



# EMPLOYEE HANDBOOK

# Human Resources

- Welcome
- About Morris Brown College
- Code of Ethics
- History of Morris Brown College
- Mission Purpose and Vision
- Core Values
- Institutional Objectives

## I. General Employment Policies

- Equal Employment Opportunity..... page 2
- Nondiscrimination Against and Accommodation of individuals with Disabilities..... page 2
- Procedure for Requesting Accommodations ..... page 2
- Harassment .....page 3
- Employee Grievance Procedure-Staff.....page 3
- Performance Evaluations.....page 4
- Employment Opportunities..... page 4
- Personnel Files and Privacy of Records .....page 5
- Personal Information.....page 5
- Employment of Relatives.....page 5
- Orientation ..... page 5
- Employee Travel..... page 6
- Purchase of Goods and Services ..... page 6

## II. Compensation Policies

- Prerequisites for Compensation ..... page 7
- Regular Pay Procedures ..... page 7
- Compensation ..... page 7
- Work Week.....page 7
- Classifications of Employment..... page 7
- Compensation for Overtime ..... page 8
- Recording Work Hours (Except Facilities and Public Safety Employees) ..... page 8
- Timecards (Facilities and Public Safety Only)..... page 9

### **III. Employment Rules**

|   |                |
|---|----------------|
| <b>Job Behavior</b> .....   | <b>page 9</b>  |
| <b>Tardiness and Absenteeism</b> .....  | <b>page 10</b> |
| <b>Safety and Accident Prevention</b> .....   | <b>page 10</b> |
| <b>Personal Attire</b> .....  | <b>page 10</b> |
| <b>Conflict of Interest</b> .....   | <b>page 10</b> |
| <b>Drug Free Workplace</b> .....  | <b>page 11</b> |
| <b>Sanctions and Penalties</b> .....  | <b>page 11</b> |
| <b>Alcohol and Drug Prevention Policy</b> .....                                       | <b>page 11</b> |
| <b>Health Risk</b> .....  | <b>page 11</b> |
| <b>Care of Property</b> .....   | <b>page 12</b> |
| <b>Smoking</b> .....  | <b>page 12</b> |
| <b>Telephone Use</b> .....  | <b>page 12</b> |
| <b>Solicitations and Distribution of Literature</b> .....                             | <b>page 12</b> |
| <b>Conditions of Employment - Facilities and Public Safety Departments Only</b> ..... | <b>page 12</b> |
| <b>Campus Activities</b> .....  | <b>page 12</b> |
| <b>Keys to College Facilities</b> .....   | <b>page 13</b> |
| <b>Resignations and Retirement</b> .....  | <b>page 13</b> |
| <b>Job Abandonment</b> .....  | <b>page 13</b> |
| <b>Termination of Employment</b> .....  | <b>page 13</b> |
| <b>Exit Interview</b> .....   | <b>page 13</b> |

### **IV. Time-Off Benefits**

|   |                |
|---|----------------|
| <b>Holidays</b> .....                                 | <b>page 13</b> |
| <b>Annual Leave (Vacation)</b> .....                  | <b>page 14</b> |
| <b>Medical Leave (Sick)</b> .....                     | <b>page 14</b> |
| <b>Family and Medical Leave (FMLA)</b> .....          | <b>page 15</b> |
| <b>Required Documentation for Medical Leave</b> ..... | <b>page 15</b> |
| <b>Conditions for Return-to-Work</b> .....            | <b>page 16</b> |
| <b>Consecutive and Intermittent Leave</b> .....       | <b>page 16</b> |
| <b>Reinstatement Rights</b> .....                     | <b>page 16</b> |
| <b>Recruitment Leave</b> .....                        | <b>page 16</b> |
| <b>Maternity Leave</b> .....                          | <b>page 16</b> |
| <b>Civil Leave</b> .....                              | <b>page 16</b> |
| <b>Time Off to Vote Leave</b> .....                   | <b>page 16</b> |

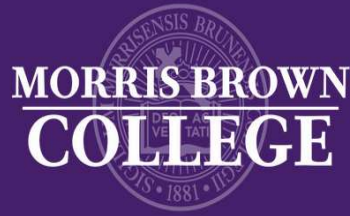
## Morris Brown College

### Time-Off Benefits - continues

|                            |         |
|----------------------------|---------|
| Military Leave.....        | page 17 |
| Bereavement Leave.....     | page 17 |
| Personal Leave .....       | page 17 |
| Professional Leave.....    | page 17 |
| Compensatory Time-Off..... | page 17 |
| Other Leave .....          | page 17 |

### V. General Benefits and Services

|                                  |         |
|----------------------------------|---------|
| Regular Benefits.....            | page 18 |
| Retirement Benefit.....          | page 18 |
| Group Insurance .....            | page 18 |
| Workers' Compensation.....       | page 18 |
| Tuition Waiver .....             | page 18 |
| Identification Card .....        | page 19 |
| Robert W. Woodruff Library ..... | page 19 |
| Parking .....                    | page 19 |
| Campus Security.....             | page 19 |
| Keys .....                       | page 19 |
| Defamation and Gossiping .....   | page 19 |



Welcome to Morris Brown College and the Community we serve. We are pleased that you have joined our staff and are confident that you will meet the high standards demanded of your position. It is the policy of the College to employ industrious and well-prepared individuals who give courteous and efficient service to all persons. Remember, whatever your job may be, you are important to the growth and success of this College.

This handbook prepared by the Department of Human Resources is a guide to your employment at Morris Brown College. It provides a summary of the policies, procedures, rules, and regulations of the College and gives a general description of the benefits and opportunities available to all employees. The College reserves the right to change its policies and

procedures at its sole discretion without notice.

The information included in this handbook does not represent any conditions of employment and is not intended to create a contract between the College and its employees. College employees are employees-at-will, and their employment may be terminated by the College or by the employees themselves without notice for any reason or no reason at all.

We suggest that you keep this Handbook as a reference for information useful to you during your employment with Morris Brown College. If you have any questions or need additional information, ask your supervisor, or contact the Department of Human Resources.

We welcome you and wish you every success in your position!

*Melody Austin*

Melody Austin  
Executive Director of Human Resources

# About Morris Brown College

Morris Brown College, founded in 1881 by the African Methodist Episcopal Church, is a private, coeducational, liberal arts college engaged in teaching and public service with special focus in leadership, management, entrepreneurship and technology. The College is proud of its tradition of serving the educational needs of the best and brightest young minds, while simultaneously providing educational support to students who might not otherwise receive the opportunity to compete on the college level. Students fitting the latter are given the tools they need to increase their potential for earning a college degree.

This is a formula that has proven itself time and again. Among our outstanding alumni are Isaac Blythers, former President of Atlanta Gas Light Company; Eula L. Adams, Executive Vice President for First Data Corporation; Albert J. Edmonds, Retired Lieutenant General of the United States Air Forces; the late Reverend Dr. Hosea Williams, civil rights leader; Thomas J. Byrd, actor of television, film and stage; and Pulitzer prize-winning author, James A. McPherson. Adams and Edmonds were cited by Fortune Magazine among the nation's top African-American corporate executives. The list of our graduates and their accolades go on and on.

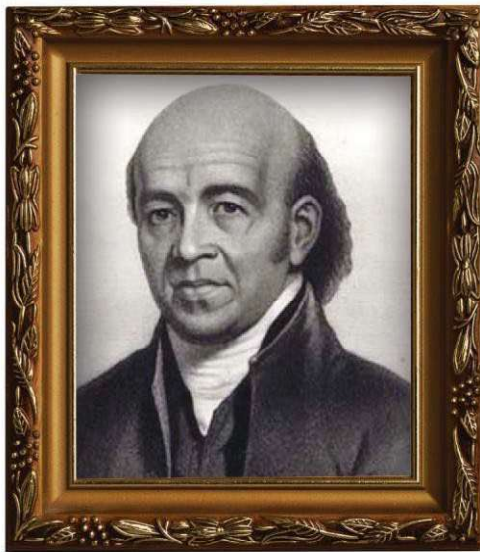
The circumstances that evoked the founding of Morris Brown are traditionally linked to a visit by a group of Clark College trustees to Big Bethel Church to interest the African Methodist Episcopal (AME) Church supporters in furnishing a room in their institution. In response to the proposition they presented, layman Steward Wiley said, "If we can furnish a room at Clark College, why can't we build a school of our own?" These words ignited a flame in the mind of Reverend Wesley John Gaines who went on to become Founder of Morris Brown College. On January 5, 1881, during the North Georgia Annual Conference at Big Bethel, he introduced a resolution calling for the establishment in Atlanta of an institution for the moral, spiritual and intellectual growth of Negro boys and girls. The steps between the resolution and the opening were few and simple: the Georgia Conference was persuaded to join the endeavor. An assembly of trustees from both conferences convened at Big Bethel Church and selected the Boulevard site as the school's home. In May of 1885, the State of Georgia granted a charter to Morris Brown College of the AME Church.

