

Whistleblower Policy

Livingstone College will conduct operations, develop and implement applicable policies consistent with legal requirements. If any employee reasonably believes that some policy, practice, or activity of the College is in violation of law, or a clearly mandated public policy, a written complaint must be filed by the employee with the Office of the President or the Office of Human Resources.

The College will not retaliate against an employee for any reason. Employees should feel comfortable reporting on any matter, and will not be retaliated for doing so.

The College will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body. This policy covers any activity, policy, or practice of Livingstone College that the employee reasonably believes is in violation of a clear mandate or public policy concerning the health, welfare, or protection of the environment.
An employee is protected from retaliation only if he or she brings the alleged unlawful activity, policy, or practice to the attention of the College and provided the College with a reasonable opportunity to investigate and correct the alleged unlawful activity.

**Intellectual Property Rights Policy**

Livingstone College is dedicated to the on-going commitment of a holistic work environment that supports learning, teaching, scholarly endeavors conceived, formulated or constructed by its faculty, students, and staff.

The Intellectual Property Rights Policy is intended to serve several purposes:

- Encouragement of excellence and innovation in the areas of teaching, scholarship, and creative activities by identifying and protecting intellectual property rights of faculty, staff and the College;
- To promote the belief that creative and scholarly works produced at Livingstone College should advance the state of understanding and contribute to the public good;
- To recognize and protect the traditional property rights of scholars with respect to products of their intellectual endeavors (e.g., faculty-authored books, articles, manuscripts, plays, writings, musical scores, and works of art);
- To channel policy and process for commercial uses of employee-created intellectual property other than the traditional products of scholarly work.

This policy is inclusive of all categories of intellectual property, including; in particular, works protected by copyright, patent and trade secret laws. Although the following list is not meant to be exhaustive, it provides typical examples of the kinds of work the policy addresses: inventions, discoveries, trade secrets, trade and service marks, writings, art works, musical compositions and performances, software, literary works, and architecture.

The College owns the rights to all works, inventions, developments and discoveries (herein referred to as “work” or “works”) created by employees within the scope of their employment or whose creation involves the substantial use of College equipment, services, or resources. This includes any patentable invention, computer related software, databases, web-based learning, and related materials, but will not be applied to such traditional scholarly works as faculty-authored books, articles, manuscripts, plays, writings, musical scores, and works of art (from here on, “scholarly works”). The “work-for-hire” rule in the Copyright Act gives the College ownership of the copyright to copyrightable works produced by its employees within the scope of their employment. However, in the case of scholarly works, the College relinquishes copyright ownership to the author/creator(s). It is not the intent of this policy to change the relationship
between author/creator and the College that has existed through the years in relation to copyright ownership of scholarly works.

The utilization of College equipment, services or resources is “substantial” when it entails a kind or level of use not ordinarily available to all, or virtually all, faculty and/or staff. Where question arises as to whether a particular work involves “substantial use” or falls within the “scope of employment.” The matter shall be referred to an ad-hoc committee consisting of two members of the senior administration selected by the author/creator, the President or designee and the VP of Business and Finance or designee.

When employee-created intellectual property results from third-party grants, contracts, or awards made to the College, the intellectual property is owned by the college unless written agreement involving the college, the employee, and the sponsor establishes an alternative ownership arrangement. No such agreement shall be entered into without the review and approval of the President. A compilation is a work formed by the collection and assembly of College-owned and Employee-owned intellectual property in such a way that the resulting work as a whole constitutes an original work of authorship.

If a work is a compilation, each contributing employee shall retain all part of the compilation, he/she thereby grants a non-exclusive, royalty-free license to the College for use of his/her contribution. While the College shall own rights to the compilation, it shall own no rights to the underlying work beyond said license and will share any net proceeds from the compilation as denoted via contractual agreements.

If an employee creates intellectual property other than a scholarly work and which may lead to commercial development, then he/she is expected to immediately notify his/her department chair and the Provost in order to provide them with sufficient information to permit the College to evaluate the work, both its ownership and its commercial potential, and, if appropriate, to take steps to protect the intellectual property rights.

If ownership rests with the College, but the College elects not exercise its ownership rights, then ownership rights and responsibilities related to patenting, copyrighting and licensing shall rest with the author(s). In such a case, the College retains a nonexclusive, royalty-free right to use the work for non-commercial purposes. In the case of employee-owned intellectual property, the author/creator may petition the college to accept assignment of ownership rights and the attendant control of and responsibility for development.

