

Rhodes College Employee Handbook

This handbook is intended to describe Rhodes policies affecting all employees, both staff and faculty, unless otherwise specified. Policies affecting only faculty may be found in the Rhodes College Faculty Handbook.

Note: The Rhodes College Employee Handbook is not a contract of employment, nor should it be construed to create a contract with the College. Rhodes reserves the right to make future changes to its policies, practices, and fringe benefits. If such changes occur, the College will inform employees of such changes. If employees have questions, please contact The Rhodes Human Resources Department at hr@rhodes.edu.

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Employment Policies

Accommodation of a Disability

Rhodes complies with the Americans with Disabilities Act (“ADA”) by granting employees who are qualified individuals with a disability a reasonable accommodation of their disability unless it poses an undue hardship to Rhodes. Employees who believe they are entitled to a reasonable accommodation should contact the Benefits Services Manager in Human Resources at (901) 843-3750 or hr@rhodes.edu.

Anti-Harassment Policy

Rhodes College is committed to providing a working environment that is free from harassment based on race, sex, color, age, religion, disability, sexual orientation, gender identity or expression, genetic information, national origin, military service, or any other protected status, including sexual harassment. Harassment is unacceptable behavior and will not be tolerated. It is a form of misconduct that undermines the institutional mission of the College.

Sexual Harassment

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions affecting such individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, requests for a sexual relationship or to perform sexual acts; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; obscene comments or gestures; display in the workplace of sexually suggestive objects, pictures, emails, text messages, or content on social media; and other physical, verbal, or visual conduct of a sexual nature.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, gender identity, sexual orientation, national origin, age disability, genetic information, or any other characteristic

protected by law and that a) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; b) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual in the workplace, including through electronic means such as e-mail, phones, or social media (including voice messages, tweets, blogs, social networking sites, or other means).

Reporting Harassment

Employees who witness, learn about or are subject to harassing behavior should report it to their supervisor, or, if the employee is uncomfortable reporting to the supervisor, to one of the following:

Claire Shapiro
Chief Human Resources Officer
West Campus – HR 128
(901)843-3750
shapiro@rhodes.edu

Dr. Katherine Bassard
Provost
300 Halliburton Tower
(901)843-3795
bassardk@rhodes.edu

hr@rhodes.edu

Investigating and Addressing Harassment

The College promptly investigates all reports of harassment and is committed to taking necessary actions to address each instance of harassment (sexual or otherwise). Upon receipt of a report of harassment, Rhodes will conduct a prompt and thorough investigation. Complaints will be kept confidential to the extent practicable, consistent with the need to conduct an investigation and, if warranted, implement corrective action. No one will be penalized or retaliated against for making a harassment complaint in good faith or assisting in an investigation. The College will take appropriate corrective action, when justified, to remedy all violations, including disciplinary action in accordance with the section on Employee Discipline and Termination.

Harassment under Title IX

Employees who experience sexual harassment may also have rights under Title IX of the Civil Rights Act. For more information, contact the Title IX Coordinator, one of the Deputy Title IX Coordinators, or review the Title IX policy in the Rhodes Student Handbook.

Attendance and Remote Work

This policy does not apply to faculty. For faculty performance requirements, see the Faculty Handbook.

Punctuality and regular attendance are of vital importance to Rhodes. Each employee should be at the appropriate work location ready to perform assigned tasks at the beginning of each workday. Remote work is permissible only if approved in advance by the supervisor. If an employee is unable to report for work because of illness or an emergency, or will be late, the employee must notify the appropriate supervisor no later than the employee's starting time. Employees must also keep their supervisors advised of any emergency in order that arrangements can be made for the employee's work to be performed during their absence.

If an employee does not report to work, or departs from campus after reporting for work without informing and receiving approval from their supervisor, the employee will be subject to disciplinary action upon their return. Failure to report to work for three (3) consecutive work days without proper notice may be considered cause for termination with forfeiture of accrued benefits.

Employees with serious attendance or tardiness problems may be subject to disciplinary action, and failure to improve attendance may lead to dismissal. If the employee's attendance and/or tardiness are the result of approved leaves of absence, including but not limited to FMLA leave, or due to a serious health condition or disability that impacts the employee's ability to comply with this Policy, the employee must contact Human Resources to discuss a request for a reasonable accommodation.

For additional information, see "Sick Leave" policy.

Building Access Control

Employees may from time to time have a temporary need to be admitted to areas other than their normal place of work. At the same time, the College has the duty and responsibility to ensure that those utilizing its facilities work and study in a safe, secure environment, and that their property and that of the College is safeguarded.

In an effort to both increase security and decrease access time, selected locations have been designated to be equipped with combination type locking devices. This will allow the competent authority of that area to issue access authority independently of Campus Safety by releasing combination code to those authorized to have access. Those locations include:

- Clough Hall rooms 111, 312, 319, and 206;

- Hassell Hall (Music Library);
- King Hall (Phon-A-Thon Room);
- Ohlendorf Hall room 421 (SUN Lab);
- McCoy Theatre (Costume Room);
- The Payton Nalle Rhodes, Tower, room 326 (Lab); and
- BCLC locker rooms and other locations

All buildings listed above have one or more fob doors for 24-hour access to exterior doors.

When employees need to enter an academic or administrative area under the conditions described above, they may request authorization from an appropriate departmental representative to be put on an access list for the building. Alternatively, employees may request that they be issued keys, discussed below. Individual employees may not place a student on a building access list without approval of the appropriate departmental representative.

Persons who have been placed on the access list may personally appear at the Campus Safety Office to register and be admitted to the areas for which access is authorized. Alternatively, they may telephone Campus Safety and be met at the area/building by a representative of Campus Safety, if someone is available.

Persons granted access should notify Campus Safety when their business is completed, so that a record of occupancy may be maintained in the event of an emergency, and so that the area may be secured when it has been vacated.

Certain areas such as the Writing Center, the Computer Labs, and the Language Center are restricted and not subject to access authorizations except by certain individuals responsible for their operation.

College policy regarding on-campus solicitation prohibits door-to-door sales, sales meetings with groups, and, with very few exceptions, all of which must be approved by the Dean of Students, “setting up shop” on campus.

Employees do not have authority to give salespeople or any other third party permission to meet with employees or students on campus unless they have prearranged appointments. Because of past unpleasant experiences, members of the College community are advised to be wary of the following situations:

- Anyone who asks for money in exchange for a product or service which they claim is endorsed by or connected with Rhodes. (Excluded are tuition, room, board, books, and fundraising-related services which obviously are College sponsored.)
- Salespeople (particularly the very persistent ones) wanting names of students or permission to see students.

Keys

Employees may be issued keys to the office in which they work and fob access to the exterior door to the building in which the office is located. Employees should not lend or provide an extra copy of such keys to students.

Request for keys must be submitted on a Physical Plant work order, and will be subject to the approval of the Director of Campus Safety or designee. The work order should indicate the specific location of the door and the name of the person who will have custody of the key and specific reasons outlining need for a key. Additional information may be sought by the Director of Campus Safety or designee from the requesting party. If the request is approved, the requesting party will be emailed for pick up at Rhodes Express.

When the key is picked up, the individual to whom it is issued must sign personally a custody receipt for the key. No one may sign the custody receipt for another person.

If the key is a replacement for a previously issued key that is no longer needed due to change of work place, the key that is no longer needed must be turned in before a new key can be issued. Keys may not be “passed on” to other employees except at the direction of the Director of Campus Safety or designee.

If a key request is denied, the person requesting the key may appeal to the Vice President for Finance and Business Affairs.

If access is needed to an area on a temporary basis, the Access List system should be considered as an alternative to the issuance of a key.

Employees whose employment with the College is ending must turn in all previously issued keys before the final paycheck is released. Keys will be turned in to the Director of Campus Safety or designee, who will verify that all issued keys have been turned in.

All persons will maintain personal custody of any keys issued to them. Keys, which are maintained at a department level for check-out as needed, must be carefully controlled and accounted for with a sign-out/sign-in system within the department.

Broken keys will be replaced upon request at no charge if the broken key is turned in. However, the Director of Campus Safety or designee will verify that the original key was properly issued. Lost keys will be replaced at the cost of the new key. However, the Director of Campus Safety or designee will verify that the original key was properly issued.

If, in the judgment of the Director of Campus Safety or designee, the loss of a key represents a potential breach of security or compromise of the safety or security of persons or property, the Director of Campus Safety or designee may direct that the lock be re-keyed and all costs involved be charged to the department responsible for custody of the key.

Business Meals

Business meals are meals that have a bona fide College business purpose with business guests. A reasonable number of College employees are permitted to accompany each business guest to a business meal. Costs must be appropriate, given the College's nonprofit status, and must also fall within any guidelines issued by the Vice President for Business and Finance.

When a guest of an employee attends a business meal, it is at the employee's expense unless business guests are similarly accompanied. Meals and alcohol are not allowable expenses for off-campus meals where College employees are the only attendees. This policy does not apply to professional development activities such as faculty and staff retreats, as those have a bona fide College business purpose.

Critical Safety Communications

When a crime or other incident occurs that poses a threat to the campus community, Rhodes issues three types of Critical Communications:

- Emergency Notifications
- Timely Warnings
- Campus Safety Alerts

Emergency Notification. A notification required by the Clery Act that is issued immediately upon confirmation of a significant and immediate emergency or dangerous situation occurring on or near campus that poses an immediate threat to the health or safety of members of the campus community. Examples include a natural disaster like a tornado, a chemical spill or other environmental disaster, or the presence of an active shooter on campus.

Most commonly, the College will use RhodesAlert, a mass notification system capable of delivering urgent message to multiple recipients, depending upon the situation and information available. (Example: Tornado warning for Rhodes College - go to the lowest interior area of the building. Avoid windows and doors). In addition to RhodesAlert, the College also uses an addressable outdoor warning system (siren/public address) for communicating during critical incidents.

Timely Warnings. An advisory required by the Clery Act that is issued about a Clery Act crime occurring within a Clery reportable location and representing a serious or continuing threat to members of the campus community. Generally, Rhodes distributes this information by email.

Campus Safety Alerts. A discretionary alert issued about an incident that does not meet the criteria of a Clery Act crime occurring in a Clery reportable location but that may constitute a threat to members of the Rhodes community.

The College may issue a Campus Safety Alert to advise the campus community about critical incidents or situations that may or may not be crime-related. Campus Safety Alerts provide information enabling individuals to make informed decisions about their health or personal safety. The Clery Act does not require Campus Safety Alerts as defined in this policy.

The College follows national best practices by communicating incidents of which it is aware that occur within a reasonable distance from the campus. Rhodes will deliver this information either by email, RhodesAlert, or a combination of both.

Compensation

Pay Period. All Rhodes employees are paid biweekly. In case a regular pay day falls on a bank holiday, the checks will be released on the last banking day preceding the scheduled pay day.

Overtime. Overtime must be authorized in advance by the employee's supervisor. Overtime is paid to non-exempt employees at time and a half for all hours worked over 40 hours in the designated work week.

Special Compensation Payments for Staff. Any stipend or compensation in addition to regular salary for staff employees must be submitted in writing and approved in advance by the Vice President for Finance and Business Affairs. The approved written request and justification must be included with the processing of stipend payment(s). For special compensation policies for faculty, see the Faculty Handbook.

Staff employees with an exempt job classification ordinarily may not receive additional payments for performing their duties, including time worked outside of the employees' regularly scheduled work hours. Rarely, and only with prior approval from the Vice President for Finance and Business Affairs, non-exempt staff employees may be compensated at different hourly rates for work outside their normal work week schedule (e.g. nights or weekends), if the duties and responsibilities are materially different than those duties required of their current job. However, hours worked under this exception will not exceed 2½ hours per week in excess of the normal 37.5 hours in the weekly pay cycle and will be paid to the employee, not banked as compensatory time.

Compensatory Time. Full-time non-exempt staff employees will receive compensatory ("comp") time for any approved hours worked beyond their normal work schedule up to a maximum of 40 hours per week. After 40 hours, such employees will be paid wages at their overtime rate. Comp time must be exhausted before using accrued vacation hours. Accrued, unused comp time will be paid out at termination.

Supplemental Pay. Supplemental Pay is defined as additional pay to staff employees for assuming temporary new duties and responsibilities in addition to those currently required of the job description. Such pay can be provided to an employee who is assigned materially different or significant additional duties and responsibilities on an interim basis for a limited period of time (i.e. temporary supervisory duties due to organizational change, vacancy or leave of absence). Requests by a supervisor for supplementary pay for an employee taking on additional duties may be considered but must be approved in advance by the Vice President for Finance and Business Affairs. Only after supplemental pay has been approved may the matter be discussed with the employee.

Payroll Deduction. Deductions from each employee's gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required by law or to maintain compliance with other regulatory agencies. Such deductions may include federal income tax withholding, social security, wage garnishments, personal bankruptcy payments, and child and/or family support. After written authorization, voluntary reductions will be made for elected benefits such as supplemental retirement, flexible spending account, dependent care reimbursement, United Way, Rhodes Annual Fund contributions, or various College-sponsored voluntary benefits. Once an employee's resignation is received in the Human Resources Office, effective with the next payroll, any outstanding debt owed must be repaid.

Direct Deposit. Employees may have their pay checks automatically deposited in accounts at any financial institution of their choice by maintaining their payment elections in Workday while on the campus network. If changes to payment elections are required while an employee is unable to be using the campus network, please contact the Finance Office.

Disruptions. If the work of the College is stopped or is disrupted by an act of God (e.g. earthquake, flood) or other reasons, the College is not obligated for salaries or compensation but will make every effort to meet these obligations depending on the financial position of the College.

Deductions from Salary for Exempt Employees. Rhodes pays its employees according to the requirements of the Fair Labor Standards Act ("FLSA"), which governs which employees must be paid overtime (non-exempt employees) and which employees are exempt from the payment of overtime (exempt employees). In general, the FLSA requires that exempt employees be paid on a salary basis, and deductions from such salary may be permitted on a very limited basis for such things as:

- For absences of one or more full days for personal reasons
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick pay plan
- To offset amounts employees receive as jury or witness fees or for military pay
- For absences due to a work-related illness or injury where the employee is compensated for the loss of salary under the applicable workers' compensation laws
- For penalties imposed in good faith for infractions of safety rules of major significance
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.
- For partial day absences pursuant to intermittent family and medical leave

Rhodes is committed to avoiding improper deductions for exempt employees and will act promptly to remedy any situation in which such a deduction may have been made by reimbursing the employee for any such improper deductions not later than the first pay day upon which the reimbursement reasonably may be made following a determination that the deduction was improper.

Any employee who believes that a deduction from salary is improper should discuss the matter with Human Resources. The College will promptly (normally within two business days) make a determination as to whether the deduction is proper. If the College decides the deduction was improper, reimbursement will promptly be made. If the College decides the deduction was proper, the employee will be furnished a written explanation of the decision. The employee should ordinarily initiate this inquiry within two business days after being paid or being notified of the deduction unless special circumstances justify later action.

Grievance Policy

Rhodes College is committed to providing a work environment in which employees are encouraged to do their best work in an atmosphere that promotes teamwork, personal development, and good communication among colleagues. Rhodes also recognizes that there may be times when employees feel that their work environment is not productive. This may be so for a number of reasons, including conflicts with a co-worker or supervisor, perceived lack of training or resources, concerns about advancement or compensation, situations in which the employee feels they have been treated unfairly or discriminated against, personal issues that are affecting performance or attendance, or other similar concerns.

If you would like to raise a concern such as this, contact Human Resources at hr@rhodes.edu or your immediate supervisor. In the case of faculty, this would be your Department Chair. If you are uncomfortable reporting your concern to your immediate supervisor, you may also report your concern to your next-level supervisor or, in the case of faculty, to the Provost's Office. You may be asked to put your complaint in writing.

An investigation will then take place. Depending on the nature of the complaint, the investigation may include a personal interview, review of pertinent documentation, and interviews of other people with relevant information. Every effort will be made to conclude the investigation within thirty days of receipt of the complaint, but there may be times when it will take longer. The complainant will be kept advised of the status of the investigation.

At the end of the investigation, a resolution will be proposed. If the employee is not satisfied with the proposed resolution, the employee may go to the next level supervisor or, in the case of faculty, to the Provost. The decision of the applicable Vice-President or, in the case of faculty, the Provost, will be considered final.

The College strives to resolve complaints as quickly and confidentially as possible while ensuring that enough information is collected to reach a proper resolution. Retaliation for using this process will not be tolerated and should be reported promptly to Human Resources.

Cashing Checks

Employees of the College may cash personal checks at Rhodes Express in Burrow Hall. For the safety of the Rhodes Express personnel, so that large amounts of cash do not have to be kept on hand, a maximum of \$100 per day and \$200 per week has been established. Third party checks

will not be accepted. A charge of \$25 will be assessed for any returned check; any second offense will result in loss of check cashing privileges.

Conflict of Interest

Employees of the College should avoid a conflict of interest, defined as involvement that limits a person's ability to support the best interest of the College when performing their job. A conflict of interest may take various forms. It begins when an employee is or may be in a position to influence the College's business, research, or decision-making that could lead to any form of personal gain for the staff member or others closely associated with that College employee. No employee should have any financial or other interest in business transactions or relationships that could reasonably be construed to give rise to a conflict of interest, real or apparent, that would affect independent and unbiased judgment in carrying out an employee's duties to the College.

An employee shall be considered to have a conflict of interest if:

- Such employee has existing or potential financial or other interests which impair or might reasonably appear to impair such employee's independent, unbiased judgment in the discharge of their responsibilities to the College, or
- Such employee is aware that a family member (which for purposes herein shall be a spouse, parents, siblings, children and any other relative if the latter reside in the same household as the employee), or any organization in which such employee (or family member) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interests.

All employees shall disclose to the Vice President for Finance and Business Affairs any possible conflict of interest at the earliest practicable time to allow the College to take appropriate action to address the conflict of interest. Failure to disclose a conflict of interest may result in disciplinary action including, but not limited to, termination of employment.

Court Appearances

Staff employees who need time off to attend court, either voluntarily or pursuant to subpoena, for a matter that does not involve Rhodes College must use vacation for such appearances. All employees, including faculty, employees should provide as much notice as possible to their supervisor if they need time off for a court appearance in a personal matter.

If an employee must appear in court or for a deposition in a matter related to Rhodes, such time will be considered time worked for the calculation of overtime.

College Credit Cards and Use

This policy applies to all employees who have been issued a Rhodes College credit card ("College Card") as part of their job duties or have been given access to a College Card for approved expenditures.

Purpose of College Credit Cards. Rhodes College has established a Corporate Credit Card program with Bank of America. College Cards are authorized for business travel related expenses, College business entertainment, and small dollar purchases of goods and services as required during the normal course of College business. College asset purchases, (i.e. electronics, equipment, computers, furniture), contracted services, and large dollar purchases will require a purchase order (“PO”) through Workday and must not be paid with a College Card.

Eligibility. College Cards may be issued to full time employees in good standing upon approval by the Finance Office when deemed necessary due to travel and/or purchasing and operational responsibilities. College Card requests should be sent to the Associate Controller/Director of Accounting by the employee’s supervisor with justification for the need. College Card privileges may be rescinded at the discretion of the Finance Office. College Card accounts will be closed upon notice of employee resignation or three weeks prior to the last day of work, whichever is the greater time period. Holders of College Cards must sign the Cardholder Agreement form acknowledging that they have reviewed and agree to comply with these and any related policies.

Credit Card Statements. College Cards are issued in the employee’s name and charges are paid by the College to the bank. Individual card statements are made available to the Cardholder every two weeks. Cardholders are responsible for reviewing the statement to ensure that all charges are valid. Any erroneous charges must be addressed and fraudulent charges must be reported to the Bank and Associate Controller immediately. Failure to file a timely and proper fraud claim may result in personal liability for the charges.

Responsibility of Cardholders. Cardholders are responsible to the College for all charges on their Card and must retain transactional evidence to support all charges. Charges must be reconciled through a Workday expense report within 14 days after the close of the bi-weekly billing period.

Per IRS guidelines, the use of College resources may become taxable to the employee unless the expense is properly substantiated with a qualified business purpose and detailed documentation within a reasonable time frame as defined by the employer’s Accountable Plan. Rhodes has defined a reasonable time period as within sixty days from the date of the transaction.

Not Allowed on College Cards. Use of the College Card is not allowed for cash advances; payments through Pay Pal, VENMO, and other mobile cash payment applications; purchases from campus vendors operating the bookstore, mailroom, and dining hall; Amazon purchases through personal accounts, personal charges, and personal reimbursements made through cash apps. Donations to other non-profit organizations or political organizations are not allowed with College funds. As a non-profit organization, contributions to other non-profits could risk the tax-exempt status of the College per the IRS.

Expenditure Reporting. College Card charges must be reconciled to the College by submitting an expense report through Workday with a clear business purpose and substantiating documentation. A description of each transaction should be detailed enough for all approvers to clearly understand the nature and business purpose of the expense. Simple generalizations (i.e., “airline ticket,” “dinner,” “internet purchase”) and acronyms (i.e., “APA conference,” “CAPP

fee”) are not sufficient and could result in the report being returned for additional information. All College expenditures will be made available for review by the College’s internal and external auditors or regulatory agencies as needed. Expenditures and expense reports may be subject to review for up to three years or longer as determined by the IRS.

Receipts and Substantiating Documents. Receipts for purchases of \$50.00 or more must be attached to the Workday expense report. **Exceptions:** Itemized receipts, regardless of the amount, are required for all the following expenditures: travel and entertainment expenses, including meals, car rentals, fuel, ground transportation, hotel, and airline expenditures; purchases from book and general merchandise sellers such as Amazon, department stores (Target, Walmart, Walgreens, etc.) and wholesale warehouses (Sam’s, Costco, etc.)

Receipts must show all details of the transaction and not just confirmation of an amount paid. Required details: vendor name, city/state, amount paid, date and time of transaction, form of payment, and clear details of all items or services purchased. Additional supporting documentation may be required to substantiate purchases, travel and contractual expense if the payment document does not provide all details. Receipts must be attached to the expense report and must be in a digital format that allows the image to be opened with standards software (i.e., pdf, jpeg, etc.). Embedding electronic links or uploading documents with electronic links to websites or folders is not acceptable. Out-of-pocket expense receipts must be submitted for reimbursement within 60 days of purchase or the beginning of the current fiscal year, whichever date is most recent.