On October 15, 1885, just 20 years after Abraham Lincoln signed the Emancipation Proclamation, 107 students and nine teachers walked into a crude wooden structure at the corner of Boulevard and Houston Streets in Atlanta, Georgia, marking the opening of the first educational institution in Georgia under sole African-American patronage. That institution was Morris Brown College, named to honor the memory of the second consecrated Bishop of the African Methodist Episcopal (AME) Church.

# RESURGING *Our History*

# 1881

## *Morris Brown College*



### BISHOP MORRIS BROWN

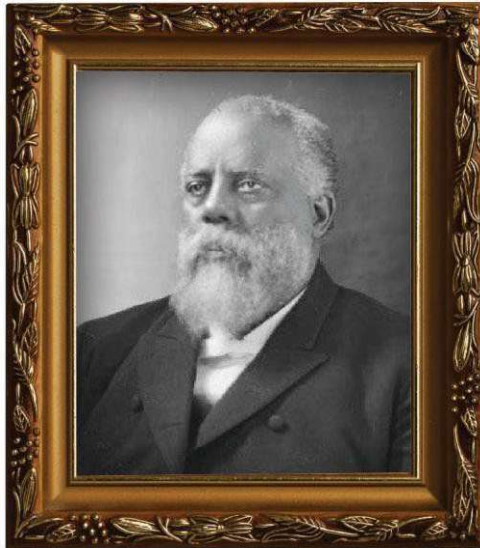
Morris Brown College, founded in 1881 by the African Methodist Episcopal Church, is a private, coeducational, liberal arts college engaged in teaching and public service with special focus in leadership, management, entrepreneurship and technology. The College is proud of its tradition of serving the educational needs of the best and brightest young minds, while simultaneously providing educational support to students who might not otherwise receive the opportunity to compete on the college level. Students fitting the latter are given the tools they need to increase their potential for earning a college degree.

This is a formula that has proven itself time and again. Among our outstanding alumni are Isaac Blythers, former President of Atlanta Gas Light Company; Eula L. Adams, Executive Vice President for First Data Corporation; Albert J. Edmonds, Retired Lieutenant General of the United States Air Forces; the late Reverend Dr. Hosea Williams, civil rights leader; Thomas J. Byrd, actor of television, film, and stage; and Pulitzer Prize-winning author, James A. McPherson. Fortune Magazine cited Adams and Edmonds among the nation's top African-American corporate executives. The list of our graduates and their accolades goes on and on.

# RESURGING *Our History*

# 1881

## *Morris Brown College*



## HISTORY OF THE INSTITUTION

The circumstances that evoked the founding of Morris Brown are traditionally linked to a visit by a group of Clark College trustees to Big Bethel Church to interest the African Methodist Episcopal (AME) Church supporters in furnishing a room in their institution. In response to the proposition they presented, layman Steward Wiley said, "If we can furnish a room at Clark College, why can't we build a school of our own?" These words ignited a flame in the mind of Reverend Wesley John Gaines, who became the Founder of Morris Brown College. On January 5, 1881, during the North Georgia Annual Conference at Big Bethel, he

introduced a resolution calling for the establishment in Atlanta of an institution for the moral, spiritual, and intellectual growth of Negro boys and girls. The steps between the resolution and the opening were few and simple: the Georgia Conference was persuaded to join the endeavor. An assembly of trustees from both conferences convened at Big Bethel Church and selected the Boulevard site as the school's home.

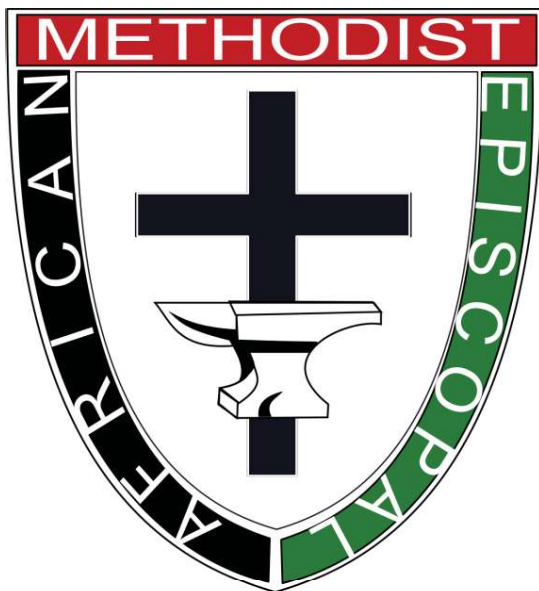
In May of 1885, the State of Georgia granted a charter to Morris Brown College of the AME Church.

# RESURGING *Our History*

# 1881

## *Morris Brown College*

On October 15, 1885, just 20 years after Abraham Lincoln signed the Emancipation Proclamation, 107 students and nine teachers walked into a crude wooden structure at the corner of Boulevard and Houston Streets in Atlanta, Georgia, marking the opening of the first educational institution in Georgia under sole African-American patronage. That institution was Morris Brown College, named to honor the memory of the second consecrated Bishop of the African Methodist Episcopal (AME) Church.





# OUR *Mission, Purpose, Faith, and Vision Statement*

## *Morris Brown College*

### MISSION STATEMENT

Morris Brown College was founded on Christian principles in 1881 by the African Methodist Episcopal Church and is chartered by the State of Georgia as a private, coeducational, liberal arts college engaged in teaching, research, and public service in the arts, humanities, social and natural sciences, and professional programs.

The mission of Morris Brown College is to provide educational opportunities in a positive and nurturing environment that will enable its students to become fully functional persons in our global society. The College prepares graduates to live meaningful and rewarding lives, thereby enabling them to make socially constructive and culturally relevant contributions to society.

Morris Brown College, in its commitment to academic excellence, provides experiences that foster and enhance intellectual, personal, and interpersonal development for students who have demonstrated the potential to compete in a challenging undergraduate liberal arts program of study.

### PURPOSE

The most universal criterion by which Morris Brown College and any other institution may be measured is the achievement of its alumni. The College seeks to provide its students with the following:

- An environment that will foster the development of wholesome attitudes and a full appreciation for the cultural heritage of the human race epitomized in the major intellectual and/or cultural disciplines;



# OUR *Mission, Purpose, Faith, and Vision Statement*

## *Morris Brown College*

- Knowledge that represents a comprehensive understanding of the fundamentals of the intellectual and cultural disciplines embodied in the Liberal Arts tradition of the General Education Program;
- Experiences that will promote an awareness and sensitivity to the societal structures and processes which persistently provoke the climate and substance of social change;
- An understanding and respect for the ethical, moral, and spiritual values of the Christian faith;
- A set of skills that will equip students to negotiate effectively in the cultural, economic, global, political, and social environments;
- Preparation in the scholarly tradition that will support graduate and professional studies;
- Training that prepares students for active participation as intellectually competent, proficient individuals in a scientific and technologically advanced society;
- Opportunities to contribute to research, artistic and other intellectual endeavors; and
- Opportunities for public service and experiential training to enrich the lives of citizens in local, state, national and international communities.

## FAITH STATEMENT

**College Seal and Motto:**  
To God and Truth



Morris Brown College hereby affirms its historical affiliation with the African Methodist Episcopal Church (AME). In fulfillment of its mission as an institution of higher education, steeped in the foundational beliefs of The AME Church, Morris Brown College is committed to the motto of “God Our Father, Christ Our Redeemer, the Holy Spirit Our Comforter, Humankind Our Family.”



# OUR *Mission, Purpose, Faith, and Vision Statement*

## *Morris Brown College*

### **The Apostle's Creed**

I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead, he ascended into heaven, and sits at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Spirit, the Church Universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting.

### **Foundational Beliefs**

**The Trinity:** There is but one living and true God, everlasting, without body or parts, of infinite power, wisdom, and goodness; the Maker and Preserver of all things, both visible and invisible. And in unity of this God-head, there are three persons of one substance, power and eternity - the Father, the Son and the Holy Ghost. (Article I).

**Deity and Humanity of Christ:** The Son, who is the Word of the Father, the very and eternal God, one substance with the Father, took man's nature in the womb of the blessed virgin; so that two whole and perfect natures, that is to say, the God-head and manhood, were joined together in one person, never to be divided, whereof is one Christ, very God and man, who suffered, was crucified, dead and buried, to reconcile his Father to us, and to be a sacrifice, not only for original guilt, but also for actual sins of men. (Article II).