The College, however, is under no obligation to accept this assignment and would do so only when independent evaluation indicates that accepting the assignment would further the mission and work of the College.
Employee References

It is the policy of the College that no employee of the College shall give an employment reference for any employed or previously employed person associated with the College that is seeking other employment.

The Director of Human Resources will be the only person to provide this information has allowed by General Statues of North Carolina for present or previous employees, unless otherwise specified by the President of the College.

Any other request for an employment reference or verification of employment that has been disseminated to any other office should be directed to the Human Resources Department for communication.

Conflict of Interest

The standard of conduct applies to all persons employed at the College relative to avoiding any conflict between their personal interests and the interest of the College’s dealing with students, parents, vendors, customers, and all other organizations or individuals doing or seeking to do business with the College.

It is required of all employees to disclose in writing to College a personal financial interest, a business interest, outside employment, or any other obligations or relationship that may in any way create a potential conflict of interest which would impact the mission or goals of the College whether it is a positive or negative influencer that would affect future external relationships.

Parking Regulations

Each employee must register and purchase a parking permit for his/her vehicle with the College. Forms for parking permits are issued from the Campus Police/Public Safety Department.

A vehicle is properly registered if the appropriate parking permit is displayed on the front windshield/mirror. The parking permit should be secured from the Public Safety Department. The employee will receive a tag or sticker to be displayed on the vehicle when on campus.

Campus Police/Security will enforce parking violations. All members of the College community must observe and obey all traffic and parking regulations. Citations will be issued for traffic violations.
Travel Policy

+ General

It is the policy of the institution that all reasonable expenses for official travel shall be reimbursed in accordance with the guidelines set forth below. All records must be submitted for prompt reimbursement. It is recognized that exceptions are necessary and should be cleared in advance with your divisional/departmental supervisor. The supervisors are responsible for making sure requests are valid.

+ Transportation

Airplane – Air coach (or other intermediate class) should be used whenever available in the interest of the economy.

Automobile – Travel by private auto is reimbursable at 53.5 cents per mile, provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. Payment for gas will not be reimbursed when the mileage rate is paid. If an institutional vehicle is available, the employee will not be reimbursed for the use his/her private automobile.

Rental Automobiles – Rental autos may be used when such travel is more advantageous to the institution than the use of taxis or other means of transportation. Advance reservations for compact automobiles should be requested. (When a rental reservation for a compact vehicle has been made and none are available, rental agencies usually provide a standard vehicle at a compact rate).

Taxi – Fares including reasonable tips are allowable if no other reasonable public transportation is available.

+ Subsistence Expense

Meals – Meals are reimbursed on a per diem rate of $35.00. Meal expense should be claimed only when there is an actual meal expense (e.g. not when the meal is on an airplane or at a meeting where the registration fee includes a meal or meals, etc.). In addition, if the traveler returns before 7:00 p.m., dinner is not included for that day. The cost of each meal is estimated as follows:

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<tbody>
<tr>
<td>Breakfast</td>
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<tr>
<td>Lunch</td>
<td>8.00</td>
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<tr>
<td>Dinner</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$35.00</strong></td>
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</tbody>
</table>
**Hotel** – Actual reasonable hotel expense, when supported by receipts, is reimbursable. (No maximum is established since it is recognized that reasonable expense differs according to size of the town and area of the country). Single room rates should be used when available and the traveler should ask for corporate rates.

**Note:** It is required that all trips be requisitioned to applicable departments with appropriate Department Head, Vice President or President’s approval prior to arrangements being confirmed. It is critical for persons to abide by this notation in an effort to maintain department budgets in accordance to fiscal year allocations.

**Campus Vehicle Policy**

Anyone in need of a *Campus Vehicle* must follow proper procedure:

- A five-day notice is required, if possible. Please go to the Facilities Management/Physical Plant Department and reserve the vehicle by signing the Reserve Vehicle Log.

- When vehicle is picked up, the employee will be required to fill out another form indicating such information as driver, destination, mileage, etc. The driver of the vehicle must show a valid driver’s license, which will be copied and kept on file.

- When an employee returns the vehicle, the interior must be free of trash. The employee must turn in the key and sign out, in order to clear his/her name from the reserve list.

- All employees should inform the Facilities Management/Physical Plant Department of any problems experienced with the vehicle while in his/her possession. You will be asked to complete a form with descriptive information regarding potential problems for resolution.