Meals and entertainment. Itemized receipts as well as the signature copy showing tip must be attached to the expense report for these meals. A business purpose must be given for all meals and entertainment expenses and all attendees must be listed, including their relationship to the event. Failure to report the itemized receipt or attendees for meals could result in personal liability for the expense.

Personal and Improper Use of College Credit Card is Prohibited. The College Card may not be used for personal purchases. All expenditures must have a verifiable business relationship to the College. Should an inadvertent personal transaction appear on the College Card, notify the Director of Accounting in the Finance Office immediately with information regarding the transaction. Reimbursement to the College must be made immediately. Personal and improper charges may include but are not limited to personal items, services and fees, and non-qualified, unapproved or unreasonable business expenses. Violators of College policies through personal use/misuse and misrepresentation will be subject to disciplinary action, including but not limited to loss of Card privileges, required reimbursement to the College, and discipline, up to and including termination.

Review of Credit Card Expenditures by Supervisor/Budget Manager. Workday expense reports must be reviewed and approved by the Cardholder’s immediate Supervisor or funding Budget Manager. The Supervisor or Budget Manager is responsible to review all charges; ensuring that expenditures are appropriate and reasonable, have a clear business explanation and documentation meets policy requirements. The Supervisor or Budget Manager is also responsible for approvals made on their behalf through their assigned Workday delegates.

Travel Pre-approval. All business travel must be pre-approved by the traveler's Chairperson or Supervisor. Funding must be pre-approved by the appropriate Budget Manager for the funding source.

Gift Cards, Prizes, and Awards. Gift cards cannot be purchased without prior approval of the Finance Office and are generally discouraged. All gift cards of any value given as gifts of appreciation, prizes, or awards are taxable to the recipient. Tangible gifts and awards over \$35 are also taxable to the recipient. Call the Finance Office for directions on how to handle these situations prior to making any purchases.

Computers, Peripherals, and other Electronic Devices. (Purchase Orders may be required) No computers or peripheral equipment may be purchased without the pre-approval of the Director of Academic Technologies in Information Technology Services and also the approval of the Provost when applicable. Computing software and hardware must conform to the College's standards for authorized computers. Educational pricing may be available through ITS sourcing. Please refer to the Information Services section of the College Handbook. Computers and peripheral devices purchased with any source of funding through the College become the property of the College.

Sales Tax Exemptions. As a tax-exempt organization, no sales tax will be paid by the College on major purchases in applicable states. Rhodes has a sales tax exemption in four states - Tennessee, Texas, New York, and Florida. Sales tax exemption certificates are available through the Finance Office and may be used for business travel, restaurants, and other purchases in these states.

The College sales tax exemption is only allowed on business transactions. Misuse of the sales tax exemption applied to personal charges, services, and membership accounts could result in the loss of the exemption privilege for the entire College. Not all Rhodes organizations and affiliated programs qualify to use the College sales tax exemption but many sanctioned student organizations are qualified. Sororities and Fraternities do not qualify to use the College tax exemption. Call the Finance Office if there are any questions about what qualifies for the benefit.

Employee Discipline and Termination

This policy does not apply to faculty. For information about faculty discipline, see the Faculty Handbook.

The College has a progressive disciplinary system which provides employees with opportunities for correction in a fair and transparent manner. In order to maintain and operate the College in the best interest of both the employee and the College, it is necessary that all employees adhere to certain standards of conduct designed to create a friendly, cooperative, and effective work atmosphere. This requires each employee to respect the rights and feelings of others as well as assure that each employee's personal conduct is not harmful to others or to the College. Any employee who is found to have violated a rule or regulation of the College or the department, will be subject to disciplinary action up to and including discharge. The following steps are typical of the procedure followed to counsel the employee; however, each situation is unique and

the College reserves the right to choose the level of disciplinary action it deems appropriate at any time including, but not limited to, immediate termination.

Verbal Counseling. If an employee's work performance or conduct is unsatisfactory, the supervisor should communicate this information to the employee through personal counseling. The supervisor should also provide suggestions to the employee for work improvement in the form of reasonable and attainable goals. Verbal counseling will be documented and signed by the supervisor and the employee and maintained by the employee's supervisor.

Written Warning. When verbal counseling does not correct the performance or conduct issue, or when a more serious violation is involved, the supervisor should consult with the Chief Human Resources Officer or their designee to obtain approval to issue a written warning. Once the written warning has been approved, the supervisor and the Chief Human Resources Officer should meet with the employee regarding the deficiencies in performance and/or conduct. The written warning is a written summary of the unsatisfactory performance or conduct as well as any violations of College policy. The warning should also contain reasonable and attainable goals for the employee with specific dates for completion. Both the supervisor and the employee should sign the written warning. The employee may attach a written statement to the written warning. The written warning and any attachments should be forwarded to Human Resources for retention in the employee's personnel file.

Suspension Without Pay. If a written warning does not correct the performance or conduct, or when a very serious violation is involved, the employee may be given a disciplinary suspension without pay for up to 5 working days. Prior to suspending an employee, the supervisor must obtain approval of the Chief Human Resources Officer or their designee. Once the suspension has been approved, the supervisor and Chief Human Resources Officer should inform the employee of the unsatisfactory performance or conduct resulting in suspension and record the meeting in writing. Both the supervisor and the employee should sign the written record of suspension. The employee may attach a written statement to the written warning. The written record of suspension and any attachments should be sent to Human Resources for retention in the employee's personnel file.

Termination. If unsatisfactory performance or conduct continues beyond suspension, or in the event of a very serious violation, the employee may be terminated. Each supervisor must gain the written concurrence of the appropriate Vice President or Dean after consultation with the Chief Human Resources Officer before initiating a termination action. The supervisor and Chief Human Resources Officer should meet with the employee to communicate the termination.

The following is a non-exhaustive list of conduct that may lead to discipline, up to and including termination without prior warnings or suspensions as determined by Rhodes in its sole discretion. Rhodes reserves the right to take disciplinary action against or terminate an employee for other conduct it deems unacceptable that is not specifically listed here.

- Threat of violence or physical harm to any individual;
- Stealing property of the College or of another person;
- Damaging property of the College or of another person;

- Reporting to work while under the influence of alcohol or illegal drugs in violation of college policy;
- Using alcoholic beverages or illegal drugs while on duty in violation of college policy;
- Falsification of time records or other documents;
- Lying in official matters;
- Refusal to accept instructions of authorized supervisor including but not limited to failure to perform assigned duties, insubordination, or disobedience;
- Receipt of three (3) written warnings in one twelve (12) month period;
- Failure to report to work for three (3) consecutive scheduled work days without notice in violation of the Attendance policy;
- Engaging in sexual activity with a student; or
- Sexual or other harassment based on race, sex, color, national origin, religion, age, disability, sexual orientation, gender identity, genetic information or other protected characteristic.

Employee Resignation

This policy does not apply to faculty. For information related to separation of employment, see the Faculty Handbook.

Procedure. In order to leave in good standing, an employee wishing to terminate their employment with the College must submit a written resignation with their supervisor (at least two (2) weeks prior to the effective date stating specific reason(s) for the resignation as well as the effective date. The employee's resignation must be forwarded promptly to the Chief Human Resources Officer. The employee is also responsible for submitting their resignation in Workday. Failure of the employee to give such notice may result in denial of future employment with the College and forfeiture of accumulated vacation payout. (See "Exit Interview" and "Final Paycheck" sections.) Once an employee's resignation is received in the Human Resources Office, effective with the next payroll, any outstanding debts owed to the College will automatically be deducted from the remaining paychecks to the extent allowed by law. (See Final Paycheck below for terminal benefit pay.)

Exit Interview. Human Resources may conduct an exit interview for employees terminating their employment regardless of reason, and includes discussion of employee benefits that may be continued by the terminating employees at their own cost and other issues as applicable.

Return of Property and Completion of Outstanding Business Processes. All College property such as keys, uniforms, credit cards, laptops, etc. must be returned to the employee's supervisor or Human Resources by the last day worked. All business processes, such as reconciliation of all credit card charges, should be completed by the last day worked.

Terminal Benefit Pay-Vacation. Time records will serve as documentation of vacation hours due. For director level and above employees, a written request that has been approved by the employee's supervisor is necessary. The Vice President for Finance and Business Affairs may review these requests. An employee may not use vacation for the purpose of extending their date

of termination. For more information regarding payout of unused vacation time, please refer to the College's Staff Vacation Policy.

Final Paycheck. The final paycheck for an employee who has resigned will be issued on the next regular payday after the date of termination. Final paychecks may be deposited directly, picked up at Rhodes Express or mailed at the option of the employee. The final paycheck will represent compensation for hours worked and accumulated vacation time up to limits allowed by the Vacation Policy and compensatory time minus outstanding debts to the College (bookstore balance, parking violation fines, etc.) to the extent allowed by law. No payment will be made for unused sick leave. For directors and above whose time is not tracked through payroll, a written request that has been approved by the employee's supervisor is necessary. The request should be forwarded to the Human Resources Records Specialist in the HR office.

Employment Status and Job Categories

As with most post-secondary institutions of higher learning, Rhodes has traditionally referred to "faculty," "staff," and, less often, "administrators." For purposes of this handbook, however, faculty, staff and administrators are all employees, and that is how they are referred to for the most part. There are a number of ways that Rhodes differentiates among employees, all of whom fall into various job classifications. This section discusses the different ways that Rhodes classifies its employees and how that affects their status.

Faculty v. Staff

Faculty employees are those whose terms and conditions of employment are governed by an annual contract, which can be full-time or part-time. For further discussion of those terms and conditions of employment unique to faculty, see the Faculty Handbook.

Staff employees do not have a written contract of employment. The employment relationship between staff and Rhodes is "at-will." At-will employees may terminate their employment relationship with the College at any time with or without reason, cause, or notice. The College may likewise terminate an at-will employee at any time with or without reason, cause, or notice.

Staff employees are classified based on their hours worked per week and their months worked per year according to the following categories:

- 37.5+ hours/week — 12 months/year (full time).
- 37.5+ hours/week — 10 months/year (full-time).
- Less than 37.5 hours/week — 12 months/year (part-time).
- Less than 37.5 hours/week — 10 months/year (part-time).

Full-time employees are eligible for the benefits described in this handbook. Part-time employees are entitled to benefits only to the extent specified. For more information, consult the Benefits section of the handbook. Individuals whose employment is incidental to the educational programs at the College, who are employed by the College primarily as a consultant, or who are

employed by or through the College on the basis of grants and/or contracts and/or agency agreements are eligible only for social security and worker's compensation coverage.

Staff employees may also be considered "introductory" or "regular" employees. Introductory employees are those who have not yet successfully completed their introductory period. Regular employees are those who have successfully completed their introductory period. Both introductory and regular employees are at-will employees of Rhodes College. For more information, see the Introductory Period section.

Exempt v. Non-Exempt

Exempt employees are employees who, under the guidelines established by the Fair Labor Standards Act (FLSA), are not subject to minimum wage and overtime pay requirements. To qualify for exempt status, employees' specific job duties and salary must meet all of the requirements of the Department of Labor's regulations regarding executive, administrative, professional, computer, and outside sales employees. Faculty are considered exempt professionals.

Non-Exempt employees are employees whose job duties and/or wage payments do not meet the definition of exempt under the FLSA. Non-exempt employees are entitled to at least the minimum wage for all hours worked and overtime pay at time and a half their regular hourly rate for all hours worked over 40 in one work week.

Equal Employment Opportunity

Rhodes College does not discriminate on the grounds of race, sex, color, age, religion, disability, sexual orientation, gender identity or expression, genetic information, national origin, military service, or any other protected status in hiring, termination, advancement, compensation or any other terms and conditions of employment.

Extreme Weather

Rhodes' extreme weather policy provides for making a decision to close or to delay opening the College when weather conditions warrant. There are two specific provisions for communicating that decision to all students, faculty and staff. These procedures will be used only if Rhodes closes or if its schedule is altered. If the College is closed or opening is delayed, all Physical Plant and Campus Safety personnel should contact their supervisors for information about their schedules.

1. An email and text message will be sent to your cell phone and email address.
2. Closing or altered schedule information will be posted to the Rhodes College webpage.

In the absence of an official decision by the College to close, delay opening or accelerate closing of the campus due to inclement weather, employees are expected to work as scheduled unless

they are concerned that such weather presents a danger to them under their personal circumstances. Staff employees who are unable to work on any day that the campus is open will be charged one (1) full day of vacation or, if they have no vacation available, will take the day unpaid. All employees who are unable to report to work, whether remotely or on campus, because of inclement weather should contact their department supervisor prior to the start of their work day or as soon as possible.

Fraternization with Students Policy

As an educational institution Rhodes College is committed to maintaining an environment, in which its faculty members, students, administrators, and staff members are safe, can be trusted and count on others to be trustworthy, and receive and extend to others respect as human persons. Indeed, mutual respect among faculty members, students and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded.

Because of the commitment to maintaining an environment that supports our educational goals Rhodes College prohibits romantic, sexual, and exploitative relationships between College employees and students. In the event that any such relationship is reported and confirmed, the employee is subject to employee disciplinary procedures up to and including termination in the case of staff employees, or dismissal for cause in the case of faculty members. Please contact Human Resources with any questions regarding this policy.

Virtually all Rhodes employees are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, is subject to their direct supervision, or has some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of employees who are in positions where they can affect the terms and conditions of a student's standing at the College.

Even if a student consents to a romantic relationship with a Rhodes employee, the existence of such a relationship could have unintended adverse effects on both the student and the educational environment of the College. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Some circumstances in which employees work with students can have the potential for the exploitation of students. For example, a work-study student might be asked to perform services that go beyond the terms and conditions of the work-study assignment, e.g. child care or personal business transactions. In such cases, it must be clear that the student may decline such personal invitations without any adverse consequences. It may be that a work-study student will respond to an invitation to provide personal assistance, but this relationship must be one in which the student volunteers, is offered and accepts a fair wage for services, and one which bears no relationship to the continuation of or the evaluation of the work-study assignment.

There are exceptional circumstances in which the spouse or partner of a College employee is a student at the College. This fraternization policy does not apply in such circumstances. The Provost, in consultation with the Chief Human Resources Officer, is the administrative officer who determines whether an exceptional circumstance applies.

Identification Cards

All students and employees are required to have a Lynx Card I.D. Members of the Rhodes community may be asked by Campus Safety Officers to identify themselves with their Lynx Cards. Lynx Cards are required by the Barret Library to check-out books and by the mailroom in order to pick up mail and packages. They are also used to access meal plans in the Refectory and for admission to various College events.

Lynx Cards are made for faculty and staff at the time of hire. New and replacement cards are produced at Rhodes Express. Lost cards maybe replaced for a \$10.00 fee.

The Lynx Card can also be used to make purchases in the Lynx Lair and the Rhodes Bookstore. Funds can be deposited into the Lynx\$ account through the Rhodes website at [https://www.rhodes.edu/student-life/services-support/rhodes-express/payment-services#Lynx\\$](https://www.rhodes.edu/student-life/services-support/rhodes-express/payment-services#Lynx$). Purchases made in the Lynx Lair or Bookstore are deducted from the Lynx\$ account and the new balance is displayed to the cardholder at the point of sale. Further information regarding the use of Lynx\$ is available at Rhodes Express.

Information Technology

This policy addresses the responsible use of information and technology resources at Rhodes. Rhodes provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: internal and external electronic mail (e-mail), telephone voice mail, internet access, videoconferencing, and computer hardware and software. As a condition of providing the previously identified communications access to its employees, the College places certain restrictions on workplace use.

All electronic communication systems, as well as the equipment and data stored, are and remain at all times the property of the College. Therefore, employees have no right of privacy in regard to any activities conducted on Rhodes-provided technology. The College reserves the right to routinely monitor usage patterns for its e-mail and internet communication systems.

Accordingly, all messages and files created, sent, received or stored within the system, including personal, non-business messages and files, are and will remain the property of Rhodes. Personal use of e-mail is permissible, provided such use does not interfere with the individual's job duties, productivity or work performance.

Definitions

The following definitions apply to the policies and guidelines for appropriate usage of technology at Rhodes College.

- “Rhodes computers” refers to computing equipment purchased with institutional funds as well as to computing equipment purchased with personal funds but authorized for and placed on a mediate or immediate location on the Rhodes network.
- “Authorized computers” refers to Rhodes computers that have been inspected by Rhodes Information Services division personnel and certified for connection to the Rhodes network in its configuration. Subsequent hardware, software, or operating system configurations of the same machine may require reauthorization. Authorized computers must conform to the standards as defined below. Requests for exceptions to the standard must be made to the appropriate dean or vice president before a machine maybe purchased or submitted for authorization for a network connection.
- “Appropriate dean or vice president” refers to one’s corresponding representative at the level of dean or vice president. For example, students are to contact the Dean of Students, faculty the Dean of the Faculty, and staff their divisional head.
- “Information Services” refers to the array of services provided by the division of Information Services and includes equipment procurement, equipment support, user support, and system and account administration.
- “Authorized users” (hereafter also “users” unless specified as “unauthorized users”) refers to individuals who may exercise the privilege to use Rhodes computers or Rhodes information services. Use of the Rhodes computers is limited to those persons identified under the following item, User Privileges, and is subject to the following standards of use.

User Privileges

Any Rhodes faculty, staff, or student, full-time or part-time, may use the Rhodes computers for any academic purpose. No employee or student may use Rhodes computers for commercial ventures. No employee or student may use Rhodes computers on behalf of external organizations or persons unless such use is directly related to Rhodes courses or to faculty research and professional development and is approved by the appropriate dean or vice president.

User Responsibilities

Cooperative Use. Collegiality demands the practice of cooperative computing. In addition to following the intent of other policy statements on student conduct and employee conduct, it entails:

- Regular deletion of unneeded files from one’s accounts on shared computing resources.
- Refraining from overuse of connect time, and network services such as information storage space, printing facilities, processing capacity and bandwidth.
- Refraining from use of sounds and visuals, which might be disruptive or offensive to others.
- Refraining from use of any computing resource in an irresponsible manner.
- Refraining from unauthorized use of departmental or individual computing resources.

Violations. Violation of any portion of the Computer Usage Policies will result in suspension of one’s privileges for use of Rhodes computers and information technology services until the

appropriate dean or vice president approves reauthorization of access to equipment and services, in addition to any other penalty that maybe imposed under other College rules. Users must not conceal or help to conceal or “cover up” violations by any party. Users are expected to report any evidence of actual or suspected violation of these policies to the Chief Information Officer.

Rhodes College is authorized to investigate alleged or apparent violations of college policy or applicable law using whatever means appropriate. Rhodes reserves the right to monitor use of Rhodes computers and to access, inspect and/or download any and all information stored on Rhodes’ computers in the course of such investigation. Information Services is authorized by the college to investigate policy violations and apply reduction or elimination of access privileges while the matter is under review and/or as a penalty for violations. These sanctions may apply to computing accounts, networks, college-administered computing rooms, and other services or facilities. A college user accused of a violation will be notified of the charge and will have an opportunity to respond to the appropriate College authority before a final determination of any penalty.

Unauthorized Access. Users must not access or attempt to access data or services on a college system they are not authorized to access. Users must not defeat or attempt to defeat any college system’s security, for example, by ‘cracking’ or guessing user identifications or passwords. Additionally, users must not permit or assist any unauthorized person to access college systems. Unauthorized use includes giving a valid username and password to any unauthorized individual, business, or agency outside of the Rhodes community. Unauthorized use also includes giving an authorized user access to a service or equipment for which the user is not authorized by giving a valid username and password. Users are responsible for the security of their college system accounts and passwords. Accounts and passwords are not to be shared. Users are presumed to be responsible for any activity carried out under their college system accounts. Users must not conceal their identity when using college systems, except when anonymous access is explicitly provided. Users must not masquerade as or impersonate others.

Unauthorized Services. Users must not run unauthorized servers, including but not limited to DNS, DHCP, email, file sharing, print, video or audio streaming, web, peer-to-peer, or other application services. Such services disrupt and in some cases disable central services. Authorization to run a service may be obtained upon approval from the Chief Information Officer.

Denial or Disruption of Service. Users must not deny or disrupt or attempt to deny or disrupt service to other users by means of excessive consumption of resources, distribution of computer “worms” or viruses, excessive computing load or deliberately causing the failure of any system resource, including email, bandwidth, or web services. Knowing or reckless distribution of unwanted mail or other messages is prohibited. Uses of computer resources that may cause excessive network traffic are prohibited. Equipment causing service disruptions will be removed from the network immediately, the user notified of the removal, and then arrangements made for repairing the equipment to avoid further disruption upon reconnection to the network.

Data Networks. Users publish information in electronic forms on Rhodes equipment and/or over Rhodes’s networks. Rhodes has no intention or opportunity to screen such private material and

thus cannot assure its accuracy or assume any responsibility for this material. Users must observe all applicable policies and laws when using such networks. Users must not download or post material that is illegal, such as child pornography or proprietary, such as copyrighted music, software, video, text or other intellectual property. Discovery of such material will result in its immediate removal and possible disciplinary action.

Modification of Data or Equipment. Without specific authorization, users of college systems must not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. Users must not make or attempt to make any deliberate, unauthorized changes to data on a college system. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example, by 'promiscuous' bus monitoring, network "sniffing," port scanning, wiretapping, or using an unprotected system that has been logged on. Without specific authorization by the Chief Information Officer, users must not remove any College-owned or -administered equipment or documents from a college system. This rule protects data, computing and communications equipment owned by Rhodes College, or any other person or entity authorized as part of the Rhodes computing community.

Privacy of Personal Records. The College observes the requirements of the following regulations:

- Americans with Disabilities Act of 1990 (ADA)
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Gramm-Leach-Bliley Act of 1999 (GLBA)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Every individual who, in the course of performing their duties, has access to personal data is charged with maintaining the highest standards of conduct with regard to those data. Accordingly, the College requires everyone with access to these data to take whatever actions are warranted to protect the privacy of individuals covered by these regulations and abstain from any activity that might compromise that privacy. Violations of these principles will be handled in a manner consistent with the procedures outlined above in "User Responsibilities" and elsewhere in the Handbook.