# OUR *Mission, Purpose, Faith, and Vision Statement*

## *Morris Brown College*

**The Bible:** The Holy Scriptures containeth all things necessary for salvation; so that whatever is not read therein, nor may be proved thereby, is not to be required of any man, that it should be believed as an article of faith, or be thought requisite or necessary to salvation. In the name of the Holy Scriptures, we do understand those canonical books of the Old and New Testament, of whose authority was never any doubt in the Church (Article V).

**Creation:** (Genesis 1:1) "In the beginning God created the heavens and the earth, and the sea, and all that in them there is; wherefore, the Lord blessed the Sabbath day and hallowed it.

**Redemption:** Not every sin willingly committed after justification is the sin against the Holy Ghost, and unpardonable. Wherefore, the grant of repentance is not to be denied to such as fall into sin after justification. After we have received the Holy Ghost, we may depart from grace given, and fall into sin, and, by the grace of God, rise again, and amend our lives. And therefore, they are to be condemned who say they can do no more sin as long as they live here; or deny the place of forgiveness to such as truly repent. (Article XII)

**Salvation:** We are accounted righteous before God only for the merit of our Lord and Savior, Jesus Christ, by faith, and not by our own works or deserving; wherefore, that we are justified by faith only, is a most wholesome doctrine, and very full of comfort. (Article IX)



# **OUR** *Mission, Purpose, Faith, and Vision Statement*

## *Morris Brown College*

**Free Will:** The condition of man after the fall of Adam is such that he cannot turn and prepare himself by his own natural strength and works to faith, and calling upon God; wherefore, we have no power to do good works, pleasant and acceptable to God, without the grace of God; by Christ presenting us, that we may have a good will, and working with us, when we have that good will.

### **AME Church Articles of Faith**

<https://www.ame-church.com/our-church/our-beliefs/>

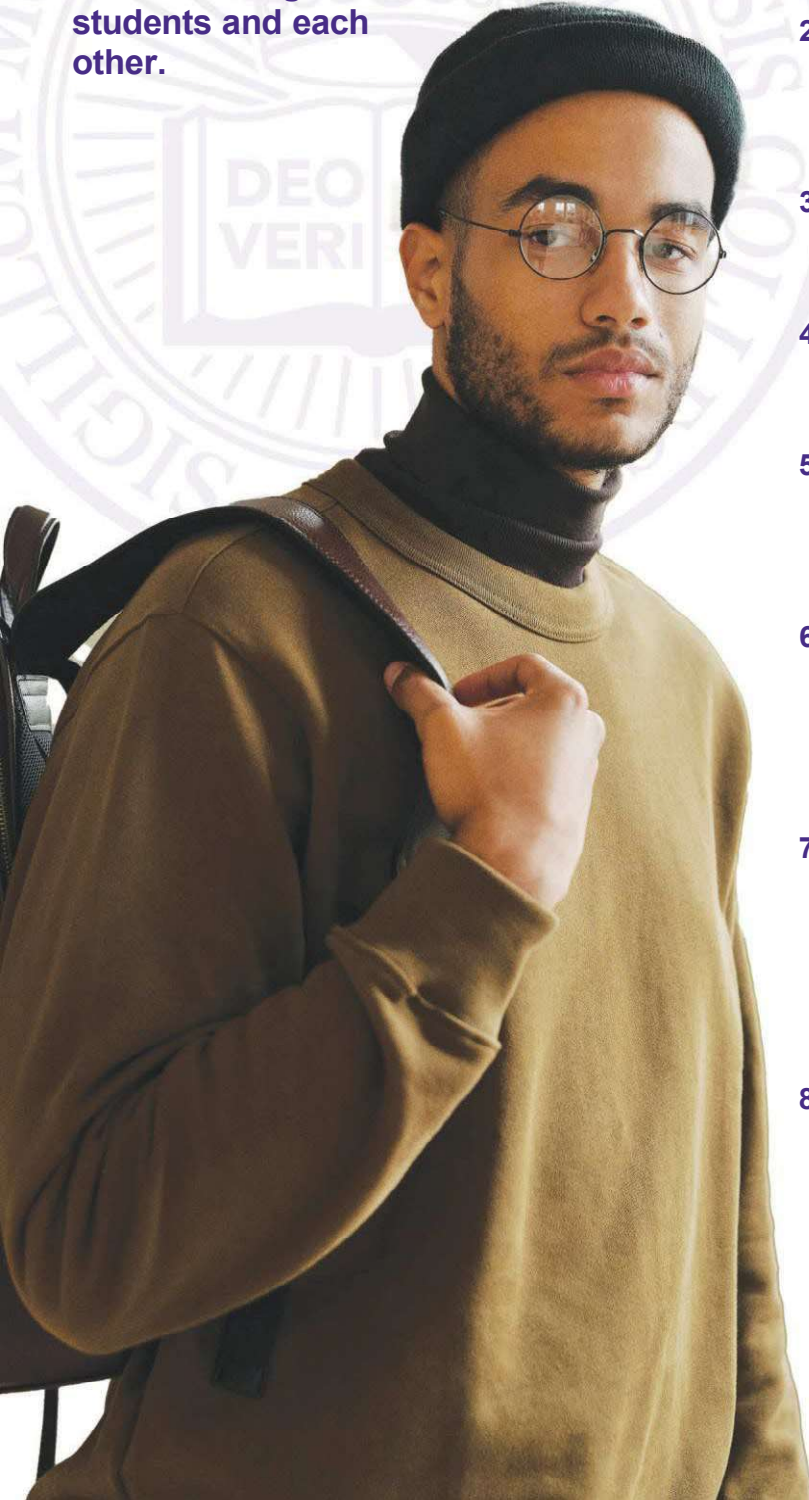
## **VISION STATEMENT**

Morris Brown College aspires to be a distinguished liberal arts institution, acknowledged as a leader in recruiting, training, and empowering college bound students to flourish academically, personally, and socially at the highest level. Drawing strength from a profound legacy of resilience and achievement rooted in Christian principles, we commit to creating a secure haven for students, delivering excellence in academic program offerings within a nurturing environment. Our focus is on cultivating intellectual curiosity, fostering cultural pride, promoting community engagement, producing responsible leaders who will make notable contributions locally and globally.

# CORE VALUES

*Morris Brown College*

Our core values bind us together as a college and as a community. They are deeply held beliefs which we translate into consistent standards of behavior when working with our students and each other.



- 1. Integrity and Respect:** The College manifests an unwavering adherence to strict moral and ethical character and shows an authentic regard for others while practicing civility and supporting all dimensions of the human as a being.
- 2. Diversity and Inclusiveness:** We celebrate individual differences and recognize that the inclusion of all is vital for the success of the institution and its ability to support a global agenda.
- 3. Quality Teaching and Learning:** We are committed to imparting and gaining knowledge to promote intellectual curiosity in a success-driven environment.
- 4. Excellence:** We strive for excellence in all we do. We are committed to providing excellent teaching and service to our students and staff.
- 5. Service to Community:** Throughout the College, we support and recognize service that contributes to the benefit of the college's student body and workforce, the State of Georgia, the nation, and the world.
- 6. Innovation and Discovery:** We take the lead and adopt a spirit of innovation and creativity in our work. We are committed to building a robust culture of ingenuity through habits of mind and championing opportunities to improve our educational landscape.
- 7. Collaboration:** By engaging stakeholders and collaborating with the community, we amplify our impact. Through shared goals and mutual support, we achieve greater success than through isolated efforts and individual focus. Operating as a cohesive, collegial unit, we foster a unified, student-centered culture.
- 8. Christian Faith:** As a practice, our faith is a vehicle of expression of best interest and intentionality. We are consciously dedicated to the purposeful and intentional expression of God's revealed truth.

# **THE RESURGENCE:** **RESET AND READY** 2024–2029

**Priority 1: Increase Financial Sustainability**

**Priority 2: Elevate Academic Prominence**

**Priority 3: Enhancement of Infrastructure and Operations**

**Priority 4: Enhance Student Engagement and Enrollment**

**Priority 5: Maximizing Strategic Partnership and Stakeholder Engagement**

**Priority 6: Obtain Institutional Effectiveness and Efficiency**

Embedded in our institutional identity as an organization “Founded in Service...Grounded in Excellence...and Anchored in Tradition,” we have undergone a thorough “Hard Reset” to meticulously update our strategic plan for the next five years. With the dedicated leadership of a steering committee comprised of trustees, administrators, faculty, staff, students, and alumni, this pathway to continued excellence has resulted in a realigned vision within our existing guiding principles, framework and six new strategic priorities. These priorities serve as the core of our aspirations as a premier institution of higher learning.