Only employees of the College may request and drive college vehicles. Employees must have a valid driver’s license on their person when driving college vehicles. It is important for operators of college vehicles to understand that if they receive any type of traffic violations that they are personally responsible for any and all incurred charges associated with traffic violations. It is further noted that employees whom operate college vehicles and receive traffic violations may be subject to disciplinary action or termination.

It is imperative that all employees that operate college vehicles report all accidents, regardless of fault, immediately to the Risk Manager/Human Resource Manager and/or supervisor. At the time of accident the employee should not acknowledge fault but ensure that appropriate documentation is retained from other driver and responding officer. The
accident report should be forwarded to the Risk Management Department immediately for collegiate insurance record and appropriate notifications.

**Rental Vehicles**

Employees must receive prior approval regarding rental cars. This request must be submitted to the office of Business/Finance for budgetary approval, upon first approval of departmental supervisor or Vice President.

*Rental Car* insurance coverage should be denied at the time of renting the vehicle because the cost will not be reimbursed to the employee. Approved employees are covered by the College’s auto insurance for rental vehicles.

**Notice of Violations**

Employees of Livingstone that drive college vehicles, operate mobile equipment, inclusive of golf carts, etc. must notify their supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors are accountable for immediately notifying Risk Management and or Human Resources of such citations or violations.

Payment for any citations received while driving a college vehicle is the responsibility of the driver. This expenditure can be paid directly to the College cashier; however, if the expenditure is not taken care of timely the expenditure will be payroll deducted. The reporting provision applies to citations or convictions as a result of operating either a College or personal vehicle.

**Commercial Driver’s License**

All persons working for the College must hold a CDL with a passenger classification designation to operate school vehicles and are to report in writing any violations or citations that they have been convicted of regardless of the type of vehicle being operated at the time of the violation.

**Employee Vehicle Safety**

All employees should ensure that their vehicles are secured at all times while on campus. The College is not responsible or liable for vandalism, theft or any damage to cars parked on the school property.

**Telecommunications**

+ *Internal Phone Lines*
Prompt, courteous answers to telephone calls should be a self-imposed rule of employees representing the institution when they talk on the telephone. It is a good practice to identify oneself and one’s department when answering or making a call. Personal calls should be limited to two (2) minutes.

**Long Distance Telephone Calls**

Each department is sent a monthly statement listing long distance telephone calls charged to it. Departments are responsible for questioning erroneous long distance charges. Errors should be reported to the Purchasing Agent.

Changes to budget codes to which long distance calls are charged should be submitted in writing to the Purchasing Agent. If the department fails to notify the Purchasing Agent of such changes, the department is responsible for redistributing charges to accounts other than the one originally charged by processing Accounting Corrections. (Contact the Business Office for Accounting Correction/Journal Vouchers procedures).

Long distance service is for official institution business only. Personal long distance calls must not be charged to an institutional telephone. An individual may make personal long distance calls from an institutional telephone by:

1. Charging the call to his/her home telephone
2. Charging the call to his/her personal telephone credit card; or
3. Reversing the charges

**Cellular Phone**

Employees assigned college cell phones are responsible for the upkeep and care of these devices. If for any reason an employee loses a cell phone they will be accountable for the replacement of this device; additionally, employees must remain mindful that the cellular devices are college property and are to be utilized for collegiate business purposes only.

Each employee assigned a cellular phone is allotted administrative decided amount of minutes for usage, as well as specified cellular authorized operational functions applicable to their role. If an employee misuses this device causing unexplainable expenditures to the College, the employee will be accountable for the denoted charges associated with their assigned device.

**Computer and Email Usage**

Computers, computer files, the email system, and software furnished to employees are the property of the College intended for business use. Employees should not use a
password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The College strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the College prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Employees should notify their immediate supervisor, the Computer Information Services or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Please note that any personal use of the College’s technology is applicable to this policy in regards to inspection and monitoring. Additionally, persons that are not employees of the College (including family and friends) are prohibited from using the College’s technological resources. This is also applicable to College owned laptops.

**Laptops**

Employees’ assigned laptops by the College are accountable for securing and taking great care of these devices at all times during their assignment of the device; however, if for any reason the laptop is destroyed due to unexplainable reasons or stolen, the employee will be accountable for cost of replacing the assigned laptop.

**Solicitations**

In order to minimize personal inconvenience and interference with orderly operations, no employee shall sell, solicit, or promote subscriptions, pledges, memberships, and other types of support for any drives, campaigns, causes, or organizations on institutional property during working time. Distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is not permitted during working time or in work areas, unless specifically authorized by the Senior Administrator of the employee’s area.