Information Technology Support

Information Services is located in Barret Library. The division establishes and maintains the technological infrastructure, services, and products required for the students and employees of Rhodes College to make the institution the best residential, liberal arts college it can be. The vision of Information Services is to provide a standard of support that enables the students and employees of the College to explore technological solutions to old and new problems in liberal arts education with eagerness and confidence.

Help Desk. The Help Desk is the central place from which technical problems are solved. The technician who receives your call will attempt to resolve the issue over the phone. If, however,

the technician is unable to solve the problem in a few minutes, then they will assign your call to a staff member who will respond in a timely manner depending on the priority of the request. Call 843-3890 or email. help@rhodes.edu.

Email. Email is available to facilitate the professional and business work of persons employed at the College. It provides a way to communicate on a one-to-one basis and to designated groups. The following guidelines are intended to establish reasonable usage of electronic mail.

- Please do not post personal messages or requests using @facstaff, @faculty or @staff.
- Announcements of College events should be limited to one per event; however, one brief reminder is permitted.
- Please address your electronic mail to the appropriate group. Use @facstaff for all faculty and staff, @faculty for faculty only, and @staff for staff only.
- Create distribution lists to send messages to specific groups rather than blanket the entire faculty and staff with a message that is of interest to only a few people.

Network services. Networked connections and services are maintained by Information Services. No device should be connected to the network without approval of Information Services. Unauthorized servers are not permitted. Please do not post personal messages or requests using @facstaff, @faculty or @staff.

Introductory Period

This policy does not apply to faculty. For job performance standards related to faculty, see the Faculty Handbook.

In order to become a “regular” employee (either full or part-time), each employee must complete an initial introductory period of ninety (90) days following initial employment or reemployment in a regular budgeted position.

This period will be utilized to train and evaluate the employee’s effective adjustment to work tasks, conduct, observance of rules and regulations, attendance, and job responsibilities. It is also a time for the employee to evaluate whether the job is a good fit. The introductory period may be extended for a period of time, at the discretion of the supervisor in consultation with the Chief Human Resources Officer.

New and rehired employees will not be eligible to take Sick Leave and Vacation Leave until they are considered a “regular” employee at the end of their introductory period. The accrual of these benefits, however, begins immediately upon employment. If employees still in their introductory period are absent due to illness or non-work related injury, their pay (only if a full day is missed for exempt employees) will be adjusted to reflect an unpaid absence.

Employees who receive a promotion or transfer to another position at Rhodes will be subject to a new introductory period. Sick time may be utilized if necessary but vacation time is discouraged during this new introductory period. Previously scheduled vacation time must be approved by the new manager and should not exceed one week.

Lactation Policy

For up to one year after the child's birth, Rhodes will provide any employee who is breastfeeding their child with reasonable break times to express breast milk for their baby. Rooms for this purpose are available in the Human Resources Department and Southwestern Hall 201C. A small refrigerator reserved specifically for the storage of breast milk is available. Nursing parents wishing to use this room must request and reserve the room by contacting the Benefits Service Manager at 843-3750 or hr@rhodes.edu.

Mandatory Reporting

In order to protect our students, all Rhodes employees (except confidential resources as defined below) are required to report to the Title IX Coordinator or a Deputy Title IX Coordinator any information that comes into their possession that would indicate that a student has been subjected to any type of sexual harassment, including sexual assault, stalking, dating violence or domestic violence, or other sexual misconduct such as sexual exploitation or coercion, regardless of where it occurred. The College Chaplain and any licensed member of the Counseling Center staff and any Health Services staff are considered "confidential resources" and are not considered mandatory reporters for purposes of this policy. Student employees are also not considered mandatory reporters under this policy.

The mandatory reporter must provide all reported information, including the name of the potential victim, the name of the accused individual, and other identifying details about witnesses, location, etc. While Rhodes will attempt to maintain the confidentiality of the information, if requested, the mandatory reporter has no right to confidentiality from the Title IX Coordinator or Deputy Title IX Coordinators or to withhold information that may assist Rhodes in its investigation and potential remediation of the incident. A mandatory reporter who fails to properly report an incident involving a student may receive disciplinary action up to and including termination from Rhodes.

If the disclosing individual expresses reservations about sharing information s/he would prefer to keep confidential, the mandatory reporter should refer the disclosing individual to Rhodes' Confidential Resources at the Counseling Center, Health Services or the College Chaplain. No employee (other than the Confidential Resources) can or should promise confidentiality.

Mandatory reporters may assist disclosing individuals with contacting Campus Safety, law enforcement, or other people or resources at the request of the disclosing individual.

For more information, please refer to Rhodes' Title IX Policy, available at <http://sites.rhodes.edu/titlenine/>.

Mandatory reporters also have duties, pursuant to the Clery Act, to report to Campus Safety other crimes or incidents not involving sexual harassment or other sexual misconduct. When in doubt, the Title IX Coordinator can facilitate such reports if requested.

Nepotism and Personal Relationship Policy

Rhodes College seeks to employ and promote the most highly qualified and competent candidates. The College will permit employment of qualified Relatives, Household Members or Intimate Partners of employees as long as: (1) neither employee participates in making recommendations or decisions affecting the appointment, retention, promotion, demotion, termination, salary, or work assignments of the other; (2) one relative does not directly supervise another; and (3) there is no actual conflict of interest or the appearance of a conflict of interest.

For purposes of this Policy, the term “Relatives” includes the following: spouse, parent or step-parent, child or step-child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first cousin, and in-laws. “Household Member” means any person residing in the immediate household of a Rhodes employee. “Intimate Partner” means a person with whom an employ is having or, within the last twelve months, had a romantic and/or sexual relationship.

Each individual is responsible for disclosing that such a relationship exists, including a change in circumstances affecting application of this policy.

This policy applies to employees who marry or become members of the same household during their employment with Rhodes College. Should this become an issue, the College will attempt to find a suitable position within the College to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted to determine which of them will resign.

In exceptional circumstances, there may exist a supervisory relationship between relatives, necessitated by unique qualifications or responsibilities. This will be determined on a case-by-case basis by Human Resources. In such cases, job performance and salary determinations shall be handled by the second level supervisor as approved by the appropriate dean or vice president.

Romantic and/or Sexual Relationships Between Employees

Rhodes College recognizes that relationships of a romantic and/or sexual nature may develop between two employees. These relationships (even when consensual) are potentially exploitive when one employee is the supervisor of the other because of the inherent imbalance of power. In addition, when such relationships come to an end they can potentially lead to claims of sexual harassment.

Because of these potential issues, Rhodes College prohibits employees from making decisions affecting the appointment, retention, promotion, demotion, salary or work assignments of an employee with whom they have a romantic or sexual relationship. When an intimate relationship develops between employees in a supervisory relationship, immediate steps must be taken to terminate the supervisory arrangement and alternative means of supervision must be implemented if feasible.

Each individual has the responsibility for promptly disclosing that such a relationship exists to the Chief Human Resources Officer. An employee's failure to report a relationship may result in disciplinary action for the employees involved – see "Employee Discipline and Termination".

In exceptional circumstances, necessitated by unique qualifications or responsibilities, a supervisory relationship may exist between two people in a sexual or romantic relationship. In these cases, job performance, work assignments and salary determinations shall be handled by the second level supervisor or an alternative supervisor as approved by the appropriate Dean or Vice President.

Parking and Vehicle Use on Campus

Parking and Registration of Vehicles

The Occupational Safety and Health Act (OSHA), Memphis Fire Protection Laws and insurance regulations as well as general safety precautions make parking and traffic control on campus a necessity. Written regulations and appropriate signage are established to facilitate traffic flow, control parking and protect fire lanes and unloading areas as are designated. In consultation with the Rhodes Student Government, the Social Regulations Council, the Traffic Appeals Committee and various other representatives of the Rhodes community, regulations and procedures have been developed for using a motor vehicle on campus. If you have any questions, please contact the Campus Safety office at 843-3880.

All members of the Rhodes community who park on campus are required to register their vehicles, motorcycles and bicycles with the Campus Safety Department and display a current registration decal, if they plan on either driving or parking on campus property. If a member of the Rhodes community drives a vehicle or motorcycle on campus, it must be registered with either a permanent or temporary registration decal. (Exceptions only by the direction of the Campus Safety Director or designee)

Employees should register their vehicles online. Persons choosing not to register their vehicles for campus parking must still abide by all "off campus" parking regulations as listed below.

Decals are colored to indicate registration information and specified parking areas. They must be properly affixed to the lower left, inside driver's side front windshield.

Vehicles parked in handicap spaces must display proper handicap placard or license information. The Memphis Police Department and Campus Safety can also cite violations with fines of \$50 to \$100.

If a "temporary" need to park in a handicap space arises for students, petition must be made to the Director of Disability Services.

Entering Campus

When a Campus Safety officer is on duty at any entrance onto the campus, drivers without decals must stop and check in before entering.

Moving Vehicle Regulations

The maximum posted speed limit is 15 mph. Vehicle operators must have their vehicles under control at all times and further give the appearance that control is being maintained. Speeding or the appearance of speeding or the appearance of lack of control may constitute reckless driving. It is also a standard of all traffic law to practice courtesy and good judgment at all times when behind the wheel.

Driving under the influence of drugs/alcohol on campus is strictly prohibited.

Driving is permitted only on designated, surfaced drives. No vehicles are allowed on grass, lawns or fields without special permission.

“Disregarding Stop Sign Violations” will also be cited as a moving violation.

No Parking Areas

Off ramps, such as those behind Clough Hall and Rhodes Physics Tower provide access to buildings for firefighting equipment and must remain open. Additionally, off ramps provide routes of egress to open areas from many of the campus buildings in case of fire and must be kept free of parked vehicles. If a space is not laned or marked as a parking space, it is considered a violation to park in the space and will be cited as such.

Fire lanes are currently designated as follows:

The lane north/south between Clough Hall and the Physics Tower and Voorhies, Townsend, Williford and Robinson Halls.

The lane north/south between Kennedy Hall and Halliburton Tower and the Robb/White/Ellett Halls, the Refectory, and the Health Center and the Bryan Campus Life Center known as Thomas Lane.

From the “Y” at sorority row east to the Charles Place Gate.

East Village Lane between North Parkway and Bailey Lane.

Gates and barriers at most of these locations are accessible with Fire Department and Campus Safety key devices only. Persons who park in these areas are not only in violation of Rhodes parking regulations, but of the City of Memphis Ordinances as well. Violators’ vehicles could be towed by the City of Memphis in addition to a citation from the Memphis Police Department and Rhodes. Rhodes Campus Safety may also cite violators’ vehicles.

Illegal Parking

All legal parking areas within the college complex are clearly indicated both on site and in publications. Parking in areas other than those properly lined as parking spaces is a violation and will be cited. Parking along curbs, unless clearly marked as a parking space or unless otherwise authorized is strictly prohibited.

Visitor parking is considered “reserved” twenty-four hours per day, seven days a week. Areas designated as visitor parking are strictly reserved for visitors to the campus only. Unauthorized parking will be cited and vehicle may be towed.

Off Campus Parking

While parking on campus is recommended, those who choose to park on streets near Rhodes should be aware of restrictions imposed by both the City of Memphis and also those regulations held by Rhodes College. City of Memphis parking restrictions are so marked.

Rhodes College restricts parking in the following areas where no Rhodes community members are allowed to park: 1) North side of Snowden west of University; 2) South side of Snowden, west of the alley behind Stewart Hall, 3) North side of Tutwiler, west of the entrance to Spann/Stewart Parking lot. These restrictions apply to all members of the Rhodes community.

These restrictions are lawfully supported under an agreement heretofore made with the Vollintine Evergreen Community Association and Rhodes under the direction of the Shelby County Land Use Board.

Temporary Parking Locations

Temporary parking for loading and unloading have been designated and so marked. These areas are for the specific use of loading and unloading and authorized for fifteen (15) minute periods only and further for loading and unloading only. Use of these areas for any other reason is strictly prohibited.

Obstructing Traffic Charges

If a vehicle is parked in such a way whereby two vehicles cannot pass abreast of each other safely because of the parked vehicle, it will be cited for obstructing traffic.

Use of Emergency Flashers

Use of emergency flashers DOES NOT justify parking in violation of regulations and IS NOT an appropriate cause for appeal. Use of flashers does not legitimize a violation of parking regulations. Time elapsed is not an element of a violation. Violating a parking regulation “for only two minutes to run inside” is not a defense for the violation.

Penalties

Fines assessed for traffic and parking violations are indicated on the citation. Payment of the fine is required within ten (10) days of the date of issue unless appealed.

Appeal of Citations

If employees of the college believe they have received a citation in error, they may ask for an appeal of the charges through the Traffic Appeals Board. This board is made up of representatives from the faculty, staff and student populations and is also very involved in the development of all traffic and parking control regulations.

To file an appeal, the employee must do so online within (10) calendar days of the offense. Otherwise the right to appeal is forfeited. All appeals will be heard before the end of the academic year and all will be notified of the outcome.

Performance Management

This policy applies only to staff employees. For performance evaluation of faculty, see the Faculty Handbook.

The College has an annual performance management process for staff employees. The review process, discussion, and evaluation are heavily reliant on the employee's individual position description. The position description contains the qualifications and job duties for each staff job on campus. The job description will be periodically reviewed and updated to document the duties and essential functions actually being performed by staff employees.

The purpose of this annual process is to promote open communication amongst employees and managers, giving employees the opportunity to receive useful feedback on job performance, and to provide an historical record of performance and professional development.

In addition to the position descriptions, there are three community values by which all staff employees are evaluated. These are service, teamwork, and communication. The performance for both the position description review and the community values review are evaluated on the same scale. The scale is as follows:

- a. Exceeds the College's high expectations,
- b. Meets the College's high expectations, or
- c. Does not meet the College's high expectations.

After reviewing the position description with their manager, the staff employee completes a self-evaluation. The manager will complete their evaluation of the employee's performance as it relates to the community values and position duties. The manager and employee will meet to discuss the results of the evaluations and complete the annual documentation process. The evaluation documentation process is completed electronically through the PeopleAdmin Performance Management System.

Personnel Records

The Human Resources Office maintains a personnel file on each employee of the College. Contained in these files is information relevant to the employment relationships and statistical and legal information required by governmental regulations.

Employees are responsible for regularly reviewing their employee record in Workday to ensure accuracy. If necessary, they should update their data in Workday with changes to name, contact information (both personal and work), marital status, federal withholdings, payment elections, beneficiary changes, emergency contacts, etc.

Access to Personnel Records in the Human Resources Office. Employee records are property of Rhodes College. The confidential nature of personnel records is respected by the College and access is granted to only those current employees with a clearly demonstrable job-related necessity. Current employees have access to their own personnel files; however, the removal and/or copying of records is prohibited. To review documents not included in Workday, employees must make an appointment with Human Resources.

References. The Human Resources Office will verify current and past employment, giving only current job title and employment dates. Salary information will be verified by written request only. If employees seek release of employment information beyond title and dates of employment, they must obtain, complete and return the Rhodes Reference Release Form from Human Resources. The Human Resources Office will verify that a Reference Authorization Release Form has been signed and is on file.

Internal Position Change

This policy does not apply to faculty. Information about promotions and transfers applicable to faculty may be found in the Faculty Handbook.

Individuals may apply for an open internal position after successfully completing their introductory period. If the employee has been in their current position for less than one year, then the employee must obtain supervisory approval to apply for an internal position. The employee must notify their immediate supervisor if selected as a finalist in the selection process.

Job opportunities are posted online at rhodes.edu/employment. Employees who find a position of interest for which they are qualified should submit an internal application through the Workday career portal. All internal job applications must be approved to move forward by the Chief Human Resources Officer.

When an employee is officially notified of selection for the new position, at least two (2) weeks' notice must be given to the present department, unless waived by the employee's current supervisor. In the event a promotional assignment is found unsuitable by either the employee or the College, consideration will be given to allow the promoted employee to return to the former

position if available. If not available, and the employee has been counseled and given sufficient time to correct any existing deficiencies, the employee may be subject to termination.

No offer of employment can be made by a hiring manager of one department of the College to an employee of another department of the College without approval of the respective Vice President/Dean.

Any job changes will be effective at the beginning of a new pay period.

Service Animals

Employees with disabilities are permitted to bring a service animal to campus to provide assistance to them in connection with their disability. Requests to bring a service animal to campus should be made in advance to Human Resources. The employee making the request should be prepared to describe what work or task the service animal has been trained to perform. Pets and emotional support animals are not permitted at work. Rhodes reserves the right to deny an employee permission to bring a service animal to work if one or more of the following situations exist:

1. The service animal is not under the control of the employee, and the employee does not take effective action to control the animal within a reasonable period of time under the circumstances.
2. The service animal is not housebroken. For purposes of this policy, “housebroken” means that the service animal is trained to relieve its waste in an outdoor area or, if the animal cannot be taken outdoors through reasonable efforts by the employee, then in some designated indoor area that does not pose a sanitation risk to any persons on Rhodes premises.
3. The service animal otherwise poses a risk to the health or safety of people or other service animals. In determining whether a service animal poses a risk to the health or safety of people or other service animals, Rhodes will make an individualized assessment based on objective indications to ascertain the severity of the risk. Such indications include but are not limited to:
 - a. External signs of aggression, such as growling, biting or snapping, baring its teeth, or lunging; or
 - b. External signs of parasites on the service animal (e.g. fleas, ticks), or other external signs of disease or bad health (e.g. diarrhea or vomiting).

Secondary Employment

This policy does not apply to faculty. For information about secondary employment for faculty, see the Faculty Handbook.

Time Limitations. Paid outside employment for full time employees will be limited to the person's non-scheduled work hours at the College (i.e., evenings, weekends, and vacations or holidays). Work on a second job may not be performed during working hours.

Materials, facilities and ITS Services. Normally in outside employment, no use will be made of Rhodes materials and facilities and ITS services. Exceptions to this policy shall be made only by written authorization from the appropriate Vice President and proper reimbursement to the College.

Name. The use of the College name in soliciting outside employment is prohibited except in cases approved in writing by the appropriate Vice President.

Competition. Providing services to higher education institutions is prohibited. Exceptions to this policy may be made in regard to teaching if the gain for the College is sufficient. Such exceptions shall be made only upon the written approval of the Provost and the President.

College values and goals. Activities to fulfill outside employment should be consistent with Rhodes values and goals.

Non-interference. Activities related to outside employment shall not interfere with one's duties at the College.

Conflict of interest. No full-time employee shall engage in outside employment, whether for extra compensation or not, which would be a conflict of interest with those of the College. Please contact the Finance Office to obtain the required Conflict of Interest Form.

Rhodes reserves the right to require an employee to end a secondary employment job in the event it determines, in its sole discretion, that the job creates a conflict of interest, is contrary to Rhodes' values and goals, interferes with an employee's duties at Rhodes, or is otherwise inconsistent with its business needs. Failure to resign a secondary employment job when requested is grounds for discipline, up to and including termination.

Smoking Policy

Certain areas of the campus are designated as non-smoking. Specifically, all interior spaces of all buildings and all exterior space **within 50 feet of all buildings** are designated as "No Smoking".

In order for Rhodes to have an environment that is relatively free of pollutants or other substances that may be hazardous to one's health, members of the campus community are encouraged to direct those who choose to smoke to do so in exterior locations at least 50 feet away from all buildings.

This policy includes e-cigarettes, which are not permitted for use in any buildings. A violation of the smoking policy is also a violation of the fire safety policy.

Social Media Policy

This policy does not apply to faculty.

Social media at Rhodes extends existing communication efforts to raise the profile and manage the reputation of the College. “Social media” as referenced in this policy refers to any website, platform or application that allows users to create and share content or participate in digital social networking. Participating in social media sites on behalf of Rhodes College is not a right, but a privilege and should be taken seriously and with respect to the broader community. Social media platforms develop and change at a rapid pace, and the policy may be revised from time to time as new platforms are developed and new concerns are identified. The lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Use at Work

- College employees seeking to represent Rhodes via social media outlets, including departmental accounts, must do the following:
 - Observe all obligations, policies and requirements of Rhodes College concerning privacy and confidentiality.
 - Conduct themselves at all times as representatives of the College, and accordingly, adhere to all College standards of conduct and observe conventionally accepted protocols and proper decorum.
 - Identify themselves as an employee of the College.
 - Refrain from using language or images that are obscene, sexually explicit, threatening, intimidating, or harassing; or language that ridicules, harasses, maligns, disparages, or otherwise expresses bias against any person(s) on account of race, religion, sex, age, national origin, disability, or any other protected characteristic.
 - Respect the intellectual property rights of others.
 - Do not combine your personal social media account with the social media account you maintain on behalf of Rhodes.
 - At Rhodes’ request, promptly take down any posts or other information deemed to violate this policy.
- College employees using social media on College-provided devices must not:
 - Circulate or post commercial, personal, religious or political solicitations, chain letters, spam or promotion of outside organizations unrelated to the business of Rhodes College.
 - Use working time to post on social media unless part of an employee’s job duties.

Personal Use

Rhodes recognizes the important part social media may play in the personal lives of its employees. However, in this interconnected world, an employee’s personal social media presence may affect the reputation of Rhodes College. For this reason, Rhodes expects employees to observe the following rules for the personal, off-duty use of social media:

1. Employees engaged in the personal use of social media, whether it be the employee's own sites, the sites of others, media pages, professional sites or other information exchange forums, must not state or imply that they are speaking or acting on behalf of Rhodes or presenting or representing the interests of the College.
2. Employees may not post, transmit, or otherwise disseminate any confidential or proprietary information such as student information, social security numbers, personal health information, business strategies, future planning, or attorney-client communications to which they have access as a result of their employment.
3. Employees may not display the College's name, seal, or logos on their personal web pages in such a manner as to give the appearance of an official site of the College.
4. Employees must refrain from using language or images that are obscene, sexually explicit, threatening, intimidating, or harassing; or language that ridicules, harasses, maligns, disparages, or otherwise expresses bias against any person(s) on account of race, religion, sex, age, national origin, disability, or any other protected characteristic.
5. Rhodes employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the College at any time without prior notice.
6. Rhodes employees should recognize the importance of maintaining professional boundaries between Rhodes employees and Rhodes students when communicating with students on social media platforms.