“**The Resurgence: Reset and Ready 2024-2029**” symbolizes our commitment to success. Morris Brown College is prepared to reengage and position itself as an accredited and innovative institution, ready to make a meaningful impact for everyone who enters the doors of this historic haven for all hungry souls.

Together, let us embark on this exciting journey of resurgence and excellence.

Sincerely,



**Dr. Kevin E. James**

19th President of Morris Brown College

# EXECUTIVE SUMMARY

## **1. Increase Financial Sustainability:**

Achieve financial sustainability by necessitating a strategic and holistic approach that balances revenue enhancement with prudent cost management while prioritizing student success and institutional resources.

## **2. Elevate Academic Prominence:**

Re-imagine the academic experience by committing to excellence, innovation, and societal advancement and fostering an environment that nurtures intellectual curiosity, critical thinking, and scholarly rigor while prioritizing academic distinction and empowering students and faculty to push boundaries of knowledge.

## **3. Enhancement of Infrastructure and Operations:**

Provide strategic investment and modernization initiatives to enhance infrastructure and optimize operations to create an environment conducive to learning, research, and innovation while promoting sustainable practices to elevate the quality of education, attract top talent, and empower students and faculty to excel in their academic pursuits.

## **4. Enhance Student Engagement and Enrollment:**

Commitment to cultivating an environment where students are not only recipients of knowledge but active participants in their educational journey while fostering a culture of inclusive, collaboration, and innovation aiming to empower students to engage deeply with their coursework, peers, and communities through experiential learning opportunities, mentorship programs, and extracurricular activities.

## **5. Maximizing Strategic Partnership and Stakeholder Engagement:**

Commitment to fostering mutually beneficial partnerships and cultivating robust stakeholder engagement by leveraging strategic collaboration with industry, government, academia, and the broader community, aiming to maximize our collective impact and drive innovation, sustainability, and social progress.

## **6. Obtain Institutional Effectiveness and Efficiency:**

Achieving our mission of fostering academic excellence, student success and societal impact by implementing rigorous evaluation processes, utilizing data-informed decision-making, and fostering a culture of continuous improvement while striving to optimize resource allocation, enhance student learning outcomes, and maximize institutional impact.

# **I. General Employment Policies**

## **Equal Employment Opportunities**

Equal Employment Opportunity, Morris Brown College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, national origin, disability or status as a Vietnam-era or special disabled veteran in accordance with applicable state and federal laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Georgia is an "At-Will" state.

## **Nondiscrimination Against and Accommodation of Individual with Disabilities**

The College complies with the Americans with Disabilities Act ("ADA") and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The College also provides reasonable accommodation for such individuals in accordance with these laws. In this connection, the College's Director of Human Resources evaluates the feasibility of requested accommodation considering the ADA's guidelines, determines whether such accommodation will create an undue hardship on the College, and establishes a budget for accommodation. It is the College's policy to, without limitation:

Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.

Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.

Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the College.

Notify individuals with disabilities that the College provides reasonable accommodation to qualified individuals with disabilities, by including this policy in the College's employee handbook and in its college policies and procedures manual.

## **Procedure for Requesting Accommodations**

Qualified individuals with disabilities may make requests for reasonable accommodation to the College's Department of Human Resources. On receipt of an accommodation request, a representative of the Department of Human Resources will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the College might make to help overcome those limitations.

The Director of Human Resources and, if necessary, appropriate management representatives identified as having a need to know (e.g., the individual's supervisor/department head), will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of others to perform their duties and on the facility's ability to conduct business. The Director of Human Resources will inform the employee of the College's decision on the accommodation request or on how to make accommodation. If the accommodation request is denied, employees can make use of the Grievance Procedure set forth elsewhere in this manual.

## **Harassment**

It is the policy of Morris Brown College to provide an open learning and working environment free of harassment. The policies of the College and applicable federal laws, including Title VII of the Civil Rights Act of 1964 for employees and title IX of the elementary/Secondary Education Act of 1972 for students, prohibits harassment by employees of other employees or of students based on race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran.

With respect to sexual harassment, the College prohibits the following: unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: (1) submission to such conduct is made a condition for academic or employment decisions affecting the individual; or (2) interfering with an individual's academic or professional performance by creating an intimidating, hostile or demeaning employment or educational environment. If an employee or student believes he or she is being subjected to any form of harassment or believes he or she is being discriminated against because other individuals are receiving favored treatment because of discrimination or in exchange for sexual favors, he or she must report such offensive conduct to an appropriate person, such as the Vice President for student affairs, the Vice President for Academic Affairs, or the Director of Human Resources, preferably in writing. Complaints and situations reported by employees or students will be investigated thoroughly and appropriate action will be taken. Complaints will be kept confidential to the maximum extent possible. If the college determines that the employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The College prohibits any form of retaliation against any employee for filing a bona fide harassment complaint under this policy or for assisting in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the College determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

## **Employee Grievance Procedure**

Staff: Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the College, you should follow the procedure described here and in the Grievance Policy. If any employee has a grievance with respect to work-related matters (excluding salary or performance evaluation), the employee has the right to make his or her grievance known. Any employee who believes he or she has a legitimate employment-related grievance is encouraged to make use of the following procedure with the assurance that the College will not take any retaliatory action against any employee:

- The employee shall promptly request a conference with his or her immediate supervisor for the purpose of discussing and satisfactorily resolving the problem.
- If the problem is not resolved after discussion with the supervisor or if the employee has concerns addressing the matter with the supervisor, the employee may complete the Grievance Form. The grievance form should include specific information about the alleged violation and specify the relief desired and should be submitted to the employee's immediate supervisor and/or to the Director of Human Resources.
- The Director of Human Resources will review the written grievance and take such steps as they deem appropriate to investigate the problem. The Director of HR will typically advise the grievant of the decision of the College within fifteen working days and this decision can be appealed to the President.

## Performance Evaluations

It is the policy of the College that the performance of all employees will be evaluated by their supervisors on an ongoing basis. Employees will also receive periodically written evaluations of their performance. Supervisors are recommended to provide employees with written evaluations of their job performance three-six months after they begin work, are promoted, or are demoted. Thereafter, employees will receive annual written evaluations. The purpose of these evaluations is to recognize the employee's strengths and to encourage improvement in areas of weakness. The evaluation may be used as the basis for employment decisions including compensation, promotion, and termination. In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor(s) at any time to advise you of the existence of performance or disciplinary concerns.

### Annual Performance Evaluation Process

At Morris Brown College, the annual performance evaluation process is designed to foster professional growth, ensure alignment with institutional goals, and provide constructive feedback for continuous improvement. The process includes the following key phases:

#### 1. Self-Assessment (October)

Each employee will complete a **Self-Review** reflecting on their performance, accomplishments, challenges, and areas for development during the evaluation period.

The self-assessment provides a foundation for meaningful dialogue between employees and supervisors and should be submitted in October.

#### 2. Supervisor Evaluation

Following self-review, **supervisors will conduct formal evaluations**, using input from the self-assessment along with direct observation, documentation, and institutional performance metrics.

Evaluations will assess performance against established goals and job responsibilities. Supervisor's evaluations should be completed by **December**.

#### 3. Review Meeting and Acknowledgement (December)

A **one-on-one performance review meeting** will be held between the employee and supervisor to discuss the evaluation, provide feedback, and set goals for the upcoming year.

Both parties will sign the evaluation to acknowledge the review and finalize the process by **December 15th**.

#### 4. Submission and Record Keeping

Completed evaluations will be submitted to the Office of Human Resources and Academic Affairs for official recordkeeping by **December 31<sup>st</sup>**.

## Employment Opportunities

When an employment opportunity arises, or a new position is created, a job posting will be reviewed by the hiring manager and the Department of Human Resources.

A salary range will be identified and reviewed by Human Resources and Financial & Administration. Positions

that are grant-funded will also be undertaken review by the Director of Sponsored Funding and/or Finance & Administration.

- The job will be posted via the iHire portal and appropriate hiring manager assigned. Jobs will be posted for a minimum of 5 days.
- Positions may also be advertised through other channels and social media.
- Application Process: Eligible candidates interested in applying for a position must submit the appropriate credentials by applying via the iHire applicant tracking system.
- Initiating a Hire: Hiring managers should attempt to interview a minimum of three qualified candidates (except for extenuating circumstances).
- The interview process should include a panel of interviewers, chosen by the hiring manager, based on the needs and cross-functional nature of the role.
- Faculty Hires should follow the process outlined by Academic Affairs.
- Additional steps for hiring can be referenced in the HR Employment Process Policy.

### **Personnel Files and Privacy of Records**

The Department of Human Resources maintains a personnel file on all current employees of Morris Brown College. Verifications of Employment may be conducted in response to third parties with employee consent using the VOE form. All employees have the right to review their personnel files by making an appointment with the Department of Human Resources.

### **Personal Information**

It is each employee's responsibility to update their name, home address, telephone number, marital status, number of dependents, beneficiary designations, and scholastic achievements, emergency contact or any other personal information. Such updates may be made through the Insperity Portal or by contacting the Department of Human Resources for additional support.

### **Employment of Relatives**

The College permits the employment of qualified relatives of employees if such employment does not, in the opinion of the President of the College, create actual or perceived conflicts of interest. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual progress, performance, or welfare. For purposes of this policy, "relative" means spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, or corresponding in-law or "step relation."

### **Orientation**

The immediate supervisor of a new employee has the responsibility for providing job orientation. This includes explaining duties and responsibilities of the job, employment rules, physical layout of the building, and introduction to fellow employees. Upon hire, the Department of Human Resources will typically schedule general orientation sessions for new employees. The purpose of these sessions is to provide information on benefits, and on the facilities and services of the college.

## **Employee Travel**

Travel by an employee on official business of the College is covered by regulations relating to reimbursement for reasonable and necessary expenses. Employees required to make official trips should consult with their immediate supervisor in advance to ensure that all parties involved have a thorough understanding of the College's expense reimbursement regulations and how they apply to a particular trip. Travel should not be undertaken until prior approval is given. Refer to Fiscal Affairs Policies and Procedures Manual and the Office of Sponsored Programs.

## **Purchase of Goods and Services**

An employee of the College is not allowed to purchase goods or services for personal use through the College. All purchases of goods or services for on-the-job use must be made through Fiscal Affairs.

# **II. Compensation Policies**

## **Prerequisites for Compensation**

A new employee must report to the Department of Human Resources to complete the Federal and State Withholding Tax Forms, confidential information, and other necessary forms to be processed for employment.

## **Regular Pay Procedures**

All employees of the College are paid by check or direct deposit on a semi-monthly basis. The checks are generally dated for the 15th and last day of each month, which may be subject to change with advanced notice. If payday falls on a weekend, checks will be issued the preceding Friday. The pay period for employees ends according to the Payroll Schedule published in *Insperty*.

If the applicable payday falls on a legal holiday, payroll, whenever possible, will generally be distributed on the workday immediately preceding the holiday.

No payroll checks will be released to any other person unless written authorization has been received. Before releasing the payroll check the Payroll Office will verify the signature. In the event an absence occurs due to illness, a request can be submitted to have the check mailed.

Deductions for absences, without approved sick, vacation, compensation or other leave will be taken from the gross pay for the payroll period.

All required deductions, such as federal and state taxes, garnishments, levies, child support payments, etc., and all authorized voluntary deductions, will be withheld automatically from paychecks.

Employees should review their paychecks for errors, and if a mistake is found, employees should notify Payroll immediately. The supervisors will then assist the employees in taking necessary steps to correct the errors.

Employees should notify their supervisors and/or the Payroll Office immediately if a paycheck is lost or stolen. The College will then attempt to put a stop-payment notice on the lost or stolen paycheck. If the College can put a stop-payment notice on the lost or stolen paycheck, it will issue another check to the employee. However, the College is unable to take responsibility for lost and stolen paychecks. If it is not possible to stop payment, the employee alone will be responsible for the loss.

## **Compensation**

Each position at the College has been assigned a salary range. Periodically, the College may revise its job descriptions, evaluate individual jobs to ensure that they are rated and paid appropriately, and review job specifications to ensure that they are directly job related. Total compensation at the College consists not only of an employee's salary, but also of the various benefits offered. Salaries and benefits for all staff employees are subject to change at any time, and the College will provide advance notice of any such changes.

Questions regarding an employee's individual salary should be directed to the employee's supervisor or the Department of Human Resources.

## **Work Week**

The normal working hours for full-time staff personnel are 9:00 a.m. to 5:00 p.m. from Monday through Friday. The regular workweek for full-time staff is forty (40) hours. The standard work week for the College for hourly personnel is Sunday through Saturday. The regular work week for full-time hourly personnel is forty hours (40) with one (1) unpaid lunch hour. Public Safety operates on a twenty-four (24) hour schedule, seven (7) days a week. Employees in these units may be assigned a 40-hour work schedule that is different from the general working hours of the College. Daily and weekly work schedules may be changed from time to time at the discretion of the College to meet the varying conditions of the College's business and academic needs. Changes in work schedules will be announced as far as possible.

## **Classifications of Employment**

For purposes of salary administration, eligibility for overtime payments and employee benefits, the College classifies its employees as follows.

- Regular Employee: one who is hired to work on the College's normal, full-time forty hours basis. Such employees may be "exempt" or "nonexempt" as defined below.
- Temporary Employee: one who is employed on a short-term basis to perform a specific task or to fill a temporary vacancy.
- Part-time Employee: one who works an average of less than thirty-two (32) hours per week on a regular or temporary assignment. Such employees may be "exempt" or "nonexempt" as defined below.
- Full-time Employee: One who works an average of forty (40) hours per week on a regular or temporary assignment. Such employees may be "exempt" or "nonexempt" as defined below.
- Nonexempt Employee: An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees may be paid on a salary, hourly or other basis.
- Exempt Employee: An individual who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because he or she is classified as an executive, professional, administrative or outside sales employee, and meets the specific criteria for the exemption. Certain computer professionals may also be exempt.

The Fair Labor Standards Act establishes a minimum hourly wage and requires that "nonexempt employees," who are required to be paid overtime, be paid for work more than forty hours per week at a rate not less than one and one-half times the employee's regular rate of pay. The Act also provides that employees of one sex must not be paid wages at rates lower than those paid to employees of the other sex for substantially equal work in jobs requiring equal skill, effort, and responsibility when such jobs are performed under similar working conditions. Exempt employees (generally, managers, administrators, and professionals) do not receive overtime pay. However, as a policy of the College and at the discretion of supervisors, exempt employees may be given equivalent time off to compensate for extra hours worked. Exempt employees required to work on official holidays of the College shall be given equivalent compensatory time off with pay. Compensatory time should be

taken within the pay period. Nonexempt employees required to work on official holidays of the College will receive overtime pay at one and one-half times their regular pay rates.

- Executive Administrative Staff: Executive Office positions are responsible for the overall leadership, administration, and management of the College. The President reports to the Board of Trustees. The Vice Presidents and The Director of Human Resources are responsible to and report to the President.
- Department Heads/Department Chairs: Positions which have responsibility for operating an academic or non-academic program. These people supervise other faculty or staff who report directly to them. These positions are responsible to and report to a Vice President. (Exempt)
- Administrative Staff: Positions which are directly responsible to the Department Heads. (Non-exempt)
- Administrative Secretary/Secretarial/Clerical Staff: Positions which are held by people who provide the office support and clerical services for the College. The levels of responsibility include: (1) Administrative Secretary, which is responsible to the Vice President of the office or department, (2) Secretarial, which may be responsible to the Administrative Assistant, Division/Department Head or Administrative Staff, (3) Clerical, which may be responsible to the Administrative Assistant, Administrative Staff, Supervisor, or Secretary of the Office. (Non-exempt)
- Facilities Employees: Positions which are responsible for the maintenance of campus grounds, buildings, and facilities. (Non-exempt)
- Public Safety Employees: Positions which are responsible for protection and safety of campus employees, students, visitors, and property. (Non-exempt)

### **Compensation for Overtime**

Normally, an employee's work will be completed during regular working hours. The supervisor will determine if overtime is necessary and obtain approval in advance by reviewing with the Department Head. Overtime will ordinarily be paid to non-exempt employees on the regular pay day for the period worked. If the employee works overtime after the reporting date of the pay period, then the overtime compensation shall be paid on the regular pay day for the next pay period. Non-exempt employees will receive compensation for approved overtime work as follows; Hourly and non-exempt employees will be paid one and one-half (1½) times their regular rate of pay for all hours worked beyond the forty (40) hours in any given work week. During times when the college does not permit the accrual of overtime, flextime can be utilized instead. Employees are eligible to use flextime when excessive hours are worked during a given day. The hours can be offset with another day during the week if the total hours worked for the week do not exceed 40 hours. If flextime cannot be offset within one week, it can be offset within a pay period. The supervisor must approve utilizing flextime so that the hours not worked do not impede day-to-day departmental operations. Exempt employees are not eligible for overtime compensation. However, at the discretion of the supervisor, the employee may receive compensatory time off with pay for overtime worked. The employee shall obtain prior approval from the supervisor before compensatory time is taken. Compensatory time shall be taken within the pay period or the next pay period. The College will attempt to provide reasonable notice when the need for overtime work arises. However, advance notice may not always be possible.

### **Recording Work Hours for Facilities and Public Safety Employees**

It is the policy of the College to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the employees' work (including overtime hours where applicable) and of the accrued leave time employees have taken, and so that employees are paid in a timely manner, employees will be required to record time worked and absences on the College's official time record form. After reviewing the forms at the end of each pay period and resolving any discrepancies, the supervisor should sign the form and forward to the Human Resources Department for processing. All employees should ensure their actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of college policy and is grounds for disciplinary action, up to and including termination.

## **Timecards (Facilities and Public Safety Only)**

To ensure that accurate records are kept of the hour's employees of the College's Facilities and Public Safety work (including overtime hours where applicable) and of the accrued leave time employees have taken, and to ensure that employees are paid in a timely manner, the College requires that hours worked and absences by employees of the Facilities Department and Public Safety must be recorded. Employees of the Facilities and Public Safety team are required to document the beginning and end of their workday as well as lunch breaks. On any day an employee is absent, that employee must submit a leave request to the supervisor to record the leave (e.g., vacation, sick, personal) in the time tracking system. Timesheets that must be signed by the employees at the end of the pay period. After reviewing the forms at the end of each pay period and resolving any discrepancies, the supervisor should sign the form and forward to the Payroll Office for processing. Employees of the Facilities Department and Department of Public Safety must ensure that their actual hours worked and leave time taken are recorded accurately. Falsifying a time record violates the policies of the College and will result in appropriate disciplinary action, up to and including termination. Overtime will not be paid to those who clock in before or out after their scheduled work period unless properly authorized.

### **General Timecards Requirements**

Timesheets are submitted electronically through Morris Brown's third-party payroll system. All new employees are given instructions from the Office of Finance and Administration's Payroll Department upon initial onboarding.

Employees whose roles are classified under standard College operations and who are required to clock in or submit timesheets follow separate policies and processes applicable to their employment classification.

Employees funded through sponsored programs are subject to % effort certification requirements, which differ from standard clock-in or timesheet procedures.

## **III. Employment Rules**

### **Job Behavior**

Each employee of the College has an obligation to maintain work habits and to follow a course of personal conduct that will contribute to effective job performance. In addition to the need for good individual work habits, job effectiveness will be enhanced if employees exhibit a friendly, cooperative attitude toward fellow workers and students through respect for lines of authority and through courteous, considerate treatment of all the people with whom the employee deals. Good working relationships are a necessary part of total job performance, which includes day to day contact with students and the entire College Community.

Types of behavior that the College considers inappropriate include, but are not limited to the following:

- Falsifying employment or other College records
- Violating the College's nondiscrimination and/or harassment policy
- Soliciting or accepting gratuities from customers or clients
- Reporting to work intoxicated or under the influence of non-prescription drugs
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs
- Bringing or using alcoholic beverages on College property or using alcoholic beverages while engaged in College business off College premises, except where authorized
- Fighting or using obscene, abusive, or threatening language or gestures
- Stealing property from coworkers, employees, students, or the college
- Having unauthorized firearms on college premises or while on college business

- Disregarding safety or security regulations
- Insubordination
- Failing to maintain the confidentiality of college information
- Defamation and Gossiping

If an employee's performance, work habits, overall demeanor, or conduct become unsatisfactory in the judgment of the College, the employee will be subject to disciplinary action, up to and including termination.

### **Tardiness and Absenteeism**

Each employee is expected to report to work promptly at the beginning of the day and after lunch. Recognizing, however, that illnesses and injuries may occur, the College has established leave policies, which are set forth elsewhere in this Handbook. If an employee finds it necessary to be absent from work, such an absence should be reported to the supervisor of their department by 9:00 a.m. or as soon as possible on each day of absence, unless the employee has been granted an authorized family or medical leave by the Department of Human Resources, in which case different rules may apply. (The College's Family and Medical Leave Policy is set forth elsewhere in this Handbook.) Failure to properly notify the College in accordance with this policy will result in an unexcused absence. If an employee is absent for more than three consecutive workdays, the employee is automatically required to submit a statement from a physician explaining a medical reason for the absence. In such instances, the College also reserves the right to require employees to submit to an examination by a physician designated and paid for by the College at its discretion. A record of tardiness and unexcused absences may result in disciplinary action up to and including dismissal.

**Safety and Accident Prevention:** The College is committed to providing a safe, healthy working environment. Toward this end, the College makes every effort to comply with all relevant state and federal occupational safety laws. On the job safety is everyone's responsibility. Each employee is responsible for adhering to proper operating practices and procedures designed to maintain safe working conditions, exercising maximum care and good judgment to prevent accidents and injuries, always using any safety equipment, and the safe operation of all property of the College in his or her charge at any time. Job hazards should be reported promptly to the immediate supervisor. In the event an employee is injured on the job, the supervisor must be notified immediately, and the employee should seek appropriate first aid, even if the injury is minor. If needed, the supervisor will arrange for necessary medical treatment and file an injury report. Employees are expected to notify their supervisors at the beginning of each workday of any medication they are taking that may cause drowsiness or other side effects that could lead to on-the-job injuries.

### **Personal Attire**

An employee is expected to dress in a manner that reflects the best possible image of the College. Each employee should use good judgment and taste in the choice of attire and reflect on a professional attitude. Each employee's immediate supervisor has the responsibility to set and uphold dress standards that reflect such standards.

### **Defamation and Gossiping**

Employees should not engage in the spread of false and harmful rumors about students, staff and/or faculty. If any person believes that he or she is the subject of a false rumor, the person should contact their immediate supervisor and the Office of Human Resources. Additional details related to the policy can be found in the Defamation and Gossiping policy.

### **Conflict of Interest**

Employees of the College shall avoid actual or apparent conflicts of interest between their work obligations and outside activities. Outside employment may be viewed as a conflict. The following conditions must be adhered to if an employee has employment in addition to employment with the College.

- Such employment shall not interfere with, nor affect the performance of the employees' duties.
- Employment shall not occur during an employee's regular or assigned work hours.
- Employees shall inform their supervisors and the Vice President of any outside employment to ensure that there is no conflict.
- Employment shall not involve the use of records, equipment, or any other property of the College.

The President of the College or his/her designee shall make the final determination of whether a conflict of interest exists and what steps should be taken in the event there is a conflict.

### **Alcohol and Drug Use**

It is the policy of Morris Brown College to comply with the Drug Free Workplace Act of 1988 (41 USC 701-707). To this end, every reasonable effort will be made to provide and maintain a safe and healthy workplace and academic environment free from the dangers stemming from the manufacture, distribution, possession, and use of any controlled substance. Accordingly, Morris Brown College employees/students are prohibited by the College from using, possessing, manufacturing, dispensing, distributing or being under the influence of alcohol, controlled substances or illegal drugs on college-owned property, at college-sponsored activities, or while attending off-campus events as an official representative of the College. Moreover, no Morris Brown College employee shall sell, possess, or consume alcoholic beverages on college property or as part of any of the College's activities, without appropriate prior written approval from the President. Finally, Morris Brown College employees, students, and College-sponsored organizations must comply with applicable federal, state, and local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs. The term "controlled substances" as used in this policy refers to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under Georgia law. The College also prohibits the sale, possession, and/or distribution of drug paraphernalia including, but not limited to, hookahs, bong, pipes, etc., as well as the sale, delivery, or transfer of a prescription or prescription drug.

### **Sanctions and Penalties**

Any member of the Morris Brown College faculty, staff or student body that violates the College's Alcohol and Drug Policy shall be subject to corrective disciplinary actions. Faculty and staff sanctions can range from suspension up to and including termination. In addition to internal college sanctions, violators of the Morris Brown College Alcohol and Drug Policy are subject to referral to the appropriate federal, state, or local authorities for prosecution in the courts. Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may also face criminal prosecution.

### **Alcohol and Drug Abuse Prevention and Counseling**

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Morris Brown College has a formal relationship with St. Joseph Mercy Care also known as Mercy Care. Address--424 Decatur St SE, Atlanta, GA 30312 Phone: (678) 843-8600. Programs regarding drug and alcohol abuse are offered by the College on an on-going basis and are open to all members of the college community. Alcohol and drug counseling programs are available to members of the campus community through the college as well. Participation in counseling programs is strictly confidential.

### **Health Risks**

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited below and may be found at: [www.justice.gov/dea/druginfo/factsheets.shtml](http://www.justice.gov/dea/druginfo/factsheets.shtml).

## **Care of Property**

Each employee shall be responsible for securing files and closing his or her desk by putting away work prior to leaving for the day. All equipment in the office shall be used with great care. At the close of the workday, machines and other equipment should be covered, secured, and lights turning lights off.

## **Smoking**

Smoking is not permitted in buildings on campus.

## **Telephone Use**

All telephones at the College are business phones and should be used primarily for that purpose. Personal telephone calls should be infrequent, of short duration and should not interrupt the work of the office. The telephones of the College should not be used for personal charge calls, e.g., international, service calls, etc. All telephones should be answered by identifying the department or office and yourself by name. When transferring calls, identify yourself, state the name of the caller being transferred, and the reason for the call, if possible.

## **Solicitations and Distribution of Literature**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience of others, employees may not distribute literature or printed materials of any kind, (which include web and e-mail solicitations), sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not at work time (e.g., those on lunch hour or breaks) may not solicit employees who are working on time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time. Non-employees are likewise prohibited from distributing material or soliciting employees on college premises at any time.

## **Conditions of Employment -Facilities Department and Public Safety Department Only**

The following conditions apply to all employees of the Facilities Department and Public Safety Department during employment with the College:

- Technicians and Craftsmen are required to provide their own basic hand tools. A period of thirty days will be given after the date of hire to comply with this requirement.
- Security Officers and Policemen are required to furnish their own firearms and other weapons that they may be needed in the performance of assigned duties.
- Employees must assume responsibility for the property of the College while in their possession.
- Property of the College must be returned immediately after use and checked in at the place of issue.
- Tools or equipment lost or stolen while in the possession of the employee must be replaced or paid for by the employee.
- Failure to comply with the above stated policies warrants disciplinary action of to and including termination.

## **Campus Activities**

The College encourages all employees to participate in or sponsor various activities on campus. The Vice President for Student Affairs is responsible for the official calendar of events for student activities. No publicity concerning an event is permitted until formal approval from the Facilities Department is obtained. Employees interested in assuming leadership roles in any student's activity should communicate this interest to the Vice President for Student Affairs.

## **Keys to College Facilities**

Keys to facilities are provided by the Operations Department. Each person receiving keys must accept responsibility for their safekeeping and should only be used by the authorized user. Employees are responsible for ensuring that doors which are ordinarily locked are not let unlocked, thereby ensuring the safekeeping of the property. Keys should never be duplicated by employees. All keys must be returned to upon separation.

## **Resignations and Retirement**

Staff employees who wish to resign are requested to submit a written notice of resignation at least two weeks prior to the effective date of termination of employment. Employees in administrative positions are requested to give thirty days' notice. Employees who fail to give proper notice may have to wait until the end of the next normal pay period to receive payment for accrued overtime, as well as other monies to which they may be entitled, to permit the College time to calculate the proper amount of such payments. Employees who plan to retire are urged to provide the College with a minimum of two months' notice to allow time for the processing of appropriate pension forms to ensure that any retirement benefits to which the employee may be entitled commence in a timely manner.

## **Job Abandonment**

An employee not on authorized sick, vacation, compensatory or other leave without valid reason, fails to report to work or to contact their immediate supervisor with what the College determines to be a reasonable excuse offered in a timely manner will be subject to appropriate discipline up to and including termination of employment for job abandonment.

## **Termination of Employment**

As mentioned elsewhere in this Handbook, all employment relationships with the College are on an at-will basis. Thus, although the College hopes that our relationships with employees are long-term and mutually rewarding, the College reserves the right to terminate the employment relationship at any time. All terminations will be done by the managers of their respective areas. A Human Resources representative will be present during the termination.

## **Exit Interview**

All employees are required to participate in an exit interview upon terminating employment with the College. The interview is conducted by the Department of Human Resources, and at that time, the employee will receive all pertinent information regarding separation from the College, sign and fill out any forms that need to be completed and submit the Separation Clearance Form verifying that all property of the College have been returned. The exit interview also provides an opportunity for the employee to express his or her feelings about working at the College and offer suggestions for improvement.

## **IV. Time off Benefits**

Holidays. The College observes the following national holidays for all employees.

**New Year's Day**

**Dr. Martin Luther King, Jr.'s Birthday**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Day**

**Christmas Day**

The additional holidays observed by the College are:

**New Year's Eve**

**Good Friday**

**Juneteenth**

**Day after Thanksgiving**

**Day after Christmas**

There may be occasions when employees will have to work on holidays, but compensatory time off with pay on alternate day(s) will be given to exempt employees, and nonexempt employees will receive overtime pay at one and one-half times their regular pay rates, in such instances.

Monday is observed as the official holiday if a recognized holiday falls on Sunday. If a recognized holiday falls on Saturday, the preceding Friday will be observed as the official holiday.

### **Annual Leave (Vacation)**

Annual Leave for all regular full-time, twelve-month employees may be taken any time during the year (unless departmental provisions prevent certain periods, i.e. orientation week). Leave must be approved by an immediate supervisor in advance of the requested time, except in emergencies. Ten- and eleven-month employees, as well as temporary and part-time employees, are not eligible for annual leave. Annual Leave for vacation will be granted in accordance with employee preference (if possible) and departmental seniority. Consideration must be given to the workload of the department.

### **PTO Front-Loading**

PTO is granted in full at the beginning of each year (or upon hire) rather than being accrued incrementally throughout the year. This approach allows employees to access their full annual PTO balance from day one.

### **PTO Upon Termination**

If employment is terminated for any reason (voluntary or involuntary), any unused PTO will **not** be paid out. Since PTO is front-loaded and not accrued, it is considered a benefit contingent upon continued employment for the entire period.

### **Negative PTO Balance**

If an employee has used more PTO than would have been accrued at the time of termination, the equivalent amount may be deducted from the final paycheck as permitted by applicable laws.

### **Medical Leave may be used for the following**

- Illness, injury or other medical purposes of the employee such as dental appointments or other consultations.
- Illness or injury in the employee's immediate family requires the presence of the employee. Immediate family is defined as wife, husband, son, daughter, mother, father, sister, or brother.
- If Medical Leave is claimed for a continuous period of more than three (3) days, a physician's statement is required to permit further leave with pay.

## **Family and Medical Leave**

In compliance with the Family and Medical Leave Act ("FMLA"), the College provides for eligible employees to take up to twelve (12) weeks of job-protected leave each calendar year for specified family and medical reasons during any twelve (12) month period. These twelve (12) weeks of leave shall include any period of paid annual leave and medical leave to which the eligible employee is entitled during the calendar year, plus unpaid leave for the remainder of the twelve (12) week period. An eligible employee is defined as one who is classified as a regular full-time or regular part-time employee who has worked for the college for at least a total of twelve (12) months and who has worked a minimum of 1,250 hours in the twelve-month period preceding the leave.

Leave may be granted for one or more of the following reasons:

- for a newborn, newly adopted child, placement of a child in your home for foster care; or
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition (including pregnancy) and unable to perform his or her job duties.
- A serious health condition is one that involves inpatient care or continuing treatment by a health care provider.

If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care or to care for a covered family member with a serious health condition, you will be granted unpaid leave under the following conditions:

- If the leave is planned, you must provide us with at least thirty days' notice prior the anticipated leave date.
- If the leave is unexpected, you should notify your supervisor and the Department of Human Resources as far in advance of the anticipated leave date as practicable. (Normally, this should be within two business days of when you become aware of your need for the leave).

All the College's benefits that operate on an accrual basis (e.g., vacation, sick and personal days) will cease to accrue during the leave period.

Employees will be required to use all accrued, unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

Eligible employees on family and medical leave are required to pay their share of any group insurance premiums while on unpaid leave to maintain continued benefits. (Other benefits, such as retirement and life insurance will be governed in accordance with the terms of each benefits plan).

## **Required Documentation**

Employees who take leave because of a serious health condition (including pregnancy) that makes them unable to perform their job duties must provide information to the College, in writing, from a treating physician stating: 1) the date on which the serious health condition commenced; 2) the nature of the medical condition; 3) a statement that the employee is unable to perform his or job duties; and 4) the status of the employee's treatment, including a statement of when it is estimated that the employee will be able to resume work. Failure of an employee to provide this information from a physician in writing within fourteen (14)-days after the commencement of the employee's paid or unpaid leave due to a serious health condition will be grounds for disciplinary action. The continued failure of an employee to provide this information from a physician in writing within 3-5 days after the commencement of the employee's paid or unpaid leave due to a serious health condition will be grounds for disciplinary action, including termination. Employees requesting a leave of absence for a serious health condition

may also be required to provide the College with additional physician's statements utilizing the appropriate request forms, attesting to the employee's continued disability and inability to work.

Employees requesting leave to care for a covered family member with serious health conditions may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required care for this family member. Employees may also be required to provide additional physician's statements at the College's request. The continued failure of an employee after 5 days to provide other information requested by the College, including the medical certification from a physician attesting to the nature of a serious health condition of a family member whom an employee has taken family and medical leave to care for, will be grounds for disciplinary action, including termination.

### **Conditions for Return to Work**

Before an employee on leave of absence for serious health condition will be permitted to return from medical leave, that employee will be required to present the College with documentation from a physician indicating that said employee can return to work and perform the essential functions of his or her position, with or without reasonable accommodation. Where required, the College will consider making reasonable accommodation for any disability an employee may have in accordance with applicable laws.

### **Consecutive and Intermittent Leave**

Leave taken care of a child after birth, adoption, or placement in your home for foster care must be taken in consecutive work weeks. Leave taken for the employee, or a covered family member serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. In such instances, the College will follow applicable federal and state laws in reviewing and approving such leave requests.

### **Reinstatement Rights**

Eligible employees are entitled, on return from leave, to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination. Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension beyond twelve weeks are not guaranteed reinstatement.

### **Maternity Leave**

Disability due to pregnancy shall be considered as any other disability and appropriate Medical Leave Policy and Family and Medical Leave Policy provision set forth elsewhere in this Handbook shall apply. Personal and/or Annual Leave may be used if needed in addition to Medical Leave. Requests for Maternity Leave and scheduling of an anticipated date of return to work should be made as soon as possible to give the College an opportunity to make plans to cover the position of the employee taking maternity leave during that absence.

### **Civil Leave**

Leave with pay shall be granted to employees for the purpose of serving on a jury or as a witness in court upon presentation of official orders from the appropriate court. Employees must submit to their supervisors a copy of the summons to serve as a juror or witness as soon as it is received, and proof of service from the court must be submitted to their supervisors by employees when their period of jury or witness service is completed. Employees must submit a copy of the summons to Human Resources.

## **Time off To Vote Leave**

Employees are allowed two (2) hours per voting day to vote in city, county, state, and national elections.

## **Military Leave**

Leave without pay shall be granted in accordance with applicable federal and state law when an employee enlists or is ordered to active service with any branch of the armed forces of the United States or Reserve or National Guard training for the period of such service. Employees called to active military duty or to Reserve or National Guard Training, or who volunteer for the same, should submit copies of their military orders to their supervisor as soon as is practical. This policy allows all employees to maintain seniority and salary increases, provided employee requests reinstatement at the College within ninety (90) days after separation from active service and is discharged from military service under conditions other than dishonorable. If as a result of military service, the former employee is not physically or mentally qualified to perform the duties of the former position or one of like status, the College shall offer employment in a position at a level the employee's physical or mental condition will permit, at the established rate of compensation for the position.

## **Bereavement Leave**

An employee is entitled to take paid Bereavement Leave if there is a death in the employee's immediate family.

- Five Days: Bereavement Leave shall not exceed five (5) days in any one death. "Family" is defined as (parent, spouse, father/mother-in-law, child, stepchild, sister, brother; or the sibling of the employee's spouse).
- Three Days: Bereavement Leave shall not exceed three (3) days in any one death. "Family" is defined as (grandparent, grandchild, aunt, uncle, son/daughter-in-law, and/or another relative who has been in a parent-child relationship to the employee).
- One day: One day of leave with pay will be given for death of a relative not included in the categories listed above. Requests for Bereavement Leave should be made to an employee's immediate supervisor. Please attach documentation (Obituary/other) to Leave Request Form for all Bereavement Leave.

## **Professional Leave**

Leave with pay may be granted to regular full-time employees for the purpose of attending conferences, workshops, seminars and any. Other work-related activities. This leave is to encourage personal and professional growth and is in addition to other leaves. Requests should be made as far in advance as possible and approval may be granted at the discretion of the immediate supervisor.

## **Compensatory Time Off**

When exempt employees work on official holidays of the College equivalent time off with pay will be given. Exempt employees may receive compensatory time with pay for overtime worked, including weekends worked, at the direction of their supervisors, provided such compensatory time off is approved by the Department of Human Resources in advance.

## **Other Leave**

In the event of inclement weather which requires the absence of employees, the President of the College may declare leave with or without pay.

## **V. General Benefits and Services**

### **Regular Benefits**

The College has established a variety of employee benefits programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help employees plan for education, retirement, and deal with job-related or personal problems. This section of the Handbook features some of the College's benefits programs. The benefits programs are described more fully in summary plan description booklets, which will be provided to employees who are eligible to participate in these programs, as well as in the College's master insurance contracts and master retirement plan which are maintained in the Department of Human Resources. If information in this handbook and our summary plan descriptions contradicts information in these master contracts or master plan documents, the master contracts/documents shall govern in all cases. The College reserves the right to amend or terminate any of these programs or to require or increase employee premium contribution toward any benefits without notice at its discretion. This right may be exercised in the absence of financial necessity.

For more complete information regarding any of the benefits programs, employees should contact the Department of Human Resources.

### **Retirement Benefit**

Regular full-time employees are eligible to participate in the 403(b) plan through OneAmerica upon hire. Employees may elect their contributions and are eligible for employer matching up to 3%. The college follows a 4-year vesting schedule. The percentage paid by participating employees is deducted semi-monthly from the participating employees' paychecks.

Group Insurance: The College participates in a group insurance program for all full-time employees. Life & Accidental Death & Dismemberment (AD&D) benefits are core benefits provided to all full-time employees and are paid by the College. The optional benefits include medical; dental and disability insurance and the College pays a percentage of the premium for some of these benefits.

For further information about the College's group insurance coverage, consult the summary plan description booklets on these group insurance programs or contact the Department of Human Resources.

### **Workers' Compensation**

Employees of the College are insured against job-related injuries under Georgia Workers' Compensation Law. The number of benefits payable and the duration of payment depend on the nature of the injury or illness. Any Job-related injury or illness should be reported immediately to the immediate supervisor. This ensures that the College can assist employees in obtaining appropriate medical treatment. Failure to follow this procedure may jeopardize an employee's benefits in connection with the injury or illness. The supervisor should promptly submit a detailed written report to the Director of Human Resources. The Director of Human Resources will file a claim with the insurance company, if appropriate. Questions regarding workers' compensation should be directed to the Department of Human Resources.

### **Tuition Waiver**

#### **Tuition Waiver for Employees:**

After one year of continuous employment with Morris Brown College, any regular full-time employee wishing to attend or take courses at Morris Brown College may do so via tuition waiver. A Tuition Waiver Form can be acquired from the Department of Human Resources. The form must be completed with departmental signatures prior to its' return to the Department of Human Resources, two (2) weeks before the

beginning of each semester. Employees cannot attend courses which conflict with their regular working hours. Employees hired or classified as temporary, contract or part-time are not eligible for these benefits.

### **Tuition Waiver for Spouses and Children of Employees:**

After one year of continuous employment with the College, any regular full-time employee, legal spouse, or legal dependent (blood born child or legally adopted child) of a fulltime employee (must be employed to receive benefit) wishing to attend or take courses at Morris Brown College may do so via tuition waiver. This waiver does not include student fees. A Tuition Waiver Form may be acquired from the Department of Human Resources. The form must be completed, signed by the employee, and returned to the Department of Human Resources two weeks prior to the beginning of each semester. Employees may not attend courses which conflict with their regular work hours.

### **Identification Cards:**

The Office of Operations issues identification cards to all faculty/staff and students which can be used for college sponsored events. If the card is lost or stolen, report the loss or theft to Public Safety immediately.

### **Robert W. Woodruff Library**

The library located on James P. Brawley Drive is available to all faculty, staff, and students in the Atlanta University Center. An employee may borrow books or other material for research or personal reading. The library is open seven days a week during the academic year and during the summer session of Clark Atlanta University.

### **Parking**

A parking permit is required to park on campus. The Operations Team and Campus Security Safety issues parking permits on a first-come basis, as space is limited. Except for disability parking, the parking permits are designated for two lots on campus (Student parking and Faculty/Staff parking).

### **Campus Security**

The Morris Brown Operations Department and Security personnel are responsible for ensuring a safe environment for the College community to accomplish the College's mission effectively and efficiently. The department's function is to provide law enforcement support, security and safety services to the College community and the immediate surrounding communities directly affecting the activities of the College.

### **Keys**

Keys are issued by the Operations Director. Any lost key(s) is reported to the Director immediately. A fee of \$15.00 is collected for each lost key, before a replacement is issued.

### **Defamation and Gossiping**

Employees should not engage in the spread of false and harmful rumors about students, staff and/or faculty. All employees should sign the No Gossip policy agreement. Individuals who believe they have been defamed or have witnessed defamation should take the following steps:

- Document the incident, including the content of the statement, the context, and any witnesses.
- Report the incident to the Office of Human Resources within 2 business days.
- Provide any relevant evidence to support the claim.