Employees shall not use his/her position with the College to seek product or services sells.

**Lost and Found**

Articles found on the premises should be turned in to the nearest department supervisor or head. If the department area supervisor is not known, then the item should be turned into Campus Police/Security. Large items lost or found should be reported to Campus Police/Security.
**Bulletin Boards**

Bulletin boards are placed in strategic areas throughout the campus to display official and semi-official information of interest to employees. Flyers are to be posted on bulletin boards only. They are not to be placed on walls or windows. Vacancy announcements are posted as they occur on the Human Resources bulletin board in the Hood building.

**Facilities Management - Housekeeping and Equipment**

Each employee is responsible for his/her work area. Equipment should not be neglected or abused but cleaned weekly, kept in good repair, and turned off completely at the end of each day.

Coffee cups, food, or soda containers should not be left to clutter desktops, and food and drink are not to be consumed close to computer equipment.

*Please note any area that houses a kitchen within the building should be maintained by employees that have utilized it for personal usage.*

**Key Management**

Keys to buildings, offices, or other facilities are issued through the Facilities Management/Physical Plant Department with permission of the immediate Supervisor or Vice President.

Keys should only be used for work purposes and should not ever be loaned or transferred to others who are not authorized by the College to use the keys. Inappropriate usage of the keys may result in disciplinary action and or termination, up to legal action.

College keys should not be duplicated. Any lost or stolen keys should be reported immediately to the Supervisor/Vice President and or Facilities Management/Physical Plant Department. *Please note, that employees may be responsible for expenditures related to issuance of replacement keys.*

Upon termination of employment, employees must return keys to their immediate Supervisor/Vice President or Human Resource Department Representative. Employees that receive or return keys to applicable college representatives must sign for receipt of assignment or return of each key that was accounted for in their name as an employee of the College.

**Dress Code and Personal Appearance**

All employees are to dress in a professional manner when carrying out their institutional duties and responsibilities, either on or off campus. Professional dress includes, at a
minimum, slacks and shirts with collars for males, and dresses, skirts, slacks, and blouses for females. Official uniforms are also considered professional dress. Tee shirts, shorts, jeans, flip flops, or other comparable casual dress are not allowed. Optional dress days will be noted by the Institutional for Athletic, or Team building calendar events etc.

**Inter-Department/Office Cooperation**

At times during the year, work in one area may necessitate the cooperation of employees in another department and/or office. When the occasion arises, the institution reserves the right to make such necessary arrangements. In such instances, consultation between the supervisors involved shall be held.

**College Assembly/Convocation**

Several times a year College assemblies or convocations are held. Assembly is mandatory for all departments. Although the College community is expected to attend, all vital offices are to remain open with a skeletal crew.

**Business and Finance Policy**

*Financial Ethics*

All employees, vendors, contractors, consultants, volunteers, and any other parties who are involved with the College’s financial transactions shall act with integrity and diligence in duties involving the College’s fiscal resources.

*Fraud and Financial Impropriety/Indiscretion*

The College prohibits activity of fraud and financial impropriety/indiscretion, as described below, in the actions of its employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the College.

- Forgery or unauthorized alteration of any document or account managed by the College
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies or other collegiate assets, including employee time
- Impropriety/Indiscretion in the management of money or reporting of college financial transactions
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the College
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failure to disclose direct conflicts of interest pertinent to financial and or other applicable roles at the College

**Financial Controls and Oversight**

All employees that supervise or have direct responsibility for preparation of financial reports or transactions shall set an example of integrity, honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud or financial impropriety/indiscretion.

The College maintains internal control mechanism to deter and monitor for potential fraud or financial impropriety/indiscretion across the campus. If for any reasons there is suspicions of fraud or impropriety/indiscretion within the College it should be reported immediately to the Supervisor/Area Vice President or appropriate designated college administrator.

*Please note that no authoritative figure should unlawfully retaliate against persons that have fulfilled their due diligence reporting obligation to the college regarding potential fraud or impropriety/indiscretion occurrences.*

**Fraud Investigations**

Prompt investigation of reports associated with potential fraud or impropriety/indiscretion will be managed by collegiate legal counsel and other persons assigned via the discretion of the College President for resolution.

Investigations resulting in positive findings of fraud or impropriety/indiscretion actions shall be documented and reported to the College President, as well as to applicable parties on a need know basis via the College President’s discretion.