Substance Abuse Policy

Conduct Prohibited

The use of illegal drugs and/or alcohol by employees and impairment in the workplace due to drugs and/or alcohol are prohibited and will not be tolerated. Engaging in prohibited and/or illegal conduct will lead to discipline, up to and including termination. Prohibited and/or illegal conduct includes, but is not limited to:

1. Being under the influence of alcohol or illegal drugs during working hours;
2. The sale, possession, transfer or purchase of illegal drugs on College property or while performing College business;
3. The manufacture, use, sale, distribution or possession of illegal drugs while on duty;
4. Off-duty use of alcohol or illegal drugs that discredits the College or adversely impacts an employee's ability to do their job;
5. Refusing or failing a drug and/or alcohol test administered under this policy; and
6. Providing an adulterated, altered or substituted specimen for testing.

Illegal drug use includes the use of prescription medication without a valid prescription. Employees are also precluded from reporting to work under the influence of over-the-counter or legally prescribed medications that adversely affect the ability of the employee to safely and efficiently perform their duties.

Employees who organize or sponsor a student group involved in an institutionally sponsored activity of the College, whether on or off campus, have the responsibility to take all reasonable measures to limit the consumption of alcohol to those legally entitled to drink. Reasonable

measures would include (but not be limited to): required use of identification when alcohol is allowed, monitors utilized, etc.

Drug and Alcohol Testing

An employee is subject to testing for illegal drugs and/or alcohol where there is reasonable suspicion to believe the employee is using or is under the influence of drugs and/or alcohol. The decision to test will be based on specific and contemporaneous observations concerning the appearance, behavior, speech and body odors of the employee. Drug and alcohol testing may also be conducted following a work-related accident where the use of illegal drugs or alcohol may be the cause or contributed to the accident.

Upon being notified of a test for drugs or alcohol, the employee must submit to testing at the specified location immediately. Employees who refuse to submit to testing, or who have been found to have submitted a substituted or adulterated specimen for testing, are subject to immediate termination.

Employees who have tested positive for illegal drugs or alcohol will be notified in writing of a positive test result. The employee will then have an opportunity to offer a written explanation of the test result to the testing facility within five (5) working days after receiving the notification. The employee is subject to immediate removal from duty without pay and may be subject to disciplinary action up to and including termination.

Rehabilitation Policy

Employees who voluntarily come forward to ask for assistance with a drug and/or alcohol problem may be eligible to take a leave of absence to seek professional help. Employees who seek to voluntarily disclose a drug or alcohol problem should contact the Benefit Services Manager. Requests for assistance will be handled with as much confidentiality as possible. A request for assistance is considered voluntary only where it is made prior to an employee being selected or scheduled for testing.

For employees allowed leave for treatment, such leave will be considered family and medical leave to the extent the employee is eligible for such leave. Employees who have no accrued paid time available and are not eligible for family and medical leave will be given unpaid leave up to the extent allowed by the College's leave policies.

Standards of Ethical Conduct

Rhodes College is committed to the highest standards of ethics and integrity. Each employee pledges that they will hold themselves and those who report to them to the highest standards of honest and ethical conduct.

- Each employee will report to their supervisor any real or potential conflicts of interest between their personal and professional relationships, including those relationships with only the appearance of a conflict. Such conflicts may arise when someone could receive personal benefits (financial and otherwise) as a result of their position at the College. All

employees with any financial responsibility will complete the Conflict of Interest Questionnaire on an annual basis.

- Each employee is committed to full, fair, accurate, timely, and understandable disclosure in the College's financial statements and other public documents. Each employee should understand that even individuals outside the Finance area help create the College's financial statements since all entries into the College's accounting and financial records maintained in its administrative systems contribute to the development of the financial statements. Each employee should also understand that any public announcement or statement by the College must be complete and correct to the best of their abilities.
- Each employee will transact the business of the College in compliance with laws, rules, and regulations applicable where it conducts business.
- Each employee will acknowledge that employment records, student data, and other information they utilize may be covered by laws of confidentiality, and pledge that they will not disclose any confidential information except where authorized or legally obligated to do so.
- Each employee pledges to promptly report any violations of this Code or any other suspected fraud or criminal or fraudulent activity of which they become aware to the Director of Campus Safety. They may make such reports in writing, by telephone, or by email, or in person by appointment. The College will not allow any retaliation against anyone who acts in good faith in reporting any such violation or suspected violation.
- Each employee is responsible for their own adherence to these Standards, and for exercising proper supervision to detect and report violations by their subordinates, peers, and other members of the Rhodes' community.

Travel Policy

The College will pay for reasonable, appropriately documented and properly authorized travel expenses that are necessary to achieve a legitimate business purpose provided those expenses adhere to the guidelines outlined in this policy. It is the expectation of the College that employees and students should neither lose nor gain financially when traveling on official business. The College is not obligated to reimburse employees or students for expenses not in compliance with Rhodes's policies.

The IRS states that ordinary and necessary business-related expenses are deductible and reimbursable. The IRS defines ordinary as "common in your field of trade, business or profession"; and necessary as "helpful and appropriate for your business." The IRS states that meals, transportation, hotels and entertainment expenses cannot be "lavish or extravagant." The IRS requires all businesses (profit and non-profit) to adhere to "an accountable plan" when reimbursing employees for travel and entertainment expenses. For a plan to be deemed "accountable":

7. There must be a business reason for the expense.
8. The employee must substantiate the expenses within a reasonable time period.
9. The employee must return to the employer any amount advanced in excess of the substantiated expenses on a timely basis.

To ensure compliance with the IRS, the College has prepared the following accountable travel and entertainment plan. Rhodes has defined a reasonable time period to report Accountable Plan expenditures as within 60 days from the date of the transaction. The trip or entertainment expense must have a valid purpose to benefit the employee's job or College business and not be given as a bonus or for the morale of the employee. These guidelines apply to all College employees and students traveling on College business.

These guidelines are not meant to be an exhaustive statement of College policies, but rather to provide sufficient guidance to conduct business and seek reimbursement. These general policies apply to most College travel. These may be adapted to be more restrictive by programs or other offices or for specific events. Employee's whose expenses are funded by a grant or contract should refer to the terms of that grant or contract for guidance on what expenditures are allowable.

Travel Costs. Travel costs are the expenses for transportation, lodging, meals, and related items incurred by employees who travel on official business for the College.

All business travel should be pre-approved by the traveler's Department Chairperson or Supervisor. Expenditures to be paid by departmental funding must be pre-approved by the appropriate Department Chairperson or funding Budget Manager. Expenditures submitted for grant or other restricted funding should be approved by the Grant Principal Investigator or the appropriate Gift Manager.

Travel planning should be completed as far in advance as practicable. Advance travel planning is key to obtaining the lowest airfares and securing first choice flight times and room accommodations.

Employees are required to use their College credit card for all travel related expenses. If an employee does not have a College credit card, a personal credit card may be used. For business expenses not paid with a College credit card, employees should use personal funds or other means and request reimbursement immediately following the incurrence of the expense by submitting an expense report in Workday for such expenses.

Combining Business and Personal Travel. When business travel is extended for personal reasons, or coincides with personal travel, the employee is responsible for any expenses incurred as part of their personal travel. This includes but is not limited to rental cars, lodging, meals, tips, entertainment, etc., and any increase in the standard cost of business expenses to accommodate travel companions. As long as the main purpose for the trip is business the College will pay or reimburse necessary and reasonable travel expenses directly related to the business purpose of the trip. When an employee's travel includes transportation to or from a non-business travel location the College will pay only that portion that is business related. The employee must provide documentation to detail the business purpose and to support the cost of the College's portion of the trip.

Travel Companions. The College will not pay expenses attributable to an employee's family member(s) or personal guests.

Transportation Expenses

Mode of Travel. Transportation should be chosen based on the most economical mode of transportation that reasonably meets the business travel needs. Travelers should choose carriers (air, rail, rentals) based on cost and most reasonable mode rather than giving preference to companies based on personal rewards from memberships.

Airline Reservation Procedures. Rhodes has a designated travel agency which can be helpful in securing airline reservations and can assist with international travel requirements and documents. Travelers may make their own arrangements but are welcome and encouraged to contact the Finance Office for guidance and travel agency information. Call or email the Finance Office at (901) 843-3760 or FinanceOffice@Rhodes.edu.

Air Travel. Travelers are expected to book the lowest priced coach airfare. Airfare costs in excess of the customary standard commercial airfare (coach or equivalent) are not allowed except when such accommodations would excessively prolong travel, require travel during unreasonable hours, result in additional costs that would offset the transportation savings, or offer accommodations not reasonably adequate for the employee's medical needs. Exceptions should be explained and documented to provide justification for higher costs. First class travel is not reimbursable.

Vehicle Rental. When renting a vehicle, travelers are expected to rent the safest and most economically available car for the business purpose. **Rentals of 15-passenger vans is not permitted and is not covered by the College insurance.** When traveling in groups, sharing of vehicles is encouraged to reduce costs. Travelers must refuel the vehicle prior to returning it to the rental company. Do not purchase the pre-paid fuel options and luxury add-ons are not reimbursable. The College carries auto rental insurance in its comprehensive insurance policy. No additional coverage should be purchased when renting vehicles for domestic business travel. Additional insurance coverage should be purchased for international rentals. All persons expected to drive the rental vehicle should be registered with the rental agency to ensure age and legal requirements of the contract are met.

The College has a Preferred Business Contract with Enterprise Rent-A-Car and National Car Rental companies. The contract covers both agencies. Business travelers should use this contract number on business rentals to ensure discounted pricing and sales tax exemptions in the states where we have exemptions. Enterprise and National should be priced before choosing other car companies based on the traveler's memberships. Contact the Finance Office for further information on the Business Contract.

Approved Drivers. Anyone who regularly rents or drives a vehicle for College business or drives a College-owned vehicle must be an approved driver. **Students may be approved drivers but cannot rent vehicles on behalf of the College.** Contact the Finance Office to provide the information necessary for driver qualification review.

Personal Vehicles. Travelers may request expense reimbursement for the use of personal vehicles for business-related travel. Either a mileage or a fuel reimbursement may be requested

but not both for the same trip. Both reimbursements have limitations. For trips greater than 250 miles (500 round trip) other travel options may be more economical. Contact the Finance Office for details and further options.

- **The insurance of the vehicle owner, rather than the College's insurance, applies when employees use their personal vehicle for business travel; The College's insurance does not cover business travel in personal vehicles.**

Lodging. The College will pay actual and reasonable costs of lodging as supported by the detailed bill, for each day that lodging away from home is required for business purposes. Travelers should choose good quality, non-luxury hotels for business travel. However, when attending a conference, travelers may stay in the conference hotel even if it is not the most economical option available, provided the conference hotel is not exorbitant. Charges for personal services and items such as movies, in-room mini-bar, laundry, alcohol, etc. are not permissible business expenses and should not be added to the hotel bill. These items must be paid with personal funds. Qualified expenses charged to the room must be substantiated with detailed receipts showing all the services or products received; otherwise the charge will be considered personal and not covered by the College.

Lodging with Friends or Family. While traveling, an employee may elect to stay with family or friends in lieu of staying in a hotel. A reasonably priced meal or non-cash gift given to the host in lieu of hotel costs is permissible. Detailed receipts must be provided for the expense. Cash payments, gift cards, and certificates for products, services and entertainment given to the host are not allowed.

Meals. The College will reimburse or pay for reasonable meal expenses incurred while traveling away from home or entertaining while on College business. Travelers should use good judgement when spending College funds for meals during travel. Alcohol is not reimbursable unless the meal is for the purpose of business-development entertainment with non-Rhodes attendees. Buying alcohol for students is not permissible regardless of their age. If the event will be paid for by a grant or College restricted program, ensure that the grant or program will allow alcohol during entertainment meals. A traveler may choose to be reimbursed for meals by the Actual Cost of Meals with detailed receipts or Per Diem. Contact the Finance Office for details and submission requirements for each method. Limits do apply.

Group Travel. Contact the appropriate Dean or Vice President for approval of any Rhodes related group travel program or excursion.

International Travel. If traveling out of the country, all student-related programs must be registered and cleared through the Buckman Center for International Education. Additionally, all international travel by faculty and staff must be registered with the Buckman Center. For more information regarding international travel involving students and non-students, please contact the Buckman Center for International Education.

Travel Expenses Reimbursements and Reconciliations. The College will reimburse reasonable and necessary expenses of travel for College-related business within the policies

prescribed by the Finance Office or the appropriate Vice President or Dean if those policies are more restrictive. Requests for travel reimbursements or a reconciliation of travel expenses on College credit cards must be made by submitting an expense report in Workday.

Expense Report. Expense reports must be submitted through Workday with a clear business purpose and substantiating documentation. Receipts and supporting documentation must show the vendor name and location, transaction date, detailed description of all goods and services purchased and their costs, amount paid, and the form of payment. A description of each transaction should be detailed enough for all approvers to clearly understand the nature and business purpose of the expense. All expenditures may be subject to review for up to three years or longer as determined by the IRS. Insufficient documentation could result in retroactive tax consequences to the employee.

Uniforms Policy

The College provides uniforms for Campus Safety Officers, Housekeeping, Engineering, Building Maintenance, and Special Services employees. Employees are expected to wear a clean uniform every day. The employee is required to return the uniforms on their last day of employment. For any uniforms not returned or returned damaged, the cost of the uniforms may be deducted from the employee's final paycheck under applicable law.

The College does not provide shoes or boots nor requires steel toe protection, but uniformed employees are required to wear the proper shoes or boots based on suitability with the job description and the supervisor's approval. Employees should wear solid sole, closed toe work shoes or boots and consider shoes with steel toe protection. Sandals or other open toe shoes, slides, slip-ons or high heels are not allowed for uniformed employees.

Weapons Policy

Rhodes College strictly prohibits possession of weapons of any type by students, employees or visitors on all College property, including but not limited to firearms, B-B guns, pellet guns, bows and arrows, knives, explosives or any other object that could be used as a deadly weapon. (Weapons are defined in the Tennessee Code Annotated.)

Violators (including those individuals with valid Tennessee gun carry permits) are subject to suspension, expulsion, termination, or any combination of appropriate sanctions.

The sole exception to this policy is that Rhodes College complies with Tennessee Code Annotated § 39-17-1313.

In accordance with TCA § 39-17-1313, a person who has a valid enhanced handgun carry permit or concealed handgun carry permit or who lawfully carries a handgun pursuant to § 39-17-1307(g) may, unless expressly prohibited by federal law, transport and store a firearm or firearm ammunition in the person's motor vehicle if:

1. The permit holder's vehicle is parked and located where it is permitted to be; and
2. The firearm or ammunition being transported or stored in the vehicle:
 - Is kept from ordinary observation if the permit holder is in the vehicle;
 - Is kept from ordinary observation and locked within the trunk, glove box, or interior of the person's motor vehicle or a container securely affixed to the vehicle if the permit holder is not in the vehicle.

Any violation of this policy should be reported immediately to Campus Safety at 843-3880.

Prohibition of such weapons extends to the property and/or vehicles controlled by an individual while on College property if that individual is not in compliance with TCA § 39-17-1313.

Questions regarding this policy should be directed to the Director of Campus Safety or the Chief Human Resources Officer.

Work Hours and Timekeeping

Work Schedules

The official work week is from Monday morning to the following Sunday night.

The normal work schedule for full-time, non-exempt office personnel is 8:30 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch. Employees should check with the employee's supervisor regarding the employee's individual work schedule.

The normal work schedule for full-time, non-exempt personnel in Physical Plant and Campus Safety is forty (40) hours per work week. Employees should check with the employee's supervisor regarding the employee's individual work schedule.

All staff employees may take a fifteen-minute break each half-day. Breaks should be scheduled so that offices and telephones, or other essential responsibilities, are not left unattended.

At the supervisor's discretion, non-exempt employees may be allowed or required to take time off to maintain time worked within the 40-hour work week. This time must be taken within the same 40-hour work-week in which the unscheduled hours are worked.

How to Report Time

- Directors and above are responsible for maintaining their own individual record of time not worked. Time reports are not submitted.
- Exempt employees: Request and report time not worked (i.e., sick and vacation) in Workday. Time reports are not submitted.
- Salaried non-exempt (37.5 hour work week): Report both time worked and leave time in Workday.
- Hourly Non-exempt (40 hour work week): Report time worked through the College electronic timekeeping system and leave time (i.e., sick and vacation) in Workday.

Rules for Keeping Time

- Time must be kept daily by non-exempt employees.
- Hours worked by non-exempt employees must be reported accurately per day and on the exact date worked.
- If a non-exempt employee believes their time record is incorrect, the employee should inform the supervisor immediately so the record can be corrected.
- Records must be submitted to Finance Office in Southwestern Hall by 9:30 a.m. Monday on a biweekly basis.
- Falsification of time records is grounds for termination.
- Employees may not clock in or out for another employee under any circumstances.
- Non-exempt employees must report all time worked even if work is done outside of regular work hours, at home, or during lunch. Working off the clock is not permitted under any circumstances.

Workers' Compensation

Employees who are faculty, regular full-time staff, regular part-time staff, introductory, or temporary and lose time because of an accident or illness arising out of and in the course of employment may be entitled to Workers' Compensation benefits. Rhodes maintains a workers' compensation insurance policy for this purpose.

No cash benefits will be paid by the insurance company for the first seven calendar days, excluding the day of injury, unless the disability extends to 14 calendar days. Regular employees will be allowed to use accrued sick leave and/or vacation leave to compensate them for the first 8 working days of disability. When an employee is off work for 14 calendar days or more because of the disability, the insurance company will pay the employee for the first 7 calendar days. This payment is known as a "Wage Replacement Benefit." If disability is for 14 calendar days or less, no wage replacement is made for the first seven days. Employees that elect to submit payment of the "Wage Replacement Benefit" to the College will be credited back the amount of sick and/or vacation leave used during the first week of disability.

Each time an employee is not at work due to a workers' compensation injury, the total amount of the employee's Family and Medical Leave Act (FMLA) benefits will be reduced by the amount of workers' compensation leave utilized.

Any medical expenses incurred as a result of such injury at work will be paid for by the insurance company. Employees should not pay for any such expense from the employee's own funds.

All job-related accidents must be reported immediately to the supervisor and the Human Resources Office. The supervisor should give the injured employee a Medical Identification Form (completed by the supervisor authorizing treatment) and a Medical Release Form. The Medical Release Form should be returned to the Benefits Services Manager when completed by the doctor. The supervisor must complete an Employee's First Report of Work Injury Form and forward to the Benefits Services Manager within 24 hours. This report must reach the Worker's Compensation Company no later than 48 hours after the accident occurs. Failure to report an injury or occupational disease may result in a delay or denial of benefits.

Employees who are involved in a work-related accident may be subject to drug and alcohol testing and possible disciplinary action as stated in the Substance Abuse Policy. Employees who sustain an injury due to intoxication or illegal drug use may have their workers' compensation benefits suspended or denied. Any employee who refuses to take a drug test in connection with an injury or accident may be subject to disciplinary action up to and including termination.

When an employee returns to work after an absence caused by an accident or illness, the employee may be required to furnish a physician's statement as to the employee's fitness to perform the employee's usual duties. The employee may also be required to have a physical examination by a physician designated by the College.

Any employees with questions about the contents of this policy should contact the Benefits Services Manager.

Voting

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the work day to vote. Employees must inform their supervisor at least 24 hours in advance of a need to take time off to vote.

Group Benefits

This section describes the group benefits Rhodes offers to its employees, both faculty and staff. A summary plan description of these benefits are set forth below. To the extent that a benefit plan is governed by a more detailed plan document, it can be reviewed and copies obtained by making an appointment with the Benefits Services Manager in Human Resources. To the extent the summary plan description of a benefit is contrary to the plan document, the plan document controls. Rhodes reserves the right to modify, add, or discontinue the benefits described herein in its sole discretion.

Flexible Benefits Program

All full-time employees are eligible to participate in the program. The Flexible Benefits Program is an Internal Revenue Code Section 125 sanctioned plan whereby the IRS allows certain benefits to be purchased through the Plan on a tax-free basis. Thus, participating in the flexible benefits program allows employees to pay their medical and dental benefit premiums and their Flexible Spending Accounts (FSA) (Health Care FSA and Child/Dependent Care FSA) through payroll deduction before taxes have been withheld.

Participants must enroll during annual enrollment or submit an enrollment form to elect a tax payment option (i.e., pre-tax or after-tax). FSA participants are required to sign an enrollment form if they elect to participate in the health care or child/dependent care FSA. Participants are

then committed to these agreements for the designated plan year (July 1 - June 30). Thus, it cannot be amended during the plan year except as provided by IRS Code Section 125.

Life and Accidental Death & Dismemberment (AD&D) Insurance

Plan Administrator

This Life Insurance and AD&D Plan is administered by Rhodes College, 2000 North Parkway, Memphis, TN 38112 whose Internal Revenue Service Employer Identification Number is EIN620476301. The Plan Number is 503. The Plan year is July through June. This is a fully insured plan.

Information regarding Plan eligibility, enrollment, cost, and the procedure for applying for benefits is contained in this section. The Certificate of Insurance which each insured employee receives includes a description of benefits under the Plan and the conditions under which these benefits are available to insured individuals.

Employees Eligible for the Plan

All active full-time employees are eligible.

When an Employee Becomes Eligible for Insurance

Each employee becomes eligible for insurance under the Plan the first day of the month following the date of employment with Rhodes. If an employee is absent from work on the day they would otherwise become eligible, the employee will become eligible on the day they return to work.

Enrolling in the Plan

An employee will become insured on the first of the month following date of hire. No medical examination is necessary. Enrollment forms, which should be completed promptly, may be obtained from Human Resources. Additional information about enrollment procedures may also be obtained from this office.

Applications, Requests, and Questions Directed to the Plan Administrator

Rhodes College shall be the Administrator for this Plan, and as such, shall have the authority to control and manage the operation and administration of the Plan, subject to the provisions of the Group Insurance Policy. The Administrator has designated the Chief Human Resources Officer to carry out duties under the Plan.

Applications, requests and questions regarding enrollment, participation, or other administrative matters and service of legal process on issues arising from such questions, should be directed to

the Chief Human Resources Officer, Rhodes College, 2000 North Parkway, Memphis, TN 38112, (901) 843-3750.

Cost of the Plan

Rhodes currently pays the entire cost of this Plan. Periodically, generally near the end of a plan year, the insurance company reviews the adequacy of premiums charged for the Plan and advises the College whether existing premium rates will be continued or whether adjustments will be made for the coming year.

Covered Schedule (Life and AD&D), maximum benefit is \$500,000:

Coverage is determined by a formula using the employee's age and annual salary:

18 - 64 Years	1.00 x Annual Salary
65 - 69 Years	.65 x Annual Salary
70 - 74 Years	.45 x Annual Salary
75 - 79 Years	.30 x Annual Salary
80 - 84 Years	.20 x Annual Salary
85 - 89 Years	.15 x Annual Salary
90 and over	.10 x Annual Salary

Applying for Benefits

Eligible employees are automatically enrolled in this benefit but must designate at least one (1) beneficiary in Workday.

Notice and proof of claim should be made promptly. Details on the applicable time limits for submitting benefit applications may be found in the Certificate of Insurance which each insured employee receives, as well as in the Group Policy maintained in the office of the Plan Administrator (Human Resources). Upon receipt by the insurance company of the application for benefits and supporting documentation, valid claims will be paid promptly.

If a claim is denied, the insurance company shall within a reasonable period of time (not exceeding 90 days) provide a written denial to the participant. It will include specific reasons for denial, the provisions of the insurance contract on which the denial is based, and how to apply for a review of the denied claim. Where appropriate, it will also include a description of any material which is needed to complete or perfect a claim and why such material is necessary. A participant may request in writing a review of a claim denied by the insurance company and may review pertinent documents and submit issues and comments in writing to the insurance company. The insurance company shall provide in writing to the participant a decision upon such request for review of a denied claim within 60 days of receipt of the request.

If special circumstances require a delay on the initial decision on a claim or a review of a denied claim, the insurance company will notify the participant within 90 days of the date the claim was initially submitted or within 60 days of the date a review was requested. The notice will explain

the reasons for the delay and when a decision can be expected. In no event will the decision be provided later than 90 days after the notice is sent for an initial decision on a claim or more than 60 days after the notice is sent for a review of a denied claim.

Currently the insurance company is UNUM. Requests for information concerning UNUM Life Insurance contract and its terms, condition, and interpretations thereof, claims thereunder, any requests for review of such claims, and service of legal process may be directed in writing to UNUM Life Insurance Company, 2211 Congress St., Portland, ME 04122.

Amendment to the Group Life Insurance Plan.

Rhodes College shall be the Administrator for this Plan, and as such, shall have the authority to control and manage the operation and administration of the Plan, subject to the provisions of the Group Insurance Policy. The Administrator has designated in writing the Chief Human Resources Officer to carry out duties under the Plan.

For a statement of employees' rights under the Employee Income Security Act ("ERISA") see the section below entitled ERISA.

Voluntary Supplemental Life Insurance

Full-time employees may purchase additional life insurance coverage through UNUM Life Insurance Company. Supplemental life insurance may be purchased through payroll deductions for the employee and their spouse up to \$500,000 each or five (5) times the employee's annual salary, whichever is less.

Dependent children may be covered up to \$10,000 per child. The amount of life insurance purchased on a spouse and/or dependent must be equivalent to or less than coverage purchased on the employee. The employee may purchase up to \$150,000 of guaranteed coverage within their first 30 days of eligibility. A spouse is guaranteed coverage of \$25,000.

If desired coverage is greater than \$150,000 or \$25,000 respectively, a medical questionnaire must be completed and UNUM must approve the coverage.

Employees should apply for this coverage in Workday.

Monthly Premium Supplemental Life Rates

Age Band	Employee Rate per \$10,000 coverage	Spouse Rate per \$1000 coverage	Child Rate per \$2,000 coverage \$.73
15-29	.80	1.10	
30-34	.90	1.16	
35-39	1.20	1.60	
40-44	1.79	2.28	
45-49	2.83	3.58	

50-54	4.52	5.59
55-59	6.98	8.46
60-64	10.90	14.55
65-69	18.82	24.86
70-74	33.66	44.28
75+	65.79	88.69

Voluntary Supplemental Accidental Death & Dismemberment Insurance (AD&D)

All full-time employees have the option to purchase supplemental AD&D coverage for themselves and their dependents. Coverage is available for employees in increments of \$10,000, and for spouses and dependent children in increments of \$1,000.

The cost per month for this benefit is \$.33 per \$10,000 of coverage.

Long Term Disability

Plan Administrator

This Long-term Disability Plan is administered by Rhodes College, 2000 North Parkway, Memphis, TN 38112 whose Internal Revenue Service Employer Identification Number is EIN620476301. The Plan Number is 501. The Plan year is July through June. This is an insurer administration plan. Information regarding Plan eligibility, enrollment, cost, and the procedure for applying for benefits is contained in this section. The Certificate of Coverage includes a description of benefits under the Plan and the conditions under which these benefits are available to insured individuals.

Employees Eligible for the Plan

All active full-time employees are eligible.

Date Eligible for Insurance

Each employee becomes eligible the first day of the month following the date of employment with Rhodes. If an employee is absent from work on the day they would otherwise become eligible, the employee will become eligible on the day they return to work.

Enrolling in the Plan

An employee will become insured on the first day of the month following hire date. No medical examination is necessary.

Applications, Requests, and Questions Directed to the Plan Administrator

Rhodes College shall be the Administrator for this Plan, and as such, shall have the authority to control and manage the operation and administration of the Plan, subject to the provisions of the Group Insurance Policy. The Administrator has designated the Chief Human Resources Officer to carry out duties under the Plan.

Applications, requests, and questions regarding enrollment, participation, or other administrative matters and service of legal process on issues arising from such questions, should be directed to the Chief Human Resources Officer, Rhodes College, 2000 North Parkway, Memphis, TN 38112, (901) 843-3750.

If a written application or request pertaining to enrollment, participation, or administration of the Plan is denied by the Administrator, the Administrator shall, within a reasonable time, provide a written denial to the participant.

It will include the specific reasons for denial, the provisions of the Plan upon which the denial is based, a description of any material needed to complete the application or request (if appropriate) and why it is necessary, and instructions on review procedures. When the Administrator requires additional time to respond because of special circumstances, an extension of up to 90 days may be obtained by notifying the participant that a decision will be delayed, what circumstances have caused the delay and when a decision can be expected. The Administrator will inform the participant of the delay within 90 days of the date the application or request was submitted.

A participant may request in writing a review of a denied request or application, and may review pertinent documents and submit issues and comments in writing to the Administrator. The Administrator shall provide in writing to the participant a decision upon such request for review within 60 days of receipt of the request. When special circumstances require an extension, the Administrator may obtain an extension of up to 60 days by notifying the participant why the decision on the review will be delayed and when a decision can be expected.

The Cost of the Plan

Rhodes currently pays the entire cost of this Plan. Periodically, generally near the end of a plan year, the insurance company reviews the adequacy of premiums charged for the Plan and advises the College whether existing premium rates will be continued or whether adjustments will be made for the coming year.

Basic Coverage

After six months of total disability and approval by the insurance company, the disabled employee receives monthly income (offset by Social Security and Workers' Compensation benefits, if applicable) equivalent to 60% of regular monthly salary with a maximum total benefit of \$7,500 per month. When an individual begins receiving total disability income protection payments from the insurance company, the College will no longer continue to provide fringe benefits and the employment relationship is terminated.

Applying for Benefits

The appropriate forms for applying for benefits, and assistance in the completion of these forms, may be obtained from Human Resources.

Notice and proof of claim should be made promptly. Details on the applicable time limits for submitting benefit applications may be found in the Certificate of Coverage which each insured employee receives, as well as in the Group Policy maintained in the office of the Plan Administrator (Human Resources). Upon receipt by the insurance company of the application for benefits and supporting documentation, valid claims will be paid promptly.

If a claim is denied, the insurance company shall within a reasonable period of time (not exceeding 90 days) provide a written denial to the participant. It will include specific reasons for denial, the provisions of the insurance contract on which the denial is based, and how to apply for a review of the denied claim. When appropriate, it will also include a description of any material which is needed to complete or perfect a claim and why such material is necessary. A participant may request in writing a review of a claim denied by the insurance company and may review pertinent documents and submit issues and comments in writing to the insurance company. The insurance company shall provide in writing to the participant a decision upon such request for review of a denied claim within 60 days of receipt of the request.

If special circumstances require a delay on the initial decision on a claim or a review of a denied claim, the insurance company will notify the participant within 90 days of the date the claim was initially submitted or within 60 days of the date a review was requested. The notice will explain the reasons for the delay and when a decision can be expected. In no event will a decision be provided later than 90 days after the notice is sent for an initial decision on a claim or more than 60 days after the notice is sent for a review of a denied claim.

Currently the insurance company is UNUM. Requests for information concerning the UNUM Group Total Disability Insurance contract terms, condition, and interpretations thereof, claims thereunder, any requests for review of such claims, and service of legal process may be directed in writing to UNUM, Suite 1700 - Benefits, 3 Ravina Drive, Atlanta, GA 30346.

For a statement of employees' rights under the Employee Income Security Act ("ERISA") see the section below entitled ERISA.

Continuation of Medical Benefits Coverage

When an individual begins receiving total disability income protection payments from the insurance company, the College will no longer continue to provide medical benefits coverage and the employment relationship is terminated. Even though an employee will no longer be covered by the College, the employee has the option of electing continuation coverage of their health insurance benefits under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). For more information, consult the section entitled COBRA Coverage.

Amendment to Group Long Term Total Disability Benefits Insurance Plan

Rhodes College shall be the Administrator for this Plan, and as such, shall have the authority to control and manage the operation and administration of the Plan, subject to the provisions of the Group Insurance Policy. The Administrator has designated in writing the Chief Human Resources Officer to carry out duties under the Plan.

The Board of Trustees reserves the right to modify or discontinue the Plan at any time. Such modification or discontinuance must be effected in accordance with the terms of the group insurance contract.

Retirement Benefits

Plan Administrator

The Retirement Plan is available through Rhodes College. The benefits are provided by retirement annuity contracts issued to Participants by TIAA-CREF. The Rhodes Chief Human Resources Officer, 2000 North Parkway, Memphis, Tennessee 38112, (901) 843-3750, is the Administrator of this Plan. The Administrator is responsible for enrolling Participants, forwarding Plan Contributions for each Participant to TIAA-CREF, and performing other duties required for operating the Plan. The Employer Identification Number is 62-047630; the Plan Number is 001.

Information About the Plan

The Rhodes College Retirement Plan (the “Plan”) is a Defined Contribution (“Money Purchase”) Plan. The Plan operates under Section 403(b) of the Internal Revenue Code and uses annuity contracts to provide retirement benefits. It was established by the Board of Trustees of Rhodes College as of January 1, 1945 and was amended and restated in its entirety on December 21st, 2002, to comply with certain tax law changes including the General Agreement on Tariffs and Trade (“GATT”), the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”), the Small Business Job Protection Act of 1996 (“SBJPA”), the Taxpayer Relief Act of 1997 (“TRA’97”), the Internal Revenue Service Restructuring and Reform Act of 1998 (“RRA”) and the Economic Growth and Tax Relief Reconciliation Act of 2001 (“EGTRRA”).

As sponsor of the Plan, Rhodes selects the “Funding Vehicles” into which employer contributions may be paid for the benefit of participants. Funding Vehicles are annuity contracts which meet the requirements of Section 403(b) of the Internal Revenue Code. Currently benefits are provided through annuities issued by the Teachers Insurance and Annuity Association (TIAA). Contributions may be invested in one or more funding vehicles which are currently available under this Plan: [TIAA](#) (See web site for available investment options). The College’s current selection of fund sponsors and Funding Vehicles is not intended to limit future additions or deletions of fund sponsors and Funding Vehicles. Employees will be notified of any additions or deletions.

Information concerning TIAA can be obtained by writing to:

TIAA
730 Third Avenue
New York, NY 10017

Employees may also contact TIAA at (800) 842-2733 (or the TIAA-CREF telephone counseling center at (800) 842-2776).

TIAA, CREF, and any other insurance, variable annuity or investment company that provides Funding Vehicles available to Participants under the Plan are sometimes referred to herein as “Fund Sponsors.”

As part of its fiduciary duties under ERISA, the College periodically reviews the Funding Vehicles offered to Plan participants.

The Administrator of the Plan is Rhodes College. The Plan Year is the calendar year (January 1 to December 31).

Plan Eligibility

All categories of employees are eligible to participate in this retirement plan except employees who normally work less than 20 hours per week, student employees, employees whose employment is governed by the terms of a collective bargaining agreement and leased employees. However, if an employee’s employment is incidental to the employee’s educational programs at Rhodes College, if the employee is employed by Rhodes College primarily as a music commission teacher or as a consultant, or if the employee is not a regular Rhodes College employee and the employee is employed by or through the College on the basis of grants and/or contracts and/or agency agreements the employee is not eligible to participate. If an individual is treated as an independent contractor, but the Internal Revenue Service subsequently determines that for tax purposes the individual should be treated as an employee, the individual will still not be eligible for the plan despite the reclassification.

Plan Participation

If an individual is an eligible employee, the employee will begin participation in this Plan on the first of the month following completion of a 24-month period that constitutes two Years of Service at the College without a Break in Service. A Break in Service means a 12-month period during which the employee performs less than 501 Hours of Service with the College. If a Break in Service occurs prior to satisfaction of the participation requirements, any “Year of Service” the employee has earned prior to the Break in Service will not be counted for purposes of meeting the participation requirement.

The Plan Administrator will be required to credit the employee with Hours of Service for a maternity or paternity absence. These are absences taken on account of pregnancy, birth, or adoption of a child. No more than 501 Hours of Service shall be credited for this purpose and these Hours of Service shall be credited solely to avoid the employee incurring a Break in

Service. The Plan Administrator may require the employee to furnish proof that the employee's absence qualifies as a maternity or paternity absence.

The appropriate enrollment forms must be completed and returned to the College.

The College will notify the employee when the employee has completed the requirements necessary to participate in the Plan. All determinations about eligibility and participation will be made by the College. The College will base its determinations on its records and the official Plan Document on file with the Plan Administrator.

Counting Years of Service

An employee is credited with a year of service for each 12-month period starting with the employee's date of employment (or anniversary date of employment) during which the employee completes 1,000 or more hours of service. Year(s) of Service with any educational organization or any organization that meets the eligibility requirements of Code Section 403(b)(1), any teaching institution, any institution of higher education or any nonprofit research institution during the 24-month period immediately preceding the employee's date of employment with the College will be counted for meeting the participation requirements. However, no credit is given for a period of employment with another institution which does not meet the hours of service requirement for a complete Year of Service.

Participation During An Approved Leave Of Absence

During a paid leave of absence, the College will continue its Plan Contributions on the employee's behalf. The Plan Contributions will be based on the employee's compensation during the leave of absence.

Vesting

Employees are immediately vested in the contributions made by Rhodes College for the employee's benefit under the Plan. Such contributions are non-forfeitable.

How Plan Contributions Are Made

When an employee begins participation in the Plan, contributions will be made by the College automatically to a "Funding Vehicle." A Funding Vehicle means the financial instrument(s) issued for the purposes of funding benefits under this Plan and specifically approved by the Employer for use under this Plan. The contributions are based on a percentage of the employee's regular salary in accordance with the following schedule. If the employee participates in the Plan for only a part of a year, the employee's allocation will be based on the portion of salary applicable to the period in which the employee participates.

Plan Contributions. Rhodes' plan contributions is 8% of the employee's regular budgeted salary.

For faculty, Regular Salary means the salary stated in the academic year contract or appointment letter. For all other employees, Regular Salary means the basic annual earnings excluding overtime pay, bonuses, and any other forms of supplemental remuneration. In no event will the salary taken into account under the Plan exceed the limits of Internal Revenue Code Section 401(a)(17).

Limitations on Contributions

The total amount of contributions made on the employee's behalf for any year will not exceed the limits imposed by Sections 402 and 415 of the Internal Revenue Code. These limits may be adjusted from time to time. For more information on these limits, contact the Fund Sponsor.

Rollover of Accumulations

If the employee is entitled to receive a distribution from the employee's contract which is an eligible "rollover distribution," the employee may rollover all or a portion of it either directly or within 60 days after receipt into another retirement plan or into an IRA. An eligible rollover distribution, in general, is any cash distribution other than an annuity payment, a minimum distribution payment or a payment which is part of a fixed period payment over ten or more years. The distribution will be subject to a 20 percent federal withholding tax unless it's rolled over directly into another retirement plan or into an IRA – this process is called a "direct" rollover.

If the employee has the distribution paid to them, then the plan must withhold 20 percent even if the employee intends to roll over the money into another retirement plan or into an IRA within 60 days. To avoid withholding, the employee should instruct the fund sponsor to directly roll over the money for them.

Normal Retirement Age

The normal retirement age under the Plan is the first day of the month on or following the employee's 65th birthday.

When Annuity Income Begins

In General

Although income usually begins on the normal retirement age, the employee may begin to receive income at any time after termination of employment, which may be either earlier or later than the normal retirement age. However, the employee may not receive distributions while employed by the College.

Retirement benefits must normally begin no later than April 1 of the calendar year following the year in which the employee attains age 70 ½, or ceases to be an employee of the College, whichever is later. Failure to begin annuity income by the required beginning date may subject the employee to a substantial federal tax penalty.

If the employee dies before the distribution of benefits has begun, the employee's entire interest must normally be distributed within five years after the employee's death. Under a special rule, death benefits may be payable over the life or life expectancy of a designated beneficiary (which must be a natural person or eligible trust) if the distribution of benefits begins not later than one year from the date of the employee's death. If the designated beneficiary is the employee's spouse, the commencement of benefits may be deferred until the employee would have attained age 70 had the employee continued to live.

The payment of benefits according to the above rules is extremely important. Federal tax law imposes a 50 percent excise tax on the difference between the amount of benefits required by law to be distributed and the amount actually distributed if it is less than the required minimum amount.

Options Available For Receiving Retirement Income

An employee may choose from among several types of income options when the employee retires. If an employee is married at the time the employee elects to begin receiving distributions, the employee's right to choose an income option will be subject to the employee's spouse's right (under federal pension law) to survivor benefits as discussed in the next question, unless this right is waived by the employee and their spouse. A summary of the annuity income options provided under each the current Funding Vehicles are available from the TIAA website: [TIAA](#)

Receiving Retirement Income While Preserving Accumulation

One or more of the Funding Vehicles may offer such an option. Employees should consult the Income Options section of the TIAA website (depending on which Funding Vehicle the employee has elected for their account) to determine if this option is available to the employee.

Receiving A Portion Of Accumulation In A Lump Sum Upon Retirement

This option may be available depending on the Funding Vehicle the employee has chosen. Please check the appropriate web site.

Lump Sum Payment From The Plan

This option may be available depending on the Funding Vehicle the employee has chosen. Please check the appropriate web site. Employees may not receive any distributions while employed by the College.

Effect of Termination of Employment Before Retirement

An employee's Retirement Annuities remain in force, including all benefits purchased by the College's contributions. Employees don't forfeit any of the benefits that have already been set aside for them.

An employee's accumulations in the Funding Vehicle the employee has chosen will continue to participate in the earnings (or losses) of the fund as would have been the case had the employee continued contributions.

Effect of Death Occurring Prior to Receipt of Benefits

If an employee dies before beginning retirement benefits, the full current value of the employee's annuity accumulation is payable as a death benefit. Subject to the special rules for married participants discussed above, employees may choose one or more of the options listed in the employee's annuity contracts for payment of the death benefit, or the employee may leave the choice to their beneficiary.

Federal tax law puts limitations on when and how beneficiaries receive their death benefits. The Fund Sponsor or annuity company whose Funding Vehicle the employee has chosen will notify the employee's beneficiary of the applicable requirements at the time they apply for benefits.

An employee should review their beneficiary designation periodically to make sure that the person the employee wants to receive the benefits is properly designated. Employees may change their beneficiary by completing the "Designation of Beneficiary" form available from the Fund Sponsor or appropriate annuity company. If an employee dies without having named a beneficiary, the employee's spouse will automatically receive half of the employee's accumulation. The employee's estate will receive the other half. If there's no spouse, the employee's estate receives the entire accumulation.

Spouse's Rights Under This Retirement Plan

Benefits must be paid to married Participants in the Plan only as described below, unless a written waiver of the benefits by the Participant and a written consent to the waiver by the spouse is filed with the Fund Sponsor. This provision applies to both retirement benefits and pre-retirement death benefits.

If benefits commence before the employee's death, the employee's surviving spouse at the employee's death shall continue to receive income that is at least half of the annuity income payable during the joint lives of the employee and their spouse (joint and survivor annuity). If the employee dies before annuity income begins, the employee's surviving spouse shall receive a benefit that is at least half of the full current value of the employee's annuity accumulation (pre-retirement death benefit), payable in a single sum or under one of the income options offered under the Funding Vehicle applicable to the employee.

Married Participants and their spouses may waive the spousal entitlement to a joint and survivor annuity or a pre-retirement death benefit only if a written waiver of the benefit signed by the Participant and the spouse (and notarized) is filed with the Fund Sponsor. The necessary forms will be provided to the Participant by the Fund Sponsor or the annuity company.

For post-retirement survivor benefits (joint and survivor annuity), the waiver may be made only during the 90-day period before the commencement of benefits. The waiver also may be revoked during the same period. It may not be revoked after annuity income begins.

The period during which the employee and the employee's spouse may elect to waive the pre-retirement survivor death benefit begins on the first day of the plan year in which the employee attains age 35. The period continues until the earlier of the employee's death or the date the employee starts receiving annuity income. If the employee dies before attaining age 35 – that is, before the employee has had the option to make a waiver – at least half of the full current value of the annuity accumulation is payable automatically to the employee's surviving spouse in a single sum, or under one of the income options offered under the applicable Funding Vehicle. If the employee terminates employment before age 35, the period for waiving the pre-retirement death benefit begins no later than the date of termination. The waiver also may be revoked during the same period.

If a judgment, decree or order made following a state domestic relations law establishes the rights of another person (the "alternate payee") to the employee's benefits under this Plan, and if such an order (hereafter called a "qualified domestic relations order") is for providing child support, alimony or other marital property payments, then payments will be made according to that order. If a court issues a qualified domestic relations order, the order preempts the usual requirements that the employee's spouse be considered the employee's primary beneficiary for a portion of the accumulation.