If an investigation finds an employee liable for such an act of fraud or impropriety/indiscretion; applicable recommendation of appropriate disciplinary action will be disseminated to the College President for final approval, which may include termination of employment.

If for any reasons such circumstances are inclusive of a vendor, contractor or consultant the business relationship will be terminated immediate via final approval of the College President.

**Procurement Procedures**

The Business Office is responsible for the purchasing of all supplies and materials brought by the college and for providing instructional and non-instructional support services.

Authorization must be given before a commitment can be made for the expenditure of College funds. In order to obtain supplies, equipment, or services,
a requisition should be approved by the immediate supervisor and forwarded to the appropriate administrative officer via the Jenzabar automated system. The requisition will then be electronically forwarded to the Office of Business and Finance for budgetary approval and processing. Requisitions should be submitted at least 20 days in advance.

Please note that any purchases associated with the usage of restricted sponsored programs must be approved by Program Director and Business Office.

No person should make direct purchases unless the Vice President of Business and Finance or the President of the College has granted specific authorization. The Business Office may reject unauthorized purses for payment, and the person making the purchases will be held personally responsible for expenditure.

**Petty Cash Purchases**

A small petty case fund is maintained in the Business Office. Inexpensive or emergency purchases may be made upon authorization of immediate Supervisor/Area Vice President and the Business Office Vice President, maintained in the Business Office.

*A receipt must be secured for any expenditure.* Whenever possible, the vendor’s receipt should be secured. Otherwise, a standard cash receipt will be accepted.

All receipts must be signed by the individual making the purchase, and the nature of the item being purchased must be indicated somewhere on the receipt. Reimbursement can be obtained upon the presentation of invoices or sale slip(s) marked PAID. These receipts should be given to the Cashier along with designated form for petty cash in order to receive reimbursement.

**Bookstore**

The Blue Bear Bookstore is located in Walls Center. Employees and guest are encouraged to use the Blue Bear Bookstore. The Blue Bear Bookstore provides departmental charges for the purchase of books, supplies and gifts needed for the department; however, purchasers of items for departmental use will have to maintain due diligence of the Business and Finance Requisition electronic system for approval of departmental purchases via the Jenzabar system.
Mailroom Services
The campus Post Office is located in Walls Center Building. Mail is delivered to and distributed to the boxes only during regular work hours of the week. Outgoing mail must be in the College Post Office by 4:00 pm, Monday through Friday. All mail sent to the mail room should be identified via department for applicable mail room charges.

The mailroom services group general makes parcel delivers to departments across; however, depending upon staffing and parcel size an email notification maybe sent acknowledging receipt of parcel, with a request for the departmental pick-up from the mailroom services.
## I. Campus Directory – Quick Reference

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Number</th>
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</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>704-216-6194</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>704-216-6896</td>
</tr>
<tr>
<td>Admissions</td>
<td>704-216-6001</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>704-216-6009</td>
</tr>
<tr>
<td>Athletics</td>
<td>704-216-6012</td>
</tr>
<tr>
<td>Book Store</td>
<td>704-216-6248</td>
</tr>
<tr>
<td>Business and Finance</td>
<td>704-216-6025</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>704-216-6069</td>
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<tr>
<td>Human Resources</td>
<td>704-216-6080</td>
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<tr>
<td>Institutional Advancement</td>
<td>704-216-6044</td>
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<tr>
<td>Mailroom Services</td>
<td>704-216-6077</td>
</tr>
<tr>
<td>Operations and Risk Management</td>
<td>704-216-6080</td>
</tr>
<tr>
<td>Payroll</td>
<td>704-216-6142</td>
</tr>
<tr>
<td>President's Office</td>
<td>704-216-6152</td>
</tr>
<tr>
<td>Public Relations</td>
<td>704-216-6067</td>
</tr>
<tr>
<td>Public Safety and Campus Police</td>
<td>704-216-6164</td>
</tr>
<tr>
<td>Registrar Office</td>
<td>704-216-6158</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>704-216-6190</td>
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<tr>
<td>Student Accounts</td>
<td>704-216-6083</td>
</tr>
<tr>
<td>Title III</td>
<td>704-216-6046</td>
</tr>
<tr>
<td>UNCF</td>
<td>704-216-6118</td>
</tr>
</tbody>
</table>
II. Benefit Vendor Contact List – Quick Reference

**Dental – Medical – Vision**

*Blue Cross & Blue Shield of North Carolina*

Dental – [www.bcbsnc-dental.com](http://www.bcbsnc-dental.com)
1-888-471-2738

Medical - [www.BCBSNC.com](http://www.BCBSNC.com)
1-877-258-3334

Vision – [www.eyemedvisioncare.com/bcbsnc](http://www.eyemedvisioncare.com/bcbsnc)
1-855-400-3641 or 1-855-875-6948

**Retirement**

*TIAA-CREF*

[www.tiaa.cref.org](http://www.tiaa.cref.org)
(800) 842-2252

**Flexible Spending Plan**

*Take Care by WageWorks*

[www.wageworks.com/takecare/mynewfsa](http://www.wageworks.com/takecare/mynewfsa)

*Claims Fax Number*
1-800-950-0105 or 1-877-782-8889
III. Emergency Contact Numbers

**Collegiate Business Numbers**

Public Safety/Campus Police

704-216-6164 – Office

**City/County Business Numbers**

*Fire – Police – Ambulance*

Dial 9-1-1

*Salisbury Police Department*

704-638-5333

*Salisbury Fire Department- Station 3*

704-638-5353

*Health Department Environmental Health*

704-216-8525

*Poison Control Center*

1-800-799-4889
The employee handbook describes important information about LIVINGSTONE COLLEGE. I understand that I should consult the Human Resources Department if I have any questions that are not answered in the handbook.

I became an employee at LIVINGSTONE COLLEGE voluntarily. I understand and acknowledge that there is no specified length to my employment at LIVINGSTONE COLLEGE and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that LIVINGSTONE COLLEGE may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that LIVINGSTONE COLLEGE will not change or cancel its employment-at-will policy. I understand that LIVINGSTONE COLLEGE may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the chief executive officer of LIVINGSTONE COLLEGE.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE’S NAME (printed):

X

EMPLOYEE’S SIGNATURE:

X

DATE: ____________________
V. New Employee Technology Acknowledgement document

Computer Information System Policy

I__________________________________ acknowledge that I have read and received a copy of Livingstone College’s Policy regarding computer and laptop usage, as well as responsibility and accountability expected of employees.

I understand that any site visited via my access information is recorded and maintain on record, as well as any transmittals of information are recorded and stored in an archive file for management use. My signature below clarifies my understanding that any violation of this policy could result in repayment for stolen or destroyed laptop, disciplinary action, dismissal or even criminal prosecution.

Employee’s Department: ________________________________

Employee’s Name (Print): ______________________________

Employee’s Signature: _________________________________

Date: _______________________________________________

HR Representative Signature: __________________________

Date: _______________________________________________
VI. New Employee Cellular Acknowledgement Document

Cellular Phone Policy

I, _______________________________ acknowledge that I have read and received a copy of Livingstone College’s Policy regarding employee assigned cellular device usage, as well as responsibility and accountability expected of employees.

My signature below clarifies my understanding of misusage of cellular devices assigned by the College, as well as my understanding that any violation of this policy could result in repayment of unauthorized charges, disciplinary action, dismissal or even criminal prosecution.

Employee’s Department: ________________________________

Employee’s Name (Print): ______________________________

Employee’s Signature: _________________________________

Date: ________________________________

HR Representative Signature: ______________________________

Date: ________________________________
Employee Conflict of Interest Disclosure

It is requested that all persons working for Livingstone College disclose any outside employment or business relationship that could be a potential conflict of interest via the written policy in the employee handbook.

Please complete the form below and submit to the Human Resource Department. When completing the form, please print with the exception of your signature.

Employee Name: ___________________________ Date: __________

Department: ___________________________________________

Job Title: _____________________________________________

Supervisor/Division Chair/VP: ______________________________________

Currently Employed outside the College? ______ Yes ______ No

Name of Organization: _______________________________________

Type of Industry: _________________________________________

Date of Employment: _______________________________________

Job Title: _____________________________________________

Brief Description: _______________________________________

_________________________________________________________

_________________________________________________________

Employment Status: ______ FT ______ PT ______ Adjunct ______ Not Applicable

If currently employed outside the College denote the approximate hours required by the outside employer, days of the week, and number of hours per day.

Mon _______ Tues _______ Wed _______ Thurs _______ Fri _______

5 to 10 hours ___ 11 to 20 hours ___ 21 to 30 hours ___ 30 or more hours ___

Employee Signature: ___________________________ Date: __________

Supervisor’s Signature: ___________________________ Date: __________