Amending or Discontinuing the Plan

The Board of Trustees of the College reserves the right to modify or discontinue the Plan at any time. The College, by action of its Board, also may delegate any of its power and duties with respect to the Plan or its amendments to one or more officers or other employees of the College. Any such delegation shall be stated in writing. The College will exercise good faith, apply standards of uniform application, and refrain from arbitrary action.

Questions and Further Information

Requests for information concerning eligibility, participation, contributions, or other aspects of operating the Plan should be in writing and directed to the Plan Administrator. Requests for information concerning the Plan and its terms, conditions and interpretations may be directed in writing to:

Chief Human Resources Officer
Rhodes College
2000 North Parkway
Memphis, TN 38112
(901) 843-3750

How to File a Claim

- Filing a claim for benefits. A claim or request for plan benefits is filed when the requirements of a reasonable claim-filing procedure have been met. A claim is considered filed when a written or oral communication is made to the College.
- Processing the claim. The Plan Administrator must process the claim within 90 days after the claim is filed. If an extension of time for processing is required, written notice must be given to the employee before the end of the initial 90-day period. The extension notice must indicate the special circumstances requiring an extension of time and the date by which the Plan expects to render its final decision. In no event can the extension period exceed a period of 90 days from the end of the initial 90-day period.
- Denial of claim. If a claim is wholly or partially denied, the Plan Administrator must notify the employee within 90 days following receipt of the claim (or 180 days in the case of an extension for special circumstances). The notification must state the specific reason or reasons for the denial, specific references to pertinent plan provisions on which the denial is based, a description of any additional material or information necessary to perfect the claim, and appropriate information about the steps to be taken if the employee wishes to submit the claim for review. If notice of the denial of a claim is not furnished within the 90/180-day period, the claim is considered denied and the employee must be permitted to proceed to the review stage.
- Review procedure. The employee or their duly authorized representative has at least 60 days after receipt of a claim denial to appeal the denied claim to an appropriate named fiduciary or individual designated by the fiduciary and to receive a full and fair review of the claim. As part of the review, the employee must be allowed to see all plan documents and other papers that affect the claim and must be allowed to submit issues and comments and argue against the denial in writing.
- Decision on review. The Plan must conduct the review and decide the appeal within 60 days after the request for review is made. If special circumstances require an extension of time for processing (such as the need to hold a hearing if the plan procedure provides for such a hearing), the employee must be furnished with written notice of the extension, which can be no later than 120 days after receipt of a request for review. The decision on review must be written in clear and understandable language and must include specific reasons for the decision as well as specific references to the pertinent plan provisions on which the decision is based. For a plan with a committee or board of trustees designated as the appropriate named fiduciary, a decision does not have to be made within the 60-day limit if the committee or board meets at least four times a year (about every 90 days). Instead, it must be made at the first meeting after the request is filed, except that when a request is made less than 30 days before a meeting, the decision can wait until the date of the second meeting following the plan's receipt of request for review. If a hearing must be held, the committee can wait to decide until the first meeting after the hearing. However, it must notify the employee and explain the delay, which can be no later than the third meeting of the committee or board following the plan's receipt of the request for review. If the decision on review is not made within the time limits specified above, the appeal will be considered denied. If appeal is denied, in whole or in part, the employee has a right to file suit in a state or federal court.

Plan Not Insured By The Pension Benefit Guaranty Corporation (PBGC)

Since the Plan is a defined contribution plan, it is not insured by the PBGC. The PBGC is the government agency that guarantees certain types of benefits under covered plans.

Agent For Service Of Legal Process

The agent for service of legal process is: Chief Human Resources Officer, Rhodes College, 2000 North Parkway, Memphis, Tennessee 38112.

Medical Benefit Plan

Plan Administrator

This Medical Benefit Plan is administered by Rhodes College, 2000 North Parkway, Memphis, TN 38112, whose Internal Revenue Service Employer Identification Number is EIN620476301. The Plan Number is 501. The plan year is July through June. This is a contract administration plan and the third party administrator (TPA) is HealthSmart Benefits. Information regarding Plan eligibility, enrollment, cost, and the procedure for applying for benefits is contained in this section. The Plan Document, which each covered employee may receive without cost, includes a description of benefits under the Plan and the conditions under which these benefits are available to covered individuals. For a copy of the Plan Document please contact the Benefits Services Manager.

Rhodes College shall be the Administrator for this Plan, and as such, shall have the authority to control and manage the operation and administration of the Plan, subject to the provisions of the Group Insurance Policy. The Administrator has designated the Chief Human Resources Officer to carry out duties under the Plan.

Applications, requests, and questions regarding enrollment, participation, or other administrative matters, as well as service of legal process should be directed to the Chief Human Resources Officer, Rhodes College, 2000 North Parkway, Memphis, TN 38112, 901-843-3750.

Employees Eligible for the Plan

All full-time employees and their dependents are eligible to be enrolled in the Medical Benefit Plan, Part-time employees working an average of 30 hours per week are eligible to enroll in the Medical Benefit Plan. Employees working less than 30 hours per week are not eligible for medical coverage.

Date Eligible for Coverage

Each employee becomes eligible for medical coverage under the Plan the first day of the month following the date of employment with Rhodes.

Date Eligible for Dependent Coverage

A dependent shall become eligible for coverage on either (a) the first day that the employee becomes eligible for coverage and satisfies the definition of eligible dependent coverage or (b) the day a covered employee first acquires an eligible dependent. New dependents must be added to an employee's medical coverage within 30 days of the event (i.e., marriage, birth, adoption or placement for adoption). The definition of the dependents eligible for coverage under this Plan appears in the Medical Benefit Plan Document.

Enrolling in the Plan

An employee and their dependents may become enrolled on the date of first eligibility. Enrollment forms, which should be completed promptly, will be processed in Workday. Additional information about enrollment procedures, including special enrollment periods, may also be obtained from the Benefits Services Manager.

Available Plans

Employees may select from the following plans, each of which has a different cost and provides different levels of benefits.

Plan A — PPO Benefits

- 100% coverage after \$30 office co-payment on physician's charges if the employee sees a physician participating in the Partner Solutions PPO network.
- X-ray and lab charges are paid at 80% of PPO rate and the deductible waived for PPO Select providers.
- \$500 calendar year deductible per person (family maximum of 3). All eligible expenses apply toward the deductible except the \$30 office co-payment, the 20% coinsurance for in-network X-ray and lab charges and prescription drug co-payments if purchased from a network pharmacy.
- 80% coverage for eligible expenses after the deductible has been met.
- 100% coverage on all eligible expenses after \$2,500 per covered individual (plus deductible and co-payments) per calendar year has been paid out-of-pocket by the covered person.
- Well baby care and routine exams.
- Pre-admission certification is required for hospital admissions, observation stays, skilled nursing, MRI, CT and chemo/radiation therapy.

Plan A — Non-PPO Benefits

- \$600 calendar year deductible per person (family maximum of 3). All eligible expenses apply toward the deductible except prescription drug co-payments if purchased from a network pharmacy.
- 50% coverage on eligible expenses after the deductible has been met.
- Pre-admission certification is required for hospital admissions, observation stays, skilled nursing, MRI, CT and chemo/radiation therapy.

Plan B — PPO Benefits

- \$900 calendar year deductible per person (family maximum of 3). All eligible expenses apply toward the deductible except prescription drug co-payments if purchased from a network pharmacy.
- 80% coverage on eligible expenses after deductible has been met.
- 100% coverage on all eligible expenses after \$3,500 per covered individual (plus deductible and co-payments) per calendar year has been paid out-of-pocket by the covered person.
- Pre-admission certification is required for hospital admissions, observation stays, skilled nursing, MRI, CT and chemo/radiation therapy.

Plan B — Non-PPO Benefits

- \$1,200 calendar year deductible per person (family maximum of 3). All eligible expenses apply toward the deductible except prescription drug co-payments if purchased from a network pharmacy.
- 50% coverage on eligible expenses after deductible has been met.
- Pre-admission certification is required for hospital admissions, observation stays, skilled nursing, MRI, CT and chemo/radiation therapy.

Plan Premiums

Employees are responsible for sharing in the cost of the Medical Benefit Plan through a medical benefit premium payment. At the employee's option, medical benefit premium payments can be deducted through a flexible benefits program (pre-tax option). For the premium costs for each plan option, contact the Benefits Services Manager.

Plan Amendments

Rhodes shall be the Administrator for this Plan, and as such, shall have the authority to control and manage the operation and administration of the Plan. The Administrator has designated in writing the Chief Human Resources Officer to carry out duties under the Plan. The Board of Trustees reserves the right to modify or discontinue the Plan at any time.

How to Submit a Claim. When a Covered Person has a claim to submit for payment, that person must:

1. Obtain a claim form from the Human Resources Office or the Plan Administrator.
2. Complete the Employee portion of the form. All questions must be answered.
3. Have the Physician complete the provider's portion of the form.
4. For Plan reimbursements, attach bills for services rendered. All bills must show:
 - Name of Plan
 - Group number of Plan
 - Employee's name
 - Name of patient

- Name, address, telephone number of the provider of care
 - Diagnosis
 - Type of services rendered, with diagnosis and/or procedure codes
 - Date of services
5. Send the above to the Claims Administrator at this address:
Benefit Solutions, Inc.
P.O. Box 16207
Lubbock, TX 79490
(844) 792-4159

When Claims Should Be Filed. Claims should be filed with the Claims Administrator within 90 days of the date charges for the service was incurred. Benefits are based on the Plan's provisions at the time the charges were incurred. Charges are considered incurred when a treatment or care is given or a procedure performed. Claims filed later than that date may be declined or reduced unless:

- it is not reasonably possible to submit the claim in that time; and
- the claim is submitted within one year from the date incurred. This one-year period will not apply when the person is not legally capable of submitting the claim.

The Claims Administrator will determine if enough information has been submitted to enable proper consideration of the claim. If not, more information may be requested from the claimant. The Plan reserves the right to have a Plan Participant seek a second medical opinion.

A request for Plan benefits will be considered a claim for Plan benefits, and it will be subject to a full and fair review. If a claim is wholly or partially denied, or if there is any other adverse benefit determination, the Claims Administrator will furnish the Plan Participant with a written notice. The written notice will contain the following information, in addition to any other information required by law:

- the specific reason or reasons for the adverse benefit determination;
- specific reference to those Plan provisions on which the determination is based;
- a description of any additional information or material necessary to correct the claim and an explanation of why such material or information is necessary; and
- appropriate information as to the steps to be taken if a Plan Participant wishes to submit the claim for review.

A Plan Participant will be notified as to the acceptance or denial of a claim within the following time frames:

- Urgent care claims: Within 72 hours of receipt of the claim, unless the Plan Participant fails to provide sufficient information to determine whether, or to what extent, benefits are covered or payable under the Plan. In the case of such failure, the Plan Administrator will notify the Plan Participant of the specific information necessary to complete the claim within 24 hours after receipt of the claim by the Plan. The Plan Participant will then have at least 48 hours to provide the specified information. The Plan Administrator

will then notify the Plan Participant of the acceptance or denial of the claim within 48 hours of the earlier of the Plan Administrator's receipt of the specified information or the end of the period afforded the Plan Participant to provide the specified information

- Pre-service claims: Within 15 days of the Plan's receipt of the claim.
- Post-service claims: Within 30 days of the Plan's receipt of the claim.

If special circumstances require an extension of time for processing a non-urgent care claim, the Claims Administrator shall send written notice of the extension to the Plan Participant. The extension notice will indicate the special circumstances requiring the extension of time and the date by which the Plan expects to render the final decision on the claim. In no event will the extension exceed a period of 15 days from the end of the initial 15-day period for pre-service claims, or a period of 30 days from the end of the initial 30-day period for post-service claims. If the extension is necessary due to the Plan Participant's failure to submit the information necessary to decide the claim, the extension notice shall specifically describe the required information, and the Plan Participant will have at least 45 days from receipt of the notice to provide the specified information.

If a Plan Participant is not notified as to acceptance or denial of a claim within the time frames provided above, the claim shall be deemed denied. Note-Failing to respond to the claim within these time periods can have adverse effects on Rhodes. The participant will be free to sue for benefits (rather than follow the administrative appeal process), and the court will be able to review the denial de novo (the standard is typically abuse of discretion when the plan follows the procedural requirements).

Claims Review Procedure. In cases where a claim for benefits payment is denied in whole or in part, or if there is any other adverse benefit determination, the Plan Participant may appeal the denial. This appeal provision will allow the Plan Participant to:

1. Request from the Plan Administrator a review of any claim for benefits. Such request must include: the name of the Employee, their Social Security number, the name of the patient and the Group Identification Number, if any.
2. File the request for review in writing, stating in clear and concise terms the reason or reasons for this disagreement with the handling of the claim.

The request for review must be directed to the Plan Administrator or Claims Administrator within 180 days after the claim payment date or the date receipt of the notification of denial of benefits.

A review of the denial or other adverse benefit determination will be made by the Plan Administrator and the Plan Administrator will provide the Plan Participant with a written response as follows:

- Urgent care claims: Within 72 hours of receipt of the Plan Participant's request for the review of the adverse benefit determination.
- Pre-service claims: Within 30 days of the Plan Participant's request for review of the adverse benefit determination.

- Post-service claims: Within 60 days of the Plan Participant's request for review of the adverse benefit determination.

If the Plan Participant is not notified of the plan's decision within the time frames provided above, the Plan Participant may deem the claim denied. As noted above, failing to respond to the claim within these time periods will permit a reviewing court to review the denial de novo, rather than abuse of discretion.

The Plan Administrator's written response to the Plan Participant shall cite the specific reason or reasons for adverse determination, the specific Plan provision(s) upon which the determination is based, and any other information required by law.

A Plan Participant must exhaust the claims appeal procedure before filing a lawsuit for benefits.

Prescription Drug Plan

The Rhodes Prescription Drug Plan is part of the Medical Benefit Plan. Therefore, all full-time employees who participate in the College's Medical Benefit Plan are eligible to participate in the Prescription Drug Plan. Eligible employees and retirees may obtain prescription drugs at a negotiated price for themselves and their eligible dependents from any participating pharmacy.

Express Scripts, Inc. has a network of pharmacies that participate in our plan. The preferred pharmacies can identify covered persons and the Plan's coverage provisions. To find out which pharmacies participate, contact Express Scripts, Inc. at 1-800-451-6245.

The covered person must purchase the prescription drugs through a participating pharmacy or the mail order option.

Prescription Drugs – Express Scripts Participating Pharmacy

Retail Store

Generic	\$10
Name brand formulary	\$30
Name brand non-formulary	\$50 or 50% (whichever is greater)

Mail Order Program (90 day supply per prescription)

Generic	\$20 Generic
Name brand formulary	\$60
Name brand non-formulary	\$90

Retiree Medical Benefit Plan

Retiring employees and their eligible dependents that are currently on the active plan, may enroll in the Retiree Medical Benefit Plan upon completion of ten consecutive years of full-time employment after age 50. Employees hired after January 1, 1995 will not be eligible for medical benefits upon retirement.

To participate in the Retiree Medical Benefit Plan, a new enrollment form needs to be completed and returned to the Benefits Services Manager by the first day of the month after the employee's retirement date. If the retired employee chooses not to enroll or cancels their participation after enrolling in the plan, reenrollment is not allowed. In case of death of the retiree, dependent coverage will continue until the spouse dies, remarries, or has other group medical benefits available to them (excluding Medicare). Employees retiring after June 30, 1989 will be responsible for sharing in the cost of medical coverage through medical benefit premium payments. Employees hired after January 1, 1995 will not be eligible for medical benefits upon retirement.

COBRA medical benefit continuation is also offered to retirees. A retiree may elect either the COBRA coverage or the Retiree Medical Benefit Plan (refer to the "COBRA" policy).

Vision Insurance

Plan Administrator. This Vision Plan is administered by Rhodes College, 2000 North Parkway, Memphis, TN 38112 whose Internal Revenue Service Employer Identification Number is EIN620476301. The Plan Number is 504. The Plan year is July through June. This is a full insured plan. Information regarding Plan eligibility, enrollment, cost, and the procedure for applying for benefits is contained in this section. The Certificate of Coverage includes a description of benefits under the Plan and the conditions under which these benefits are available to insured individuals.

Eligible Participants. All full-time employees have the option to purchase vision insurance coverage for themselves and their dependents.

Date Eligible for Coverage. Each employee becomes eligible for vision coverage under the Plan the first day of the month following the date of employment with Rhodes.

Date Eligible for Dependent Coverage. A dependent shall become eligible for coverage on either (a) the first day that the employee becomes eligible for coverage and satisfies the definition of eligible dependent coverage or (b) the day a covered employee first acquires an eligible dependent.

Benefits Provided. All services must be rendered by a provider in the First Look Vision Network.

- \$10 annual exam
- \$25 materials copay for glasses and lenses every 2 years
 - Single vision lenses, line bifocals or trifocals
 - Frames up to \$120

- Elective contact lenses up to \$120
- Average 30% discount for all other materials

Plan Premiums

There is a charge for vision insurance coverage that is paid through payroll deduction. At the employee's option, vision insurance premium payments may be deducted through the flexible benefits program (pre-tax option).

Currently the insurance company is Starmount Life Insurance Company. Request for information concerning Starmount Life Insurance Company contract terms, condition and interpretation thereof, claims thereunder, any requests for review of such claims and service of legal process may be directed in writing to: Starmount Life Insurance Company, 8485 Goodwood Blvd., P.O. 98100, Baton Rouge, LA 70898-9100.

The requirements for being covered under this Plan, the provision concerning termination of coverage, a description of Plan benefits (including any limitations and exclusions which may result in reduction or loss of benefits) are explained in the Certificate of Coverage.

Written notice of a claim must be sent within 30 days or as soon as reasonably possible. Typically the In-Network Vision provider will handle all claims and administrative services for you. Should you need to file a claim from an out of network provider, you must provide the claimant's name, the policyholder's name (if different), and the group policy number. You may submit a claim form or an itemized receipt for services to:

Starmount Life Insurance Company
Attn: Claims
P.O. Box 14389
Baton Rouge, LA 70898-4389

Dental Insurance

Plan Administrator. This Dental Plan is administered by Rhodes College, 2000 North Parkway, Memphis, TN 38112 whose Internal Revenue Service Employer Identification Number is EIN620476301. The Plan Number is 504. The Plan year is July through June. This is a full insured plan. Information regarding Plan eligibility, enrollment, cost, and the procedure for applying for benefits is contained in this section. The Certificate of Coverage includes a description of benefits under the Plan and the conditions under which these benefits are available to insured individuals.

Eligible Participants. All full-time employees have the option to purchase dental insurance coverage for themselves, their domestic partner and their dependents.

Date Eligible for Coverage. Each employee becomes eligible for dental coverage under the Plan the first day of the month following the date of employment with Rhodes.

Date Eligible for Dependent Coverage. A dependent shall become eligible for coverage on either (a) the first day that the employee becomes eligible for coverage and satisfies the definition of eligible dependent coverage or (b) the day a covered employee first acquires an eligible dependent.

Benefits Provided. There are four separate Dental Plans available.

MAC Plan In-Network

- \$100 lifetime deductible per covered individual (maximum 3 per family)
- Diagnostic and preventive services covered at 100%
- Basic services covered at 80% after deductible has been met
- Major services covered at 50% after deductible has been met
- \$1,000 per person maximum benefit per calendar year

MAC Plan Out-of-Network

- \$100 lifetime deductible per covered individual (maximum 3 per family)
- Diagnostic and preventive services covered at 100% of the network rate after the deductible has been met
- Basic services covered at 50% after the deductible has been met
- Major services covered at 25% after the deductible has been met
- \$1,000 per person maximum benefit per calendar year

PPO Plan In-Network

- \$100 lifetime deductible per covered individual (maximum 3 per family)
- Diagnostic and preventive services covered at 100%
- Basic services covered at 100% after deductible has been met
- Major services covered at 60% after deductible has been met
- \$2,000 per person maximum benefit per calendar year

PPO Plan Out-of-Network

- \$100 lifetime deductible per covered individual (maximum 3 per family)
- Diagnostic and preventive services covered at 100% after the deductible has been met
- Basic services covered at 80% after deductible has been met
- Major services covered at 50% after deductible has been met
- \$1,500 per person maximum benefit per calendar year

Plan Premiums

There is a monthly charge for dental insurance coverage that is paid through payroll deduction.

Currently the insurance company is Starmount Life Insurance Company. Request for information concerning Starmount Life Insurance Company contract terms, condition and interpretation

thereof, claims thereunder, any requests for review of such claims and service of legal process may be directed in writing to: Starmount Life Insurance Company, 8485 Goodwood Blvd., P.O. Box 98100, Baton Rouge, LA 70898-9100

The requirements for being covered under this Plan, the provision concerning termination of coverage, a description of Plan benefits (including any limitations and exclusions which may result in reduction or loss of benefits) are explained in the Certificate of Coverage.

Written notice of a claim must be sent within 30 days or as soon as reasonably possible. Typically, the In-Network Dental provider will handle all claims and administrative services for you. Should you need to file a claim from an out of network provider, you must provide the claimant's name, the policyholder's name (if different), and the group policy number. You may submit a claim form or an itemized receipt for services to:

Starmount Life Insurance Company
P.O. Box 80139
Baton Rouge, LA 70898-0139

COBRA Continuation Coverage

In compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the College offers eligible faculty and staff continuation of the medical benefits coverage. If an employee loses coverage due to termination or reduction in hours, the employee will be offered COBRA coverage for 18 months. An additional 11 months, for a total of 29 months, can be given to a qualified beneficiary who is determined to be disabled by the Social Security Administration at the time of the qualifying event or if the qualified beneficiary becomes disabled during the first 60 days of COBRA coverage. If an enrolled dependent loses coverage due to death of the covered employee, divorce, or legal separation of the employee or a child reaches the age limit for the Plan, the dependent will be offered continuation coverage for 36 months.

It is the **employee's responsibility** to notify the College of a divorce, legal separation, or a child reaching the age limit within 60 days of the later of the date of the event or the date on which coverage would be lost because of the event.

Individuals who elect to continue the medical benefits coverage will be required to pay 100% of the total premium plus an administration fee.

HealthSmart will send a notice to the home address on file when an employee is eligible for coverage. The employee may contact the Benefits Services Manager for additional information.

After the 18-month, 29-month, or 36-month period, medical benefits coverage will be terminated.

Rights under the Employee Retirement Income Security Act

Employees who participate in group retirement and welfare benefit plans such as medical, dental, vision, life insurance, disability benefits, and flexible savings accounts are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all Plan Participants are entitled to:

1. Examine, without charge, at the Plan Administrator's office all documents, including insurance contracts, and copies of all documents filed by the Plan with the U.S. Department of Labor, such as annual reports and Plan descriptions.
2. Obtain copies of all Plan documents and other Plan information upon written request to the Plan Administrator. The Administrator may make a reasonable charge for the copies.
3. Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish the employee with a summary of the Plan's financial report.
4. Obtain a statement telling whether the employee has a right to receive a pension at normal retirement age and if so, what the employee's benefits would be at normal retirement age if the employee stops working under the Plan now. If the employee does not have the right to a pension, the statement will tell the employee how many more years the employee has to work to get a right to a pension. This statement must be requested in writing and is not required to be given more than once a year. The Plan must provide the statement free of charge.

In addition to creating rights for Plan Participants, ERISA imposes duties upon the people who are responsible for operating the plan. The people who operate the Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of employees and other Plan Participants and beneficiaries.

No one, including the employee's employer, union, or any other person, may fire the employee or otherwise discriminate against the employee in any way to prevent the employee from obtaining a pension or other welfare benefit or exercising the employee's rights under ERISA. If the employee's claim for a pension benefit is denied in whole or in part, the employee must receive a written explanation of the reason for the denial. Employees have the right to have the Plan review and reconsider the employee's claim.

Under ERISA, there are steps the employee can take to enforce the above rights. For instance, if the employee requests materials from the Plan and don't receive them within 30 days, the employee may file a suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay the employee up to \$100 a day until the employee receives the materials, unless the materials were not sent because of reasons beyond the control of the Administrator. If the employee has a claim for benefits that is denied or ignored in whole or in part, the employee may file suit in a state or federal court. If the Plan fiduciaries misuse the Plan's money, or if the employee is discriminated against for asserting their rights, the employee may seek assistance from the U.S. Department of Labor, or the employee may file suit in a federal court. The court will decide who should pay court costs and legal fees. If the employee is successful, the court may order the person the employee sued to pay these costs and fees. If the employee loses, the court may order the employee to pay these costs and fees, for example, if it finds the claim is frivolous.

If the employee has any questions about the Plan, the employee should contact the Plan Administrator. If the employee has any questions about this statement or about the employee's rights under ERISA, the employee should contact the nearest Area Office of the U.S. Pension and Welfare Benefits Administration, Department of Labor.

Other Benefits

Employee Assistance Program (EAP)

Rhodes employees can access CONCERN, an Employee Assistance Program (EAP), for counseling services for themselves, their partners and members of their households at no cost. Counselors are licensed or certified seasoned professionals. CONCERN can help with problems such as:

- Marital and family relationships
- Alcohol or drug issues
- Grief counseling
- Gambling and financial problems
- Elder care issues

CONCERN can also refer you to a specialist if you need help beyond the scope of their practice. This service is free and confidential. You may contact CONCERN 24/7 at (901) 458-4000.

Holidays

This policy does not apply to faculty. For time off for faculty, see the Faculty Handbook.

The College observes several official, paid holidays each year, including: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Juneteenth, July Fourth, Labor Day, Thanksgiving (three days), and Christmas.

College Holiday Schedule

- **2022-2023**

July Fourth	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Thanksgiving	Wednesday - Friday, November 23-25, 2022
Christmas	Monday - Friday, December 19-23, 2022
Winter Break	Monday - Thursday, December 26-29, 2022
New Year's	Friday, December 30, 2022
Martin Luther King, Jr .	Monday, January 16, 2023
Good Friday	Friday, April 7, 2023

Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023

• **2023-2024**

July Fourth	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Thanksgiving	Wednesday - Friday, November 22-24, 2023
Christmas	Wednesday - Friday, December 20-22, 2023
Winter Break	Monday - Friday, December 25-29, 2023
New Year's	Monday - Tuesday, January 1-2, 2024
Martin Luther King, Jr .	Monday, January 15, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024

- An employee must be in pay status on the day before and the day after a holiday in order to be eligible for holiday pay. If an employee is off sick the day before and/or the day after a holiday, the supervisor may request a doctor's certificate in order for the employee to be eligible for holiday pay.
- Persons employed on a twelve-month basis, but for less than a full work week, receive holiday pay in proportion to the amount of time per week they are actually employed. For example, an hourly employee who works half-time will receive one-half the normal full-time holiday pay.
- If an employee works fewer than twelve months per year, they will not be paid for any holidays falling during the period of time that they are not actually working. For example, an employee who regularly works from August 1 through June 1 will not receive pay for the July Fourth holiday.
- Part-time employees whose regular weekly schedule causes them to be off on an official holiday will not be compensated for that holiday.
- Student employees are not eligible for holiday pay.
- Employees who are required to work on an observed College holiday should be given a compensatory day off in lieu of the actual holiday. The compensatory day off should be taken during the same seven-day period as the holiday.
- If the staffing needs of the department do not permit employees to be given a compensatory day off, employees will be paid for holidays in lieu of time off at straight time, as long as actual hours worked during the seven day period do not exceed forty (40) hours.
- In addition, if a holiday falls on an employee's regularly scheduled day off, they will be compensated for that holiday at straight time. For example, if an employee is scheduled to work on Saturday, Sunday, Monday, Thursday, and Friday, their days off are Tuesday and Wednesday. If a holiday falls on a Tuesday (the employee's day off) they will be compensated straight time for the holiday in addition to hours actually worked for the pay period.

Vacations

Eligibility. Twelve month staff employees earn vacation time. Faculty and 10-month staff do not earn vacation time. For time off for faculty, see the Faculty Handbook.

Benefit. Exempt employees earn 23 days of vacation with full base pay per 12 month period. Vacation is accrued on a biweekly basis at 6.63 hours per pay period for 26 pay periods.

Non-Exempt employees accrue 11 days paid vacation per year for the first 8 years of continuous service. After 8 years of service, employees will accrue 16 days paid vacation per year, and upon completion of 15 years of continuous service, employees will earn 21 days paid vacation per year.

The following chart provides information concerning vacation accrual rates for non-exempt employees. These rates are based on 26 pay periods.

Upon Completion of	Days Accrued	37.5 Hour Employee Accrual Per Pay Period	40 Hour Employee Accrual Per Pay Period
Up to 8 years	11 days	3.18 hours	3.39 hours
8 to 15 years	16 days	4.62 hours	4.93 hours
15 years and over	21 days	6.06 hours	6.47 hours

Time off after exhaustion of benefit. After all accumulated vacation leave has been used, there will be no negative accrual of vacation leave.

Maximum. A year is defined as 12 full months of employment. An employee's "year" begins on the first of the month following their hire date. The maximum vacation accrual is one and one half time (1 1/2) the annual vacation rate.

For example, if an employee earns vacation at the rate of two weeks (10 days) a year, the maximum accrual allowed is three weeks (15 days). Employees will lose credit for unused vacation time in excess of these maximums.

Utilizing Benefit. The actual date(s) of vacation time must be approved by the employee's supervisor. Vacation may be taken in no less than half day increments. Employees with compensatory time available must use that before using Vacation pay.

Subpoenas. Employees that have received a subpoena to appear either as a witness or as a defendant shall adhere to the vacation policy.

Introductory Period: Vacation with pay may not be granted until a new employee has completed the 90 day introductory period, although vacation credit will be accrued during that period.

Benefit upon Termination. When an employee terminates their employment with the College after their introductory period, the employee will be paid for any unused vacation accruals subject to the following limitations:

- Employees who have at least fifteen consecutive years of service as a full-time staff member will be paid a maximum of one month (23 days) of unused vacation.
- Employees who have less than fifteen consecutive years of service as a full-time staff member will be paid a maximum of two weeks (10 days) of unused vacation.

However, if the employee's termination is a result of disciplinary actions, or if the employee does not give sufficient notice (2 weeks) of their resignation, payment of unused vacation accruals will be forfeited. Employees will not be paid for any vacation leave if they leave the service of the College, voluntarily or otherwise, during their introductory period. If, subsequent to employee's termination of employment for any reason, the employee should again be employed by the College, they shall not receive seniority or vacation benefits based on prior service.

An employee may not use vacation for the purpose of extending their date of termination. Employees may take vacation during the notice period. However, payment for unused vacation accruals will be reduced by the amount of vacation taken during the notice period.

Should an employee have any questions concerning the vacation policy, please contact the Benefits Services Manager.

Compensatory Time

Eligibility. Full-time, non-exempt staff employees scheduled to work 37.5 hours per work week (Monday through Sunday).

Benefit. Compensatory time is earned when an employee works more than 37.5 hours in a week up to 40 hours. If the employee works more than 40 hours in a week, that time is paid as overtime (time and ½).

Maximum. An employee may not bank more than 37.5 hours of compensatory time. If the employee has a balance of 37.5 hours of compensatory time, any hours worked that would otherwise be added to that balance will be paid to the employee at the employee's regular rate of pay.

Utilizing Benefit. Employees must request all time off of work from their supervisor. Compensatory time must be used before Vacation time when taking time off of work. **Benefit upon Termination:** When an employee terminates their employment with the College, the employee will be paid for any Compensatory time earned but not used.

Should an employee have any questions concerning the compensatory time, please contact the Benefits Services Manager in Human Resources.

Parental Leave

This policy does not apply to faculty. Paid parental leave for faculty is discussed in the Faculty Handbook.

Rhodes currently provides sixteen (16) weeks of FMLA leave for the birth or adoption of a child, and twelve (12) weeks of FMLA leave for the placement of a child with the employee for foster care. Under the new parental leave policy, six (6) weeks of that leave will be paid for the Rhodes employee who is the primary caregiver of the child and two (2) weeks of that leave will be paid for the Rhodes employee who is the non-primary caregiver for the child. This paid leave must be taken within 12 months of the birth, adoption, or state placement of the child and must be taken in consecutive weeks.

The six weeks of paid parental leave include any holidays during that time, with the exception of the College's winter break.

This paid parental leave is available to full-time staff with at least one year of full-time service at Rhodes at the time of the event (birth, adoption, etc.). Staff who are otherwise eligible for FMLA leave but not eligible for paid parental leave under this policy must follow the terms of the College's FMLA policy.

The primary caregiver is the staff member who is primarily responsible for the day to day custody, care and control of the child. A request for Parental Leave must be accompanied by an Affidavit of primary caregiver status. The affidavit form is available in Human Resources.

Paid parental leave should generally commence following the birth, adoption, or placement of a child, but in some instances, may occur prior to the event when deemed medically necessary or when it is requisite to fulfill the legal requirements for an adoption, provided all eligibility requirements are met. Except in emergency situations, paid parental leave must be requested no later than sixty (60) days in advance of the start of the leave. Employees may be asked to provide a birth certificate, adoption agreement, or court papers. Paid parental leave must be the first leave used for the birth, adoption, or placement of a child.

Paid parental leave will run concurrently with family and medical leave. If the amount of FMLA leave available is less than the amount of paid parental leave to be taken, paid parental leave will still be granted as specified in this policy, without regard to the existence of the individual's available FMLA leave.

Paid parental leave shall be exhausted prior to the use of vacation or sick leave when such leave is requested for the purpose of a birth or adoption event. Paid parental leave shall be exhausted prior to the use of unpaid leave.

One paid parental leave benefit is available per employee, per birth, adoption, or placement event. The number of children involved does not increase the length of paid parental leave granted for that event. Leave under this policy is not available when a spouse adopts the already born minor child(ren) of a spouse.

While on parental leave the employee may not work secondary jobs at the College.

If an employee does not return to work after parental leave and give proper advance notice (two weeks) they may be responsible for reimbursing the College full payment for compensation paid while on leave.

Sick Leave

Eligibility. All full-time staff employees are eligible. For paid leave for faculty, consult the Faculty Handbook.

Benefit. Eligible employees begin to accrue sick leave credit on the first pay period following their hire date. Sick leave will be earned at the rate of one day each month, up to a maximum of two times the employee's annual accrual limit. Sick leave will be earned at the following rate:

12-Month 37.50 Hour Employees	3.47 hours per pay period for 26 pay periods	Max Accrual 24 Days
12-Month 40.00 Hour Employees	3.70 hours per pay period for 26 pay periods	Max Accrual 24 Days
10-Month Employees	3.41 hours per pay period for 22 pay periods	Max Accrual 22 Days

Introductory Period. Employees in their introductory period are not eligible to use sick leave, but will be given credit for accrued sick leave once regular employment status is achieved. If employees still in their introductory period are absent due to illness or non-work related injury, their pay (only full days if the employee is exempt) will be adjusted to reflect an unpaid absence.

Maximum. The maximum sick days allowed to accrue is two times the annual accrual.

Utilizing Benefit. All employees who are unable to report to work due to personal or other sick leave conditions are required to notify their supervisor (or an alternate designated by the supervisor) no later than one hour prior to their scheduled starting time. Employees who must leave work due to illness or sick leave conditions should likewise advise their supervisor. In cases of advanced knowledge of a sick leave, such as pregnancy or preplanned surgery, the supervisor must be notified as soon as possible in order to prepare for the employee's absence. All absences for sickness should be processed in Workday.

Employees will be required to contact their supervisor every day that they are on sick leave and let them know their recovery progress, unless their illness is of a continuing nature such as confinement to a hospital.

A doctor's certificate may be required for sick leave absences. An employee who misuses the sick leave benefit will be subject to disciplinary action as outlined in the Employee Discipline section. Employees are also required to return to work within one day after a

physician certifies that the employee is capable of returning. Failure to return to work under this condition is cause for disciplinary action up to and including dismissal.

In addition, each time an employee utilizes more than three (3) consecutive sick days, the employee's Family and Medical Leave Act (FMLA) benefits may begin and the total amount of the employee's FMLA benefits will be reduced by the amount of sick leave utilized. Employees should notify the Benefit Services Manager anytime more than three (3) consecutive sick days are used.

While on vacation, days on which the employee is confined to a hospital or residence because of a major illness or injury may be charged to sick leave. A certificate from the treating physician is required in each case.

As a normal practice, sick leave is to be used by an employee only for their own sickness or illness. However, when a member of an employee's family (spouse, child, or parent, as defined by the FMLA) is ill, sick time may be used. Routine medical and dental appointments should be scheduled outside regular working hours. If this is impractical, medical and dental appointments scheduled during regular working hours, with the prior approval of the department head, will be charged to sick leave time.

Leave after Exhaustion of Benefit. After all accumulated sick leave has been used, an employee must use accrued vacation and compensatory time. There will be no negative accrual of sick leave.

Pregnancy. Illness due to pregnancy is treated the same as any other type of illness for the purposes of this Staff Sick Leave Policy.

Benefit upon Termination. On separation from the College, voluntarily or otherwise, no employee shall be compensated for any accrued unused sick leave. Should an employee be employed by the College at a later date, they will receive no sick leave benefits based on prior service.

Should an employee have any questions about the Sick Leave Policy, please contact the Benefits Services Manager.

Tuition-Related Benefits

Rhodes Tuition Exchange Programs

Rhodes participates in three exchange programs to assist eligible dependent children with the cost of undergraduate tuition at colleges and universities other than Rhodes.

Eligibility: The natural or legally adopted child of a full-time employee with at least 1 year of service. The child must have never married and must begin receiving the benefit before the age of 25. Dependents of part-time employees (those scheduled to work less than 37.5 hours per

week and 10 months per year) are not eligible for the tuition exchange. The dependent must be accepted for admission by a participating institution.

Benefit for Dependents: Tuition exchange programs are limited to 8 semesters of study or until the requirements for an undergraduate degree are met, whichever comes first.

Exchange Programs: Each program has its own application process and tuition credit program. Please refer to the website for the program below for more specific information. (We recommend that employees contact the Financial Aid office of the individual school as well).

- Associated Colleges of the South (ACS): Information at www.colleges.org including a list of schools. The ACS charges a fee of \$2,000 per year for participation in the tuition exchange. Employees should notify the Benefits Services Manager if the employee's child is applying to a school in this program.
- The Tuition Exchange (TE): Information and list of participating schools at www.tuitionexchange.org. Check with individual schools for tuition waiver amount. Applicants for this program should apply at the website.

Students should apply for admission, all scholarships and financial aid just as they would at any other school.

Benefits after Termination: No tuition payments will be continued after the termination of employment except in the following cases: In the event of death, retirement, or total disability of a Rhodes employee, one academic year of tuition payments will be granted for the spouse and/or natural or legally adopted children for each four years of full-time employment. If a totally disabled employee recovers and resumes employment with an organization other than Rhodes, the tuition payment will terminate.

Rhodes Tuition Remission Program

Benefit for Employees: After one year of service, full-time employees of Rhodes (those working at least 10 months per year and 37.5 or 40 hours per week depending on the employee's position) may be eligible for tuition remission. The employee is responsible for the registration and application fees, and must meet Rhodes' admissions criteria as established by the Committee on Admissions.

After one year of service, part-time employees (those working at least 18.75 hours per week or 20 hours or more per week depending on the employee's position) are eligible for tuition remission on a pro-rata basis, under the same provisions as full-time employees. Employees who work fewer than 18.75 hours per week are not eligible for tuition remission.

Employees may take up to two (2) tuition remission courses at Rhodes each semester. Tuition remission will be given provided that:

- The employee's supervisor approves of the class schedule;
- The employee continues as an employee for the duration of the semester;

- The number of credit hours does not exceed 8 in each semester;

Only one course may be taken during the employee's regular work schedule for full-time employees. If on a part-time schedule, the employee must arrange for class to be before or after their assigned work schedule. The employee must be in good standing with the College and have no disciplinary actions during the past 12 months. This is not an entitlement; the first priority is the mission and function of the College and our responsibility to the College community is dependent upon each other for timely services. If, however, such arrangements can be made, the employee's supervisor and the appropriate Dean/VP must approve in writing, prior to registration, the revised work schedule necessary to attend the class. The employee's actual work time excluding class time remains undiminished, and care should be exercised regarding how the revised work schedule may affect others. This policy does not apply for summer sessions, study abroad, or other special programs.

In order to receive tuition remission at Rhodes, the employee must complete, sign, and submit a Tuition Remission form to Human Resources for approval. This form may be obtained from the Benefits Services Manager. After eligibility is confirmed and tuition remission is approved, the employee must complete an Application for Admission as a Special Student, available in the Office of Admission. Both the completed Tuition Remission form and the completed Application for Admission as a Special Student with the required supporting documents must be submitted to the Office of Admission at least two weeks prior to the beginning of the desired semester of enrollment.

Benefit for Spouse/Partner and Dependents: A spouse, partner, and natural or legally adopted child of a full-time employee, provided the child has never married and begins receiving the benefit before the age of 25. The spouse/partner and dependents of part-time employees (those working less than 37 ½ hours per week and 10 months per year) are not eligible for tuition remission.

Tuition payments are limited to four (8 semesters) academic terms (including summer) regardless of the number of hours a student is enrolled. In other words, tuition remission is not pro-rated, therefore a student enrolled for only 4 credit hours will still be using one of the 8 terms for which they are eligible. A spouse, partner, or child of eligible employees may take music lessons and may enroll as special students in various courses at special rates. For specific details regarding special fees, inquire at Rhodes Express located in Burrow Hall.

Tuition at Rhodes will be remitted on behalf of spouse, partner, and/or natural or legally adopted child subject to the following qualifications:

- After 1 year of full-time employment — one-third tuition at Rhodes will be remitted.
- After 2 years of full-time employment — two-thirds tuition at Rhodes will be remitted.
- After 3 years of full-time employment — full tuition at Rhodes will be remitted.

In order for a spouse, partner, or dependent to receive tuition remission at Rhodes, the employee must complete, sign, and submit a Tuition Remission form to Human Resources for approval. All students must also apply for admission. This form can be obtained from the Benefits Services

Manager. After eligibility is confirmed and tuition remission is approved, the spouse or dependent must complete an Application for Admission. Both the completed Tuition Remission form and the completed Application for Admission with the required supporting documents must be submitted to the Office of Admission before the deadline for regular admissions.

If an employee's natural or legally adopted child attending Rhodes receives a merit scholarship from Rhodes, the amount of the Rhodes tuition remission plus the merit scholarship will be credited to the student's account. However, the total amount of Rhodes tuition remission plus all sources of aid, including outside scholarships, shall not exceed the cost of tuition, room, board, and fees at Rhodes.

Benefits after Termination: No tuition payments will be continued after the termination of employment except in the following cases. In the event of death, retirement, or total disability of a Rhodes employee, one academic year of tuition payments will be granted for the spouse/partner and/or natural or legally adopted children for each four years of full-time employment. If a totally disabled employee recovers and resumes employment with an organization other than Rhodes, the tuition payment will terminate.

Tuition Grant Program

NOTE: The Tuition Grant Program is no longer available for full time employees whose employment date is subsequent to December 1, 2011.

Eligibility: Natural or legally adopted children, never married, and begin receiving the benefit before age 25, of tenured faculty members, and Deans/VPs.

Benefit: Tuition grants will be remitted at any other accredited college or university in the United States, up to a maximum of Rhodes published tuition price and mandatory fees. It is assumed, under this policy, that each student will make every appropriate effort to take advantage of scholarships offered by the other institutions or by any other agency. Rhodes will pay toward the student's total bill the smallest of the following three amounts:

1. The current tuition and mandatory fees charged by Rhodes.
2. The tuition and mandatory fees charged by the college or university the student is attending.
3. The tuition, room, board, and mandatory fees charged by the college or university the student is attending less all grants and scholarships received by the student, regardless of the source of the grants and scholarships.

Maximum Benefit: There shall be a limitation of four academic years (or the equivalent thereof) of baccalaureate study for each eligible child of a tenured faculty member. Enrollment for more than four academic years and/or after the receipt of a baccalaureate degree will not qualify for tuition grants.

All tuition grant payments under this benefit are considered taxable income and are subject to applicable withholding taxes.

Benefits for Faculty Emeritus/a and Retired Staff

This section describes the campus and community benefits to which employees designated as Faculty Emeritus/Emerita or Staff Retired from Service are entitled after their service to Rhodes.

For faculty emeritus/emmerita:

- Continued use of a Rhodes email address
- Campus parking privileges
- Library privileges including the possibility of reserving working space in the library on an “as-needed” basis
- Use of the Bryan Campus Life Center
- Discounts at the College Bookstore
- Faculty/staff discount for event rental of Rhodes campus facilities
- Each faculty member may enroll without fee in one standard course each semester in the academic program of the Meeman Center (based on spaces available; travel courses are excluded)
- Regular courses in the academic program may be audited without charge upon approvals of the instructor and of the Office of Academic Affairs (based on spaces available)
- Faculty emeritus/emmerita are invited to attend formal academic occasions, most notably the Opening Convocation of the Academic Year at which time faculty emeritus/emmerita will be recognized. The College will include faculty emeritus/emmerita in an annual event for faculty with the President of the College and the Office of Academic Affairs
- Potential opportunities for faculty emeritus/emmerita to teach part-time, including during summer school or through the Meeman Center for Lifelong Learning.
- Membership for faculty emeritus/emmerita to the “Phase Three” faculty development affinity group, which includes access to faculty development opportunities on campus.

Staff of the College are designated as retired from service if the following criteria are met:

1. The person must have served the College as a full-time member of the Staff for at least ten consecutive years.
2. The person must be in good standing according to the policies and procedures of the College.
3. The person must be eligible to draw retirement benefits as defined by applicable federal/state regulations and college policy.

For staff designated as retired from service:

- Campus parking privileges
- Library privileges
- Use of the Bryan Campus Life Center
- Discounts at the College Bookstore
- Use of the event rental of Rhodes campus facilities

- Each staff retired from service may enroll without fee in one standard course each semester in the academic program of the Meeman Center (based on spaces available; travel courses are excluded)
- Regular courses in the academic program may be audited without charge upon approvals of the instructor and of the Office of Academic Affairs (based on spaces available)
- Staff retired from service will be invited to attend formal academic occasions; most notably the Opening Convocation of the Academic Year at which time staff retired from service will be recognized. The College will include staff retired from service in an annual event for staff with the President of the College.

Leaves of Absence

Bereavement

Guidelines for Bereavement Practices

1. All employees are entitled to three working days of bereavement leave, with pay, for a death in the family to be used to attend to personal business including funeral services. This leave must be taken within a 10-day period after death. Bereavement leave is available for use following the death of the employee's spouse or partner, the employee's child, the employee's spouse's or the partner's child, parent, stepparent, brother, sister, grandparent, or grandchild.
2. The College may recognize the death of an employee or a member of their immediate family with an official notice by email to the campus faculty and staff. The department chairperson or department/division manager head should email the President's Office, the appropriate Dean/Vice President, and the Human Resources office with notification of the family member's death and funeral arrangements if available. If requested by the employee, the campus should then be notified by email.
3. Spending levels from division or department budgets for gifts to the bereaved family for tangible items such as food, flowers, or memorial gifts to Rhodes should not exceed \$75 per item or \$150 in total. Memorial gifts to Rhodes may include a donation to the college's library, scholarship fund or other programs at Rhodes in memory of the deceased. Memorials to other nonprofits are not allowed from Rhodes funds due to the College's tax-exempt status.
4. Cash memorials from college funds cannot be made to other non-profit organizations. Gifts to these organizations should be by personal donation only.

Family and Medical Leave

Purposes of Leave

Unpaid leave under the Family and Medical Leave Act ("FMLA") can be taken (1) for the birth of a child; (2) for the placement of a child with the employee for adoption or foster care; (3) where the employee is needed to care for a spouse, child, or parent with a serious health

condition; and (4) for the employee's own serious health condition that causes the employee to be unable to perform the essential functions of their job; (5) for a qualifying exigency arising out of the fact that an employee's spouse, child or parent is on or has been called to active military duty in support of a contingency operation; or (6) if the employee is the son, spouse, daughter, parent, or next of kin caring for a military service member recovering from a serious injury or illness suffered while on active duty in the Armed Forces.

Amount of Leave

The Family and Medical Leave Act entitles eligible employees to an unpaid leave of absence of up to twelve (12) weeks during any twelve-month period (measuring backwards from the date the employee last used family and medical leave) where the leave is for placement of a child with the employee for foster care, for the employee's own serious health condition, for the serious health condition of a family member, or for a qualifying exigency arising out of the fact that a spouse, son, daughter or parent of an employee is on or has been called to active military duty in support of a contingency operation.

Employees are entitled to up to a total of 26 weeks of leave during any single 12 month period (measuring forward from the date the employee's first FMLA leave) to care for a covered service member if the employee is the son, spouse, daughter, parent, or next of kin caring for a military service member recovering from a serious injury or illness suffered while on active duty in the armed forces. An eligible employee is entitled to a combined total of 26 work weeks of leave for any FMLA-qualifying reason during this twelve-month period, no more than twelve weeks of which may be used for a qualifying reason other than service member caregiver leave.

Employees taking leave for the birth or adoption of a child are entitled to a four-month unpaid leave of absence during any twelve-month period (measuring backwards from the date the employee last used family and medical leave).

Qualifications for Leave

In order to be entitled to FMLA leave, an employee must have been employed by the College for 12 months, working at least 1,250 hours during the 12-month period immediately preceding FMLA leave.

Serious Health Condition

A serious health condition is defined as an illness or injury involving inpatient care or continuing treatment by a health care provider. Continuing treatment includes one or more of the following:

- (a) A period of incapacity of more than three (3) consecutive, full calendar days that also involves:
 - (i) In-person treatment by a health care provider, nurse, physical therapist or similar provider two or more times within thirty (30) days of the first day of incapacity, with the first visit occurring within seven (7) days of the first day of incapacity; or

- (ii) In-person treatment by a health care provider on at least one occasion within seven days of the first day of incapacity, which results in a regimen of continuing treatment.
- (b) Any period of incapacity due to pregnancy or prenatal care;
- (c) Any period of incapacity due to a chronic serious health condition that requires periodic visits at least two times per year by a health care provider;
- (d) A period of incapacity which is permanent or long-term due to a condition for which treatment might not be effective; and
- (e) Any period of absence to receive multiple treatments such as surgery, chemotherapy, dialysis, physical therapy and the like.

Qualifying Exigency

Eligible employees may take FMLA leave while the employee's spouse, son, daughter or parent is on active duty or call to active duty status in the Armed Forces, National Guard or Reserves for one of the following qualifying exigencies:

- (a) To address any issues arising out of the short-notice deployment (seven calendar days or less prior to deployment) of a covered military member;
- (b) To attend military events and related activities such as official ceremonies, family support programs and informational briefings related to the active duty or call to active duty status of a covered military member;
- (c) To address childcare arrangements and certain College activities as a result of the active duty or call to active duty status of a covered military member;
- (d) To make certain financial and legal arrangements as a result of the active duty or call to active duty status of a covered military member;
- (e) To attend counseling for the employee, the covered military member or child of the covered military member, the need for which arises out of the active duty or call to active duty of the covered military member;
- (f) To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment;
- (g) To participate in certain post-deployment activities such as arrival ceremonies or reintegration briefings for a period of 90 days following termination of the covered military member's active duty status; and
- (h) To address issues related to the death of a covered military member while on active duty status, such as meeting and recovering the body and making funeral arrangements.

In its discretion, the College may permit an employee to take FMLA leave for other activities arising out of the active duty or call to active duty status of a covered service member. Further information about the types of activities that would constitute a qualifying exigency can be obtained from the Human Resources Office.

Caregiver Leave for Service Members

Eligible employees are entitled to FMLA leave to care for a member of the Armed Forces, including the National Guard and Reserves, who has a serious injury or illness incurred in the

line of duty on active duty for which they are undergoing medical treatment, recuperation, therapy or is otherwise in outpatient status or on the temporary disability retired list. This leave does not apply to service members on the permanent disability retired list. Veterans who were members of the Armed Forces during the five year period preceding the time the veteran seeks medical treatment or is undergoing recuperation or therapy are also considered covered service members. For purposes of this leave, a serious illness or injury is one (i) incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties, or (ii) an injury or illness that occurred before active duty but was aggravated by service in the line of active duty. To be entitled to such leave, the eligible employee must be the spouse, son, daughter, parent or next of kin (nearest blood relative other than spouse, parent, son or daughter) of a covered service member.

Spouse Rule

Spouses who both work for the College and are eligible for FMLA leave are entitled to a combined total of 12 weeks of leave in any twelve-month period if the leave taken is (1) for the placement of a child for foster care; or (2) to care for a parent with a serious health condition. If the leave is taken to care for a child with a serious health condition, the spouses may each take twelve weeks of FMLA leave.

If the leave is taken for the birth of a child or the placement of a child for adoption, spouses who both work for the College and are eligible for FMLA leave are entitled to a combined total of four months of leave during any twelve-month period.

In the event that a spouses who both work for the College are taking leave during a single twelve-month period to care for a covered service member with a serious injury or illness, they are limited to a combined total of 26 weeks of leave during that single twelve-month period if leave is taken for the birth of the employee's child or to care for the child after birth, for placement of a child with the employee for adoption or foster care or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered service member with a serious injury or illness.

Intermittent or Reduced Schedule Leave

If medically necessary for the care of a seriously ill family member or the employee's own serious health condition, leave may be taken intermittently or on a reduced schedule. The health care provider's statement supporting such leave must specifically state that intermittent or reduced schedule leave is medically necessary. The employee seeking intermittent or reduced schedule leave must make reasonable efforts to schedule any planned medical treatment so as not to disrupt unduly the College's operations. Employees are ordinarily expected to consult with the Human Resources Office prior to the scheduling of such treatment in order to work out a treatment schedule which best suits the needs of both the employee and the College. The College reserves the right to transfer an employee taking such leave for planned medical treatment to an alternative position, with equivalent pay and benefits, which better accommodates intermittent or reduced-schedule leave.

Employee Notice

In order to take FMLA leave, the employee is required to give the College at least thirty (30) days advance notice if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for the serious health condition of the employee or family member, or the planned medical treatment for the serious injury or illness of a covered service member. If the thirty-day notice cannot be given because of an unexpected change in circumstances, a medical emergency, or the like, notice must be given as soon as practicable, normally within the same day or within one business day of when the employee became aware of the need for FMLA leave.

If the need for leave is not foreseeable, the employee should ordinarily provide the notice required by the College's sick leave policy. Such notice must provide sufficient information for the College to determine whether the FMLA may apply to the leave request. Calling in "sick" without providing more information will not be considered sufficient notice to entitle an employee to FMLA leave. An employee giving notice for the leave must explain the reasons for the needed leave so as to allow the College to determine whether the leave qualifies as family and medical leave. Employees also have an obligation to respond to the College's questions to determine if a leave request is FMLA-qualifying. If an employee fails to explain the reasons for the leave, or fails to respond to reasonable inquiries regarding the leave request, leave may be denied.

If the required notice is not given, the leave may be delayed or denied.

Medical or Other Certification

If the employee wishes to take FMLA leave to care for their seriously ill spouse, child or parent, to care for a covered service member with a serious illness or injury, or because of the employee's own serious health condition, the employee must provide to the College a medical certification from the treating health care provider. This certification must be provided within fifteen (15) calendar days of the College's request for such certification. The employee can obtain a form for this medical certification from the Benefits Services Manager. The College also reserves the right to obtain clarification or authentication of the medical certification and/or a second or third medical certification at the College's expense as allowed by the FMLA. Periodic recertification may also be requested by the College in accordance with FMLA regulations.

If an employee wishes to take FMLA leave for a qualified exigency, the employee must provide the College with a copy of the covered service member's active duty orders or other appropriate documentation and a certification by the employee in a form that will be provided by the College. This certification must be provided within fifteen calendar days of the College's request for such certification.

If the certification provided is determined by the College to be incomplete or insufficient, the employee will have up to a maximum of seven (7) calendar days to cure any deficiency. Failure to provide complete and sufficient certification may lead to delay or denial of the leave request.

Substitution of Paid Leave

FMLA leave is unpaid. However, an employee must first substitute any applicable accrued paid leave available to them, such as parental leave, sick leave or vacation, to render a portion of the leave paid. Any remaining FMLA leave will be unpaid. All worker's compensation leave, short-term disability, sick leave, parental leave and vacation leave will run concurrently with FMLA leave.

Continuation of Benefits

During the period of FMLA leave, group health insurance coverage will remain in effect for the employee. If paid leave is substituted as discussed above, the employee's portion of the premium will be paid by payroll deduction as it normally is. If all or part of the leave is unpaid, then the employee must pay their portion of the premium as other premiums are paid by employees on leave without pay. If the employee's portion of the premium is not paid in a timely manner, the employee's group health insurance coverage may lapse during their FMLA leave. If the employee does not return to work after their FMLA leave, the College reserves the right to recover all group health insurance premiums paid by the College for the employee's health insurance coverage unless the failure to return to work was for reasons beyond the employee's control.

Benefit accruals, such as vacation or sick leave, will be suspended during the leave and will resume upon return to active employment.

Status Report

While the employee is on FMLA leave, they must report to their supervisor every two weeks on their status, including whether the employee intends to return to work and the date on which he/she will return to work if known. Employees should give at least two (2) business days' notice of the date they will return to work.

Fitness for Duty Certification

If the employee has been on FMLA leave because of their own serious health condition, before the employee can return to work, they must provide a medical certification from their treating health care provider verifying that the employee is able to perform the essential functions of their job. If the employee does not provide this medical certification, they will not be permitted to return to work.

Return from Leave

When the employee returns from FMLA leave, they will be given the same job they had when they left or an equivalent job. However, if the employee is a key employee as defined in the FMLA (among the highest paid 10% of all employees within 75 miles of their worksite), the employee may be denied the right to return to the College under certain circumstances. If the employee does not return during or at the end of their FMLA leave, they may lose their right to be returned to their former job or an equivalent one.

Jury Duty

Employees summoned for jury duty must notify and present the summons to their immediate supervisor as soon as it is received. Once the court excuses the employee from jury duty after three (3) or fewer hours of service, the employee will be required to report to work immediately (if during working hours) and notify their supervisor of their return.

A Rhodes employee who serves on jury duty will be compensated at their regular wage rate. Payments received from the courts for parking, etc. are retained by the employee.

Personal Leave of Absence

When an employee has either exhausted or is not eligible for all other forms of leave, whether paid or unpaid, a personal leave of absence without pay may be granted for the following reasons: medical, disability, childcare, educational, personal issues, pregnancy, adoption, and care for a parent or spouse. A doctor's certification may be requested.

Eligibility. Employees normally must work 20 hours a week or more (regardless of months per year) and have one year of service to be eligible for this benefit.

Benefit. A leave of absence without pay may be granted in up to 6-month increments (but not to exceed one year) at the discretion of the College with the approval of the employee's supervisor, Dean/Vice President, and the Chief Human Resources Officer. Requests for a Personal Leave of Absence must be made a minimum of one month prior to the beginning of the leave.

Utilizing Benefit. All paid benefit time must be used before an unpaid leave begins. Any outstanding debts owed to the College must be paid before leave is granted. Sick leave and vacation leave will not accrue while an employee is on a leave of absence without pay.

Failure to return to work at the end of a leave of absence will be considered a resignation. Any employee who has been on leave of absence for over 180 days is terminated automatically, unless the leave is for any work related or non-work related disability, the employee remains unable to work due to the disability, and a reasonable accommodation can be made. Any employee who believes they need additional leave in excess of 180 days as a reasonable accommodation should contact the HR office as soon as possible so the College may consider whether it can grant the extension without causing undue hardship, or if another reasonable accommodation is available. Any termination under this policy is "no fault."

The College, under ordinary circumstances, will keep the employee's position open for the employee to reassume upon the termination of the leave. However, when the orderly functioning of the College requires replacement, the College may fill the position. In such cases, the College will make every effort to find an equivalent position for the employee elsewhere in the College.

Fringe benefits during an unpaid personal leave of absence may be continued if paid for by the employee. The employee would pay the entire cost (100%) of fringe benefits, unless qualified under the Family and Medical Leave Act (FMLA) (refer to the Family and Medical Leave Act policy) in which case employee will pay their employee portion of health benefits.

Requesting Leave of Absence. Employees wishing to request a personal Leave of Absence without pay should submit such a request in writing to Human Resources. The leave request must be dated, signed by the employee, and state the reason(s), circumstances, duration, and location of the employee during leave. The supervisor will submit the request to the Chief Human Resources Officer. The Chief Human Resources Officer will submit their recommendation to the appropriate Dean/Vice President, who will approve or disapprove the leave, and notify the employee through the supervisor. Extensions of an initial leave of absence must be requested in the same manner.

Should employees have any questions concerning the Leave of Absence Without Pay policy, please contact the Chief Human Resources Officer.

Short Term Disability Leave

Eligibility. All full time staff are eligible for this benefit. Paid leave for illness for faculty members is discussed in the Faculty Handbook.

Benefit. Eligible employees earn short-term disability leave in proportion to their employment status (i.e. hours/week and months/year). An employee accumulates one month of short-term total disability leave for each full year's service to the College up to the maximum allowable accumulation. No disability leave accumulates for a fraction of a year's service. Sick leave and vacation leave will not accrue while employees are on short-term disability leave. Short-term disability leave will run concurrently with FMLA leave.

Maximum. The maximum allowable accumulation of short-term total disability leave will not exceed five months. For any individual employee the actual short-term total disability leave accumulation, when added to the employee's available paid benefit time, will not exceed six months. Short-term total disability leave may not commence until all paid benefit time has been used, and eligibility has been approved.

Utilizing Benefit. For employees to become eligible for short-term total disability leave, a written statement from the physician certifying disability must be submitted to the Benefits Services Manager and approved by the Chief Human Resources Officer.

The College reserves the privilege of requiring a second medical opinion from a College-designated physician before approving disability benefits. Should the medical opinions of the employee's physician and the College-designated physician concerning total disability differ, a third physician, chosen mutually by the employee and the College, will be asked to render an opinion. The majority opinion of the three physicians will be binding.

Short-term total disability leave may not commence until all paid benefit time has been used, and eligibility has been approved. Once a date of leave is established, the employee will be notified if they owe any outstanding debts to the College, and a plan to pay debts will be developed. If sick and vacation leave have been exhausted and eligibility is still pending, the employee will be on an unpaid leave status. If the disability is approved, the College will retroactively pay the

employee for this unpaid leave. While an employee is on an unpaid leave, the employee will be responsible for the entire premium (100%) for benefits.

The College may require that the eligible employee provide status reports at least every thirty (30) days regarding the employee's condition.

The College, when circumstances allow, will keep the employee's position open for the employee to reassume upon the termination of the leave. However, when it becomes an undue hardship on the College to keep the position open and the orderly functioning of the College requires replacement, the College may fill the position once the employee has exhausted any applicable leaves of absence. In such cases, the College will make every effort to find an equivalent position for the employee elsewhere in the College.

Each time an employee utilizes short-term total disability leave; the total amount of the employee's accrued short-term total disability leave time is reduced by the amount of short-term total disability leave utilized. Once short-term disability leave is exhausted, no further accumulation will occur. In addition, each time an employee utilizes short-term disability leave, the employee's Family and Medical Leave Act (FMLA) benefits will begin and the total amount of the employee's Family and Medical Leave Act (FMLA) benefits will be reduced by the amount of short-term disability leave utilized (refer to the Family and Medical Leave Act).

Leave after exhaustion of benefit. Should an employee anticipate the disability to extend longer than the eligible period of short-term total disability, a request for a leave of absence must be made to Human Resources (See Leave of Absence Without Pay Section). A covered employee who is totally disabled for more than six months may be eligible for certain benefits. Included in this coverage is the continuation of the employee's medical benefit plan subject to COBRA limitations. Failure to request additional leave or to return to work at the end of a leave of absence will be considered a resignation. Any employee who believes that they need additional leave in excess of 180 days as a reasonable accommodation should contact the HR office as soon as possible so the College may consider whether it can grant the extension without causing undue hardship, or if another reasonable accommodation is available.

Benefit upon Termination. As of the date of retirement, resignation, or termination of employment, the employee forfeits all accrued short-term total disability leave. Should the employee, again be employed by the College, they will receive no short-term total disability benefits due to prior service.

In cases in which an employee has been employed by the College for a definite period of time, ending at a specific date, short-term total disability leave will under no circumstances continue to pay the employee's salary subsequent to the scheduled date of termination of employment.

Short-term total disability due to pregnancy is treated the same as any other type of short-term total disability for the purposes of this Short-Term Total Disability Leave Policy.

Please contact the Benefits Services Manager regarding any questions about this leave.

Military Leave

Eligibility

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Procedures for Taking Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, employees should provide their supervisor with notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this policy. Additionally, it is preferred, but not required under the law or this policy, that the notice be accompanied by a copy of the order, directive, notice or other document requiring the work absence. Employees may choose to take leave without pay or to use accumulated vacation days during the leave.

Application for Re-Employment

An employee who has engaged in military service must, in order to be entitled to the re-employment, submit an application for re-employment according to the following schedule:

1. If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) – the employee must report for re-employment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
2. If service is for 31 days or more but less than 181 days – the employee must submit an application for re-employment with Human Resources no later than 14 days following the completion of service.
3. If service is over 180 days – the employee must submit an application for re-employment with Human Resources no later than 90 days following the completion of service.
4. If the employee is hospitalized or convalescing from a service-connected injury – the employee must submit an application for re-employment with Human Resources no later than two years following completion of service.

Documentation Necessary for Re-Employment

Employees who apply for re-employment following military service must provide their supervisor with military discharge documentation to establish the timeliness of the application for re-employment, the duration of the military service, and the honorable discharge from the military service.

Exceptions to Re-Employment

In addition to the employee's failure to apply for re-employment in a timely manner, an employee is not entitled to reinstatement if any of the following conditions exist:

1. The College's circumstances have so changed as to make re-employment impossible or unreasonable.
2. Re-employment would pose an undue hardship upon the College.
3. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
4. The employee did not receive an honorable discharge from military service.

Position upon Re-Employment

Upon an employee's prompt application for re-employment (as defined above), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

1. Less than 91 days of military service – (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the College, in the position in which the employee had been employed prior to military service.
2. More than 90 days and less than 5 years of military service – (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the College, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
3. Employee with a service-connected disability – if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position they would have attained or in the position that they left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the College; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Benefits

While on leave, employees are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence, whether paid or unpaid, including those rights and benefits that become effective during their service and that are provided to similarly situated employees on furlough or leave of absence. Employees may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave of absence are so required.

Employees re-employed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed.