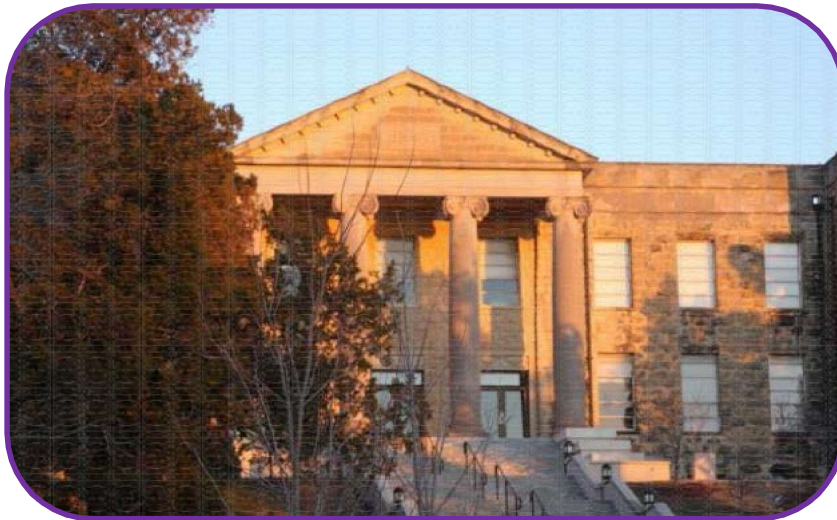

SOUTHWESTERN COLLEGE

Employee Handbook

Important information for
Southwestern College Employees



Human Resources / Payroll / Benefits Departments

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Introduction

Welcome and Purpose

Welcome to the Southwestern College Employee Family. We hope that your tenure here is long and satisfying. We have been in operation since 1885, and as you can guess, the college has seen some changes since then!

As of April, 2014, we have over 800 full time faculty and staff, part-time staff, temporary affiliate and student employees.

We have two campuses; Main Campus located at 100 College Street in Winfield, and Professional Studies Campus located at 2040 S. Rock Road in Wichita. The business office for both campuses is located at the main campus in Winfield in the North end of the Christy Building on the main floor.

During your orientation period you will learn how to find your way around Southwestern College. This handbook is to help you on that journey.

The information contained in this handbook applies to all employees of Southwestern College. You are responsible for reading, understanding and complying with the provisions of this handbook and with the Southwestern College Policy Manual located at www.sckans.edu/policy

Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Again, welcome aboard!

Human Resources

Information, or “Where can I find?”

Athletic Events – Employees may show their ID card for admission to most SC athletic events.

Breaks and Lunches – Break time is at employee’s discretion for restroom, snack, beverage, and personal phone use. The college does not have a uniform break time. Southwestern College employees are permitted 15 minutes of break time for every four hours worked and SC lunch break is typically one unpaid hour.

Business Cards, Main Campus - Business cards are ordered through the HR department.

Business Cards, Professional Studies – Business cards are ordered through the Marketing Department.

Cafeteria and Java Jinx Snack Bar, Main Campus - Located in the top level of the Roy L. Smith Student Center. During the summer when school is not in session, College Hill Coffee, a nearby coffee shop serves teas, coffees, nut-breads, muffins, sandwiches, etc. Main street also has fast food and restaurant choices.

Cafeteria / Restaurants, Professional Studies – There are many and varied food spots in the area north and south on Rock Road and in the East Wichita Area.

Computer Help Desk - Number: 620-229-6444

Copier/Fax/Scan – Supervisors can direct employees to the nearest copier/fax/scan machine. Your id card is required, simply ask supervisor or contact the Administrative Assistant in the Business office (MC) or the Operations Specialist (PS).

Information, or “Where can I find?”

Course Benefits – Benefit eligible employees are allowed to take nine credit hours of classes each academic year. See the Benefits section for complete information.

Discounts – All Employees are eligible for the following discounts:

- **AT&T Monthly Discount, Daily Benefit...** Southwestern Employees get a 17% monthly service charge discount on qualified plans. AT&T will also waive the activation and upgrade fees:
Fan Discount Code: 4550797
To order online: www.att.com/wireless/swcemployees or stop by any store.
- **Enterprise Rental** – In Winfield, call the local office at 620-229- 8229 then choose extension 4 or go to the Enterprise web site at <http://www.enterprise.com>
Enter Coupon #51D0239
If asked for a Corporation id, it is: SOU
- **Hertz Rental** – For US Reservations call 1-800-654-2200, our CPD# 1718357
- **Wyndham Hotel Program** (Day’s Inn, Howard Johnsons, Knights Inn, Super 8, Travelodge, Wingate by Wyndham Ramada and more) – Must be booked through this number: 800-525-5501 Discount Account ID Number: 1000007780, Affiliate ID Number 004595
20% discount, excluding specific black-out periods.
- **Sprint Wireless Discount** – Southwestern College employees are entitled to a 23% discount on data charges. Go to: www.sprint.com/sckansas to apply for the discount.

Employee Email format - first.last@sckans.edu

Information, or “Where can I find?”

Emergency Plans - Located on MYSC

Farney Center / Weight Room, Main Campus - Located in the White PE building. Free for Southwestern employees. Contact Athletics for schedule: 620-229-6218

ID Card Main Campus (Flex Meal Plan) - ID cards are available at the main campus in the Student Services office on the north end of the main floor in the Christy Building. All employees must be photographed and get an employee ID card. Employees can add funds to their card to eat at the Cafeteria or purchase items at the Java Jinx Café at the tax free rate. Be aware that employees must use the money on the card or it will be forfeited on the last day of school for the year.

ID Card Professional Studies - Employees should arrange to get their pictures and ID cards when they are on campus, either for their first tour or when an arranged group goes to the campus. ID cards permit admission to many college activities including athletics, music and theatrical performances.

Keys – Main Campus- Keys are distributed by the HR specialist within an employee’s first few days of work.

Keys – Professional Studies - Contact the Operations Manager.

Laptop Computer / Desktop Computer – Employee computer or laptop will have been ordered for employees prior to their first day of work. The Laptop Center is located on the top floor of the Christy building on the North end. Help Desk number: 620-229-6444

Information, or “Where can I find?”

Library – Deets Library, Main Campus - Located at the top of Kirk Drive (The horse-shoe drive) Campus ID card allows check out of books and DVD’s and other materials. [Http://www.sckans.edu/library/](http://www.sckans.edu/library/)

PAYCOM – Login and instructions for using Paycom will be provided by the Payroll and Benefits Administrator when hired. Paycom Self-Service is where employees can see earning statements, print W-2’s, set up and view benefits and much more.

Mail, Main Campus - Mail is picked up and delivered twice a day during normal office hours. *Personal* mail must have postage affixed to be mailed through the college mail room. Business mail is picked up by department and that department will be billed for the mail sent out. The Copy Mail room is located on the lower level of the Roy L. Smith Student Center. Email: copy.mail@sckans.edu Phone number: 620- 229-6261. Employees are able to mail personal packages and obtain postage there as well. This is also a Federal Express and UPS drop off site.

Mail – Professional Studies mail - Outgoing mail is located at the Front Desk. There is a postage meter located in the file room for business mail. Mail is delivered to the file room.

MYSC – The college intranet based on SharePoint. It is designed for collaboration and sharing of information within and between departments but is only available to persons on the college campus who are logged into our network. Find useful institutional information here, such as the official calendar, telephone lists, and how to add a printer to a computer.

Information, or “Where can I find?”

Name tag, Main Campus - Ordered through the HR department.

Name tags – Professional Studies - Ordered through the marketing department.

Performing Arts/ Theater events – Present employee ID card for admission to most performing arts/theater events in Richardson Performing Arts Center, Messenger Recital Hall or The Helen Graham Little Theater.

Parking, Main Campus - Parking permits are available to main campus employees, students and Professional Studies employees who are regularly on campus. Permits are issued by the Administrative Assistant in the Business Office on the north end of Christy.

Phone use - personal long distance calls should be made on employee’s personal cell phone.

Business Phone use: Dial 9 for an outside line. Long distance calls require a department code. For department code call the Administrative Assistant in the Business Office on the north end of Christy. 620-229-6209

Phone List for both Main Campus and Professional Studies are available on My SC.

Pool – Main Campus – Located in the White PE Building. Closed in the Summer when the Winfield Public pool is open. For more information: 620-229-6258

Information, or “Where can I find?”

Open swim

Monday & Wednesday 6:30 - 8:00 p.m.

Sat and Sun 2:00 to 4:00 p.m.

Cost:

Adults \$2.00

Kids to age 12 \$1.00

Kids age 5 and under free

Lap swim

Monday through Friday: 6:30 – 8:00 a.m.

Monday, Wednesday and Friday: 11:30 a.m. – 1:00 p.m.

Monday through Thurs 6: - 6:30 p.m.

Soda / Snack Machines, Main Campus – Most campus buildings have soda and snack machines.

Snack Machines – Professional Studies located in the south hallway by room 600. There is a Quick Trip located to the south of the Professional Studies building for more food, drink and snack options.

Southwestern College Merchandise – Moundbuilder Market is located in the lower level of the Roy L. Smith Student Center on main campus. <http://www.moundbuildermarket.com>

Standard Work Hours – Main Campus – work hours and offices are open from 8 a.m. to 5 p.m. Monday through Friday.

Standard Work Hours - Professional Studies – work hours are 8 a.m.-5 p.m. Monday - Thursday, with closing at 4 p.m. on Friday

Wireless guest password: 2cafe4beef

END of Information, or “Where can I find?”

Workplace Conduct

Complaint Policy – Southwestern College strives to openly communicate with all employees. Any concerns employees have should be promptly be reported to their direct supervisor so that a solution may be devised. When a complaint is voiced, we will do our best to remedy the situation. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns. Please contact supervisor or Human Resources with all complaints.

Southwestern College is an ***Equal Employment Opportunity*** Institution.

Southwestern College is committed to a policy of nondiscrimination harassment/non-harassment of any its students, employees or contractors based on an individual's race, religion, color, gender, age, national origin, ancestry, marital status, registered domestic partner status, medical condition, sexual orientation, gender identity, genetic characteristics, physical or mental disability or any other legally protected characteristic. Our workplace is not limited to the College's facilities, but may also include client and vendor facilities, as well as anywhere a business-related function is taking place. In fact, any place where employees and their supervisors are together is likely to be seen as the workplace.

Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning the Civil Rights Act of 1960, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990,

Workplace Conduct

and other related federal, state, and local legislation, executive orders, regulations, and guidelines has been delegated to the director of human resources, Southwestern College, 100 College, Winfield, KS 67156-2499, telephone (620) 229-6136.

In these policies, if ever this policy manual fails to accurately reflect the accurate and up-to-date status of statutes, case law and regulations, the college will comply with the existing laws. All policies appearing or referenced in this policy manual, including this policy, will be amended as new legislation dictates and may also be revised at the discretion of the college.

Harassment Free Workplace

Southwestern College is a Harassment-Free Workplace.

The College strives to provide a work environment where all employees can work together comfortably and productively. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including sexual and other forms of prohibited harassment. Such prohibited harassment is unacceptable and will not be tolerated.

The College prohibits discrimination and harassment of any its employees or contractors based on an individual's race, religion, color, gender, age, national origin, ancestry, marital status, registered domestic partner status, medical condition, sexual orientation, gender identity, genetic characteristics, physical or mental disability or any other legally protected characteristic. Our workplace is not limited to the College's facilities, but may also

Workplace Conduct Continued

include client and vendor facilities, as well as anywhere a business-related function is taking place. In fact, any place where employees and their supervisors are together is likely to be seen as the workplace.

Prohibited discrimination and harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the College's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

Whether or not the person means to give offense or believed his or her comments or conduct was welcome is not significant. Rather, the College's policy is violated when other employees, whether recipients or mere observers are, in fact, offended by comments or conduct based on race, religion, color, gender, age, national origin, ancestry, marital status, registered domestic partner status, medical condition, sexual orientation, disability, gender identity or genetic characteristic.

Definition of Sexual Harassment

Sexual harassment is a form of prohibited harassment requiring special mention. Sexual harassment is defined as unwelcome sexual conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made a condition of working at the College. It also may be in the form of non-sexual, offensive conduct that is directed at an employee because of his or her gender.

Workplace Conduct Continued

Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Examples of prohibited sexual harassment include unwelcome sexual conduct such as:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., touching, kissing) and;
- Visual harassment (e.g., posters, cartoons or drawings of a sexual nature.)

Sexual harassment is not limited to conduct motivated by sexual attraction. It may occur between members of the opposite sex or members of the same sex, regardless of their sexual orientation. It also includes offensive non-sexual conduct directed at an employee because of his or her gender.

The legal standards and consequences of unlawful sexual harassment are still evolving. The College's policy is more all-encompassing than what the law prohibits. This is because the College's policy rests on the fundamental precept that each employee must treat all others with respect, dignity and professionalism. Deviation from that standard will not be tolerated.

Definition of Bullying

Bullying is generally defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved. Bullying occurs in a variety of

Workplace Conduct Continued

contexts, such as schools, workplaces, political or military settings, and others.

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written or electronically communicated expression that a reasonable person should expect will have the effect of:

- Physically harming a student or damaging a student’s property.
- Placing a student in reasonable fear of physical harm or damage to his/her property; or
- Substantially disrupting the instructional program or the orderly operations of the school; or
- Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Campus Conduct Hotline - As part of Southwestern College’s continuing effort to promote “zero tolerance” of unethical conduct within the organization, we have implemented the ***Campus Conduct Hotline***®. It is designed to minimize any apprehension employees may have and make it possible for employee to report concerns about possible violations of our institution’s policies. The ***Campus Conduct Hotline***® system is available for employee use around the clock, seven days a week. Because the ***Hotline*** is operated by an independent organization, any calls made through this ***Hotline*** are completely confidential and anonymous.

Using this reporting service is easy. Employees who have a concern about a possible violation of our Code of Ethics or employment policies can simply dial toll-free to **866-943-5787**.

Workplace Conduct Continued

Southwestern College will receive and investigate concerns in the following areas:

- ADA Rules Violations
- Discrimination
- Policy Manual Violations
- Fraudulent Accounting or Bookkeeping
- Harassment
- Hate Messages
- Hostile Workplace
- Illegal or Unethical Business Practices
- NAIA Rules Violation
- Retaliation
- Safety and Security Issues
- Waste of Institutional Resources
- Wrongful Termination

Once employees have dialed the toll-free number, here is how the reporting and follow-up processes work:

- Calls will be greeted promptly and courteously by a person who makes certain employees understand the **Campus Conduct Hotline®** program and how it functions. If the employee prefers to make their report in a language other than English, they will arrange for a translator to participate.
- At the beginning of the interview, employee will be provided with a five digit, randomly generated case number that employee should use to check back for

Workplace Conduct Continued

updates and requests for additional information. Employee should be sure to write this number down and remember where it is!

- Employees will then be interviewed about the question or concern they have
- The interview will not be recorded. Instead, the interviewer will be typing notes of the conversation.
- Whether or not the employee chooses to provide their name is completely up to them.
- Within one business-day of the call, a summary of the interview will be forwarded to Southwestern College. Our goal will be to have a basic response back to the employee in five business days.
- To receive a response, employee will need to call back and provide the five digit case number that has was assigned in the beginning. At that time, they might be asked to provide additional information or to call back at a later date. Employees will be able to keep checking back for updates until the case is closed.

Because of the built-in confidentiality, it is important that employees try to be as specific as possible about the information provided, however, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.

Workplace Conduct Continued

Disciplinary Action Policy

Disciplinary actions may entail verbal, written and final warnings, and suspension and termination. All of these actions may not be followed in all instances. Southwestern College reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If employees are disciplined in writing, copies of those warnings are placed in his or her personnel file.

Southwestern College reserves the right to take any disciplinary action deemed appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Discourtesy to a student, parent or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directions from management.
- Breach of confidentiality relating to employer, employee, student, or provider information.
- Altering, damaging or destroying College property or records, or another employee's property.
- Dishonesty.
- Providing false or misleading information to any College representative or on any College records, including the employment application, benefit forms, time cards, expense reimbursement forms and similar records.
- Fighting or engaging in disorderly conduct on Southwestern College's premises.
- Violations of any of College's employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest and code of conduct.

- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.

Employee Assistance Program (EAP) Southwestern College recognizes that personal issues can sometimes affect employee performance. The Employee Assistance Program (EAP) is available to employees and their families to provide confidential help with a wide variety of personal problems, issues and concerns.

Use of EAP services, however, does not excuse employee from complying with College policies and procedures, or from achieving job requirements or expectations during or after receiving EAP assistance. Participation in the EAP will not prevent Southwestern College from taking disciplinary action when warranted.

Policy on Alcohol and Drugs

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college or as part of any college activity taking place off college property. Additionally, the possession, use, or distribution of alcoholic beverages or illicit drugs is strictly prohibited as part of any activity taking place on college property, even if that activity does not involve students or employees.

Employees are required to sign documentation stating they have read and agree to this policy. For the full policy, see the policy manual.

Dress Code

Dress Code

Dress should be appropriate professional reflection of the college's mission and heritage.

Proper Attire: The nature of the employee's position with the college will determine the type of attire that will be appropriate for work. All college employees are expected to dress in a professional manner which will present an appropriate image of the college to the community. Any specific attire requirements for particular positions will be reviewed with the employee by the employee's supervisor.

Dress Code Policy

All clothing must be clean, neat, pressed, and project a well-groomed appearance.

Consideration must be given to the employee's individual schedule for the day when deciding what to wear to work. Meetings with partners, learners, or other individuals outside the organization may require a higher standard of dress than what is common for the College on a given date, in order to project a high level of professionalism.

	Standard Business	Business Casual	Relaxed Casual
Every day Attire		X	
Fridays			X
Special Events such as Board meetings, Commencement, accreditation visits, interviews with candidates for positions and similar formal and semi-formal occasions	X		
Other Special Occasions	Certain special occasions may call for variations of a "dress standard" responsive to the type or theme of an event. Staff will be notified in advance of approved variations for special occasions.		

Dress Code Continued

Standard Business Attire

Some events (examples include representing the college at special events, Commencement, and Board of Trustees meetings) warrant attire such as the following:

<u>Female Employees</u>	<u>Male Employees</u>
Dress Slacks	Suits, sport coats, or blazers as appropriate
Skirts	Dress Slacks
Suits	Dress Shirts
Dresses	Necktie (optional)
Short and Long Sleeved Blouses	Dress shoes and socks
Sweaters	
Blazers	
Flat shoes (“flats”), pumps, dress shoes and dress boots	

Business Casual Attire

Business Casual attire may include all clothing listed as accepted for Standard Business as well as the following:

<u>Female Employees</u>	<u>Male Employees</u>
Casual pants (e.g. khakis, “Dockers”, corduroys)	Casual pants (e.g. khakis, “Dockers”, corduroys)
“Dressy” Capri pants	Long or short-sleeved sport shirts
Sundresses* (Strapless or spaghetti straps – not allowed)	Sweaters / cardigans
Casual skirts*	Polo or golf style shirts
Skorts, culottes or split skirts*	Dress boots, loafers, or deck shoes (with socks)
Sleeved and Sleeveless* blouses	
Leggings *	
Polo or golf style shirts	
Dress boots, loafers, or sandals	

Dress Code Continued

- * Shoulder straps of sleeveless blouses should be at least three fingers wide.
- * Bra straps should not be visible at any time, spaghetti straps are not permitted on visibly bare shoulders, and necklines should be high enough that no cleavage is displayed.
- * Ladies skirts should fall *at least* near the knee.
- * Leggings are permissible if the top garment reaches at least mid- thigh.

Relaxed Casual Attire (Casual Fridays)

Please note that employees must either wear a purple shirt or a Southwestern College shirt in order to participate in Casual Fridays. Otherwise, Business Casual attire is required.

Relaxed Casual attire for both male and female employees may include the following:

- All clothing acceptable for wear as Business Casual
- Denim, cargo, and “Levi” type pants
- Casual Capri pants
- Tennis shoes or sneakers
- Purple shirts without written slogans, expressions or depictions (except SC logo attire)
- Any Southwestern College shirt (t-shirt, sweatshirt, polo)

Dress Code Continued

Prohibited Attire (cannot be worn in the workplace at any time unless an exception is noted below)

The following articles and types of clothing *are not acceptable* for wear in the workplace:

- Sweatshirts including hoodies and zip-front sweatshirts (SC items are permitted on Casual Fridays)
- Athletic jerseys, tube tops without a cover, halter tops, backless or bare midriff shirts, shirts with written slogans, expressions or logos larger in size than a half dollar (SC logo attire is excepted on Casual Fridays)
- Shorts
- Spandex/lycra garments, sweat pants, running or warm-up suits, workout clothes
- Rubber, plastic, or foam beach-style “flip-flops”, work boots, house shoes
- Underwear as outerwear, excessively tight, provocative or revealing attire (braless or mini look) or off-the-shoulder garments
- Wrinkled, stained, ripped or “distressed” clothing
- Hats, caps, sweatbands and similar headwear (with the exception of “Special” occasions)

Dress Code Continued

Dress Code Infractions:

Employees who are found to be dressed outside of the stated requirements may be sent home to change their clothes. The first two times this happens within a twelve-month period, the employee will be informed verbally by a supervisor with no formal documentation. The third time this happens within a twelve-month period, the employee will be written up.

Dress code is subject to revision at any time. Staff will be notified when changes are made.

Holidays and Leave

Holidays and Leave Professional Studies

The following dates have been set as holidays for Professional Studies thru January 2017. It is important to note that Professional Studies holiday closing dates/times vary slightly from the main campus.

Scheduled Holidays:

<i>*Close at 4pm Thursday March 24, 2016</i>		
Friday	March 25, 2016	Easter
<i>*Close at 4pm Friday May 27, 2016</i>		
Monday	May 30, 2016	Memorial Day
❖	Classes may be scheduled; faculty will be asked to make other arrangements for class.	
Monday – Friday	June 27 – July 1, 2016	Summer Break
❖	No PS classes. PS office hours will be 9am to 5pm M-Th; close at 4pm Fri	
<i>*Close at 4pm Friday July 1, 2016</i>		
Monday	July 4, 2016	Independence Day
<i>*Close at 4pm Friday September 2, 2016</i>		
Monday	September 5, 2016	Labor Day
❖	Classes may be scheduled; faculty will be asked to make other arrangements for class.	
<i>*Close at 4pm Wednesday November 23, 2016</i>		
Thursday – Friday	November 24 – 25, 2016	Thanksgiving
❖	Classes may be scheduled; faculty will be asked to make other arrangements for class.	
December 19 – 30, 2016		Christmas Break
❖	No PS classes. PS Office hours are 9am to 5pm daily except on holidays (noted below).	
<i>*Close at 4pm Thursday December 22, 2016</i>		
Friday – Monday	December 23 & 26, 2016	Christmas
Holiday, Closed		

For Professional Studies, closing of the office over the Christmas break is not an option. Staff members who are required to work between December 27 – 30 may arrange with their supervisors to take 4 days off as part of their holiday break. These days must be coordinated to provide adequate office coverage throughout the holidays. It is preferred that the comp days be taken between November 1, 2016 and January 31, 2017.

Monday	January 2, 2017	New Year's Day
Tuesday	January 3, 2017	Return to Work

** Any early closings before a holiday will be at the discretion of your departmental supervisor.*

Holidays and Leave

Holidays and Leave Main Campus

The following dates have been set for holidays on the main campus thru January 2017

Adjusted Summer Office Hours:

From Friday May 6 thru Friday June 24, offices may close at 4:00 p.m. on Friday afternoons *(subject to your department supervisor's discretion)*.

Beginning Monday June 27, employees may begin taking half-hour lunches and closing their offices at Noon on Fridays thru Friday July 29. Beginning on Monday August 1, lunch hours will revert back to one hour and offices will remain open until 5:00 p.m. *(Please note: all adjusted office hours are subject to departmental supervisor approval)*.

Scheduled Holidays:

**Close at 4pm Thursday March 24, 2016*

Friday	March 25, 2016	Easter
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**Close at 4pm Friday May 27, 2016*

Monday	May 30, 2016	Memorial Day
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**Close at Noon Friday July 1, 2016*

Monday	July 4, 2016	Independence Day
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**Close at 4pm Friday September 2, 2016*

Monday	September 5, 2016	Labor Day
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** Close at 4pm Wednesday November 23, 2016*

Thursday – Friday	November 24 – 25, 2016	Thanksgiving
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**Close at 4pm Thursday December 22, 2016*

Friday – Friday	December 23 - 30, 2016	Christmas Holiday
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For some work groups, closing of the office for an entire week at Christmas is not an option. Staff members who are required to work between Christmas Day and New Year's Eve may arrange with their supervisors to take 4 days off in lieu of the scheduled dates posted above. These days must be coordinated to provide adequate office coverage throughout the holidays. It is preferred that the comp days be taken between November 1, 2016 and January 31, 2017.

Monday	January 2, 2017	New Year's Day
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Tuesday	January 3, 2017	Return to Work
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** Any early closings before a holiday will be at the discretion of your departmental supervisor.*

Leave Benefits All Campuses

Leave Benefit – Vacation Leave

Eligible employees earn ten (10) hours per month years 1-6 – Leave accrues immediately, but cannot be used until employee has been at the college for 90 days. There's a one (1) hour minimum on vacation time requests, however, employees can take vacation time in increments of 15 minutes after the first hour. Vacation accruals cap at 120 hours and are “use them or lose them”. Vacation accruals cap at 160 hours for years 6+. Information regarding requesting leave time is sent to each employee along with their login to Paycom. Example: Mary enters January with 115 hours and takes 8 hours off and expects 10 hours to accrue. The computer looks at the number of hours available **first** (115) and adds as many hours as it can up to 120 hours. **Then** it looks at the hours off and deducts them. Mary would lose 5 hours of vacation for January, and the hours she took and requested would reduce her available hours.

Leave Benefit – Sick Leave

Eligible Employees earn eight (8) hours per month– employees can use sick leave as soon as it is earned, in 15 minute increments. Sick leave accrual caps at 480 hours for all years of service.

Leave Benefit – Family Leave

Five (5) business days off with pay for new parents; sick and vacation leave may also be used. See Payroll and Benefits Administrator for FMLA information.

Leave Benefit – Funeral Leave

Four (4) days for the death of an immediate family member.

Leave - Jury Duty

Jury duty is paid as regular pay, proof of service is required.

More on the leave policy in Volume 5 of the policy manual, located at <http://www.sckans.edu/policy>

Life and Medical Benefits

Life and Medical Benefits Overview

After hire, employees are given complete information regarding Life and Medical benefits, including instructions on how to waive benefits. Listed below is a quick overview of those benefits.

The Southwestern College **Benefit Year** runs from **October 1 to September 30**.

- When eligible employees enroll for benefits they are committing to paying for the entire year.
- Southwestern College has Open Enrollment. Employees must take advantage of ALL of the benefits offered during open enrollment (usually September 1 – September 30) or waive coverage until the next open enrollment period.
- Employees can make changes to benefits they already have or opt-in to coverage previously waived during this period. On a limited basis changes can be made to policies due to a specific list of “Life Events”. Other than those Life Events, employees commit to pay the associated premiums until September 30 or separation from service.

We strive to provide the best and most affordable coverage available. Health and Dental coverage is available through COBRA upon separation of employment; other coverage is also portable at the employee’s expense.

\$20,000 Life (and Long Term Disability after waiting period)

Provided as a benefit of employment. Life is portable at employee’s cost upon separation of employment. Employees over 60 years of age receive a reduced benefit.

Health Insurance

College pays a percentage of the premium for employee coverage towards Medical Premiums. (Plan option rates for employees already have the amount deducted). The amount listed is the employee’s share of the monthly premium.

Life and Medical Benefits Overview Continued...

There is no waiting period for health coverage. There is no payout of medical benefits for employees who opt-out of medical benefits except for Medicare at age 65. All options are portable under COBRA at employee's cost.

Three PPO Options with Blue Cross Blue Shield; One HDHP option.

- **Option 1 - \$500 Deductible**
- **Option 2 - \$1000 Deductible**
- **Option 3 - \$1500 Deductible**
- **Option 4 - High Deductible Health Care with HSA \$2500 Deductible.**

Dental Insurance - available for employee and dependents - \$1,500 annual coverage per insured. Portable under COBRA at employee's cost.

Flex Spending Plan - converts Medical plans to pre-tax premiums and Flex spending with Debit Card (pre-tax medical and child care deductions) Annual renewal required.

VOLUNTARY AFLAC - "Gap Insurance" Accident, cancer, short term disability etc., is available with no company contribution. Portable at employee's cost.

VOLUNTARY Life - Term Life Insurance from \$10,000 to \$110,000 without proof of insurability; \$500,000 max. Spouse and dependent policies are also available. No company contribution. Enrollment restrictions apply. Policy reduces to 65% at age 65 and 50% at age 70. Portable at employee's cost.

LIBERTY NATIONAL Life Term Life Insurance – No reduction term policies, paid up at age 65 to age 100 or continue pay to age 100. Other gap policies available. Enrollment restrictions apply. You must meet with the representative to obtain coverage.

VOLUNTARY Vision Care Direct - Vision membership annual plan. Offers Tiered benefits with no company contribution. Portable at employee's cost.

COBRA Benefit Overview

COBRA - All employees who are eligible for medical and dental benefits are eligible for COBRA when they separate from service.

If you are an employee of Southwestern College covered by Blue Cross Blue Shield you have a right to choose this “continuation coverage” if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). If you are a retiree of Southwestern College covered by Blue Cross Blue Shield you have a right to choose this “continuation coverage” if you lose your group health coverage because of a proceeding in bankruptcy by your employer.

If you are the spouse of an employee covered by Blue Cross Blue Shield, you have the right to choose “continuation coverage” for yourself if you lose group health coverage under Blue Cross Blue Shield for any of the following reasons:

1. The death of a spouse.
2. The termination of a spouse’s employment (for reasons other than gross misconduct) or reduction in your spouse’s hours of employment.
3. Divorce or legal separation from your spouse.
4. Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by Blue Cross Blue Shield, he or she has the right to “continuation coverage” if group coverage under Blue Cross Blue Shield is lost for any of the following reasons:

COBRA Benefit Overview Continued

1. The death of a parent.
2. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Southwestern College.
3. Parents' divorce or legal separation.
4. A parent becomes eligible for Medicare.
5. The dependent ceases to qualify as a dependent child under Blue Cross Blue Shield.

A child born or placed for adoption with a covered employee during the period of continuation coverage may also elect continuation coverage, which will be determined according to the date of the qualifying event that has given rise to the covered employee's COBRA coverage.

Under the law, the employee or family member has the responsibility to inform the college benefits administrator of a divorce, legal separation, or a child losing dependent status under Blue Cross Blue Shield. Southwestern College has the responsibility to notify the college benefits administrator of an employee's death, termination of employment or reduction in hours, or Medicare eligibility.

When the college benefits administrator is notified that one of these events has happened, they will in turn notify you that you have the right to choose "continuation coverage." Under the law, you have at least 60 days from the date you would lose coverage because of one of the events described earlier to inform the college benefits administrator that you want "continuation coverage." If you do not provide notification in a timely manner, then your rights

COBRA Benefit Overview Continued

to continuation coverage may be forfeited. NOTE: Southwestern College has the responsibility of notifying the college benefits administrator of the employee's termination of employment, reduction in employment hours, death or Medicare entitlement.

Once the college benefits administrator is notified that a qualifying event has occurred, they will notify covered individuals (also known as qualified beneficiaries) of their right to elect continuation coverage.

Each qualified beneficiary has an independent election right and will have 60 days from the later of the date coverage is lost under Blue Cross Blue Shield or from the date of notification to elect continuation coverage. An election may be made on behalf of a qualified beneficiary by a third party. **This is the maximum election period as the plan does not allow an extension beyond what is required by law.** If a qualified beneficiary does not elect continuation coverage within this period, all rights to elect continuation coverage will end.

If a qualified beneficiary does elect to continue coverage and pays the applicable premium then Southwestern College is required to provide the qualified beneficiary with coverage that is identical to the coverage provided under the plan to similarly situated active employees, including the opportunity to choose among options during an open enrollment period. If coverage is changed or modified for similarly situated active employees, then continuation coverage may be similarly changed and/or modified.

COBRA Benefit Overview Continued

If a covered employee or spouse of a covered employee elects COBRA without specifying whether the election is for self-only coverage, the election will be considered to be made on behalf of all other qualified beneficiaries with respect to that qualifying event.

18-month period. If the event causing the loss of coverage is a termination of employment (other than for reasons of misconduct) or a reduction in employment hours, then each qualified beneficiary will have the opportunity to continue coverage for an 18-month period starting with the date of the qualifying event. A termination that follows a reduction in hours is not a qualifying event that creates a right to continuation coverage, however.

Disability extension. The 18 months of continuation coverage may be extended to 29 months if the Social Security Administration determines that, according to Title II or XVI of the Social Security Act, a qualified beneficiary was disabled during the first 60 days of continuation coverage, or in the case of a child born to or placed for adoption with a covered employee during a COBRA coverage period, during the first 60 days after a child's birth or placement for adoption. All qualified beneficiaries with respect to the same qualifying event as the disabled qualified beneficiary are entitled to the extension. It is the qualified beneficiary's responsibility to obtain this disability determination from the Social Security Administration, and the responsibility of any of the related qualified beneficiaries to provide a copy of the determination letter to Southwestern College within 60 days of the date of determination and before the original 18 months of continuation coverage ceases. If there is a final determination that the qualified beneficiary is no longer disabled, the college benefits administrator must be notified within 30 days of the determination by the qualified beneficiary,

COBRA Benefit Overview Continued

and any coverage extended beyond the maximum would otherwise apply will be terminated for all qualified beneficiaries.

Secondary events. Another extension of the 18 month period can occur, if during the 18 months of continuation coverage, a second qualifying event occurs (divorce, legal separation, death, entitlement to Medicare or loss of status as a dependent child). If a second qualifying event occurs, then the 18 months of continuation coverage may be extended to 36 months from the date of the original qualifying event. If a second event occurs, it is the qualified beneficiary's obligation to notify the college benefits administrator of the event within 60 days of the event and within the original 18 month period. In no event, however, will continuation coverage last beyond three years from the date of the original qualifying event.

36-month period. If the original qualifying event causing the loss of coverage was the death of the employee, divorce, legal separation, Medicare entitlement, or loss of "dependent status" of a dependent child under the Blue Cross Blue Shield plan, then each qualified beneficiary will have the opportunity to elect 36 months of continuation coverage from the date of the qualifying event.

Extended period for retirees of bankrupt employer. If the qualifying event causing the loss of coverage was the bankruptcy of the employer, then each covered retired employee will have the opportunity to receive continuation coverage until the death of the covered retired employee. Covered spouses, surviving spouses and dependents of the covered retired employee will have the opportunity to elect continuation coverage for a period that will

COBRA Benefit Overview Continued

terminate 36 months following the death of the retired employee or upon the death of the qualified beneficiary, whichever is earlier.

Eligibility, Premiums and Conversion Rights

You do not have to show that you are insurable to elect continuation coverage. However, you must be covered under the plan at the time of a qualifying event in order to be eligible to elect continuation coverage (except for children born or placed for adoption with a covered employee during the continuation coverage period). Southwestern College reserves the right to verify eligibility and terminate continuation coverage retroactively if you are determined to be ineligible or if there has been a material misrepresentation of the facts.

A qualified beneficiary may have to pay all of the applicable premium plus a two percent administration charge for continuation coverage. These premiums may be adjusted in the future if the applicable premium amount changes. In addition, if the continuation period is extended beyond 18 months due to a Social Security Administration determination of disability, Southwestern College may charge up to 150 percent of the applicable premium during the extended period for the disabled qualified beneficiary and any non-disabled qualified beneficiaries in the disabled beneficiary's coverage group. There is a grace period of 30 days for the regularly scheduled monthly premiums. **This is the maximum grace period under the plan, as the plan does not provide for an extension beyond what is required by law.**

At the end of the continuation coverage period, a qualified beneficiary must be given the option to enroll in an individual conversion health plan provided under the Blue Cross Blue Shield plan within 180 days *if such conversion plan is available*.

COBRA Benefit Overview Continued

Termination of Continuation Coverage

The law allows continuation coverage that has been elected and paid for to be terminated prior to the maximum continuation period for any of the following reasons:

1. Southwestern College ceases to provide group health coverage to any of its employees.
2. Any required premium is not paid in a timely fashion.
3. A qualified beneficiary becomes covered, after the date on which COBRA was selected, under another group health plan, including a governmental plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary.
4. A qualified beneficiary becomes entitled to Medicare on a date after the date of the COBRA election.
5. A qualified beneficiary who has extended coverage due to a disability is determined by the Social Security Administration to be no longer disabled.
6. A qualified beneficiary notifies the benefits administrator that he/she wishes to cancel continuation coverage.
7. The required maximum COBRA continuation coverage expires.
8. For cause, such as fraudulent claim submission, on the same basis that coverage could terminate for similarly situated active employees.

Address Changes

In order to insure that you receive information properly and efficiently, please contact the college benefits administrator or the Director of Human Resources at the address listed below of any address changes as soon as possible. Failure on your part to do so may result in delayed notification or loss of continuation coverage options.

COBRA Benefit Overview Continued

Questions?

If you do not understand any part of this COBRA policy, or if you have questions regarding the information or your obligations, please contact:

Director of Human Resources
Southwestern College
(620)-229-6136
Lonnie.boyd@sckans.edu

Payroll and Benefits Administrator
Southwestern College
(620)-229-6248
bobi.muldrow@sckans.edu

Retirement Benefits

403 (b) Retirement Annuity Benefit

TIAA-CREF Retirement Annuity

College currently pays 5% benefit contribution based on gross wages into a Retirement Annuity Defined Contribution (DC) for all non-student employees working over 20 hours. There is no cost to the employee for this benefit. This account must be set up with TIAA-CREF before the first paycheck is issued. **Account activation is required immediately prior to first pay check – not optional.**

Employee may contribute up to the amount allowed by law into a **Tax Deferred Annuity (TDA)** from his or her salary. This is optional, but employees must sign a waiver if they don't participate. See the Payroll and Benefits Administrator to make any changes to this contribution.

This can begin or end with 30 days written notice to the Payroll and Benefits Administrator.

Employees are 100% vested at the beginning of employment and there is no matching required.

There are only two requirements for distribution of funds in the Southwestern Plans; you must attain age 59 ½ **OR** separate from service. There are IRS age requirements for distribution, and employees may pay penalties if they remove their funds prior to age 65.

A Summary Plan Description (SPD) is posted on the Paycom Self-Service dashboard each year. If you need help with your plan please go online to TIAA-CREF: <https://www.tiaa-cref.org> register and use the website or call the Telephone counseling center at 1-800-842-2776.

General Employment Information

Contracts

All employees are contracted with the college. Contracts indicate the rate of pay, terms and dates of employment. All employment is “**AT WILL**” both for the college and the employee. Contracts can be terminated or non-renewed at any time. For more information see the Policy Manual Volume 5.

Contracts are issued on a Fiscal Year Period of July 1 through June 30 each year. Faculty contracts are issued by March 1 and must be returned signed by April 1. Administration and Staff contracts are issued by April 1 and must be returned signed by April 15.

Performance Evaluations

Performance Evaluations are done within the first 90 days of employment and annually. Evaluations are signed by the employee and employer and become a permanent part of the employee’s record.

For more information, see the Policy Manual Volume 5.

Probationary Period

All employees complete a 90 day probationary period. No rate increase is attached to completing this period.

Employment Types

Listed below are employee types and the benefits normally associated with their position.

General Employment Information Continued

- Faculty – Full time equivalent, Retirement, Health and Life Benefits
- Full Time – 31 to 40 hours, Retirement, Health and Life Benefits. Leave accruals.
- Part Time 20 to 30 hours - Retirement, Health and Life Benefits pro-rated. Pro-rated leave accruals.
- Part Time under 20 – no benefits
- Adjunct or Temporary – no benefits
- Student – no benefits

Employment Verification – Outside inquiries and Handling of Personal and Private Employee Data.

Only the Director of Human Resources or the Payroll and Benefits Administrator can verify employment and will only respond to Employment Verification with the signed approval of the employee. Personal information such as address, phone or any other identifiable information will not be shared with anyone without the consent of the employee. In the case of Medical information the college strictly adheres to HIPAA guidelines.

Verification of former employment will include ***only***: Confirmation of dates of employment, confirmation of title and confirmation of salary.

Leaving employment – Separation from Service

Employees who are absent for three or more days without notice will be considered to have voluntarily terminated employment.

Employees are requested (but not required) to give at least 2 weeks notice when terminating employment to aid in the continuation of the job function. Employees who have given and completed notice will be considered to have left in good standing and are eligible for payment of ***earned*** vacation pay up to 60 hours for employees in years 1-6

General Employment Information Continued

and 80 hours for employees in year 6+. This vacation pay will be paid out on the employee's final pay.

Employees who voluntarily leave employment or take early retirement are required to wait 90 days before returning to employment. (This is a requirement of the ERISA guidelines for the 403(b) retirement plan – if you have questions regarding this, please see the Payroll and Benefits Administrator).

Independent Contractors -Most college employees go through the W-2 payroll process, but there is a procedure for Independent Contractors to follow.

The college has a standard procedure for paying the people who work for us. The IRS has a determination formula that we have to abide by. **The burden of proof is on the college** -- so that even if the worker claims they are an independent contractor, if we feel they can't meet the criteria, we either don't hire them or we hire them through the W-2 Employment process.

The Payroll and Benefits Administrator sends a questionnaire (Form A) the worker has to fill out to state they are an independent contractor. After they fill out the form, if they are a contractor they fill out the W-9 and send both to the **Accounts Payable Department**. accountspayable@sckans.edu Then the supervisor would send the **request for a check** through the Accounts Payable Process.

The Standard Procedure:

- If they provide a service; singing, playing, designing, dancing, teaching, speaking, preaching (insert your favorite action word here), they go through payroll.

General Employment Information Continued

- UNLESS they are an actual **Business** providing the service in which case they submit an invoice for payment. If A/P gets an invoice in the name of an individual (rather than a business), we have to have a W-9 on file for them. If we don't have one on file, it will be sent to Payroll to see if they should be paid through payroll.
- If they are being reimbursed, mileage, gas, items purchased for the college, etc., they are paid through the expense process with Accounts Payable.

Payroll and Benefits Administrator has an electronic W-9 which will be sent to the worker to sign and return.

Form B (supervisor questionnaire) is also available for the supervisor to make the determination prior to sending the worker a W-9 or sending their information to Payroll for payroll forms to be sent.

Compensation and Work Hours

Pay Days and Pay Day Schedules

Southwestern College has two pay schedules. Hourly Staff and Students are paid bi-weekly. All other employees, Faculty and Adjuncts are paid monthly on the last working day of the month. All pay is direct-deposited to the employee's checking account or a debit card is issued by the payroll office for payment.

Compensation and Work Hours Continued

Southwestern College				
2016 Hourly Payroll Schedule				
Pay Period		EMPLOYEE APPROVAL BY NOON on this day. SUPERVISOR APPROVAL BY 5PM on this day. *Unless otherwise noted.	Pay Date	Comments
12/28/2015 -	1/10/2016	1/11/2016	1/15/2016	
1/11/2016	1/24/2016	1/25/2016	1/29/2016	
1/25/2016	2/7/2016	2/8/2016	2/12/2016	
2/8/2016	2/21/2016	2/22/2016	2/26/2016	
2/22/2016	3/6/2016	3/7/2016	3/11/2016	
3/7/2016	3/20/2016	3/21/2016	3/25/2016	
3/21/2016	4/3/2016	4/4/2016	4/8/2016	
4/4/2016	4/17/2016	4/18/2016	4/22/2016	
4/18/2016	5/1/2016	5/2/2016	5/6/2016	
5/2/2016	5/15/2016	5/16/2016	5/20/2016	
5/16/2016	5/29/2016	5/31/2016	6/3/2016	*Approve the day after Memorial Day.
5/30/2016	6/12/2016	6/13/2016	6/17/2016	
6/13/2016	6/26/2016	6/27/2016	7/1/2016	
6/27/2016	7/10/2016	7/11/2016	7/15/2016	
7/11/2016	7/24/2016	7/25/2016	7/29/2016	
7/25/2016	8/7/2016	8/8/2016	8/12/2016	
8/8/2016	8/21/2016	8/22/2016	8/26/2016	
8/22/2016	9/4/2016	9/6/2016	9/9/2016	*Approve the day after Labor Day
9/5/2016	9/18/2016	9/19/2016	9/23/2016	
9/19/2016	10/2/2016	10/3/2016	10/7/2016	
10/3/2016	10/16/2016	10/17/2016	10/21/2016	
10/17/2016	10/30/2016	10/31/2016	11/4/2016	
10/31/2016	11/13/2016	11/14/2016	11/18/2016	
11/14/2016	11/27/2016	11/28/2016	12/2/2016	
11/28/2016	12/11/2016	12/12/2016	12/16/2016	
12/12/2016	12/25/2016	12/27/2015	12/30/2016	Approve Tuesday 12/27 or comment approve prior
<p>Students can approve timesheets beginning at midnight on the last day of the pay period until Noon the due date. Supervisors can approve anytime between 12:01 p.m. and 5:00 p.m. on the due date.</p> <p>Hours not entered or approved on time will need to be entered on the NEXT pay period and paid on the next pay date.</p> <p>Dates are subject to change without notice.</p>				

Compensation and Work Hours Continued

Salary and Affiliate Payroll Schedule

Southwestern College				
2016 SALARY / AFFILIATE PAYROLL SCHEDULE				
Pay Period		Leave Time PS & EDUC Worksheet Adjunct Contracts CMS PAY REQUESTS Due by 3:00 p.m.	Pay Date	
1/1/2016	- 1/31/2016	1/22/2016	1/29/2016	
2/1/2016	- 2/29/2016	2/23/2016	2/29/2016	
3/1/2016	- 3/31/2016	3/23/2016	3/31/2016	
4/1/2016	- 4/30/2016	4/22/2016	4/29/2016	
5/1/2016	- 5/31/2016	5/23/2016	5/31/2016	Memorial Day 5/30
6/1/2016	- 6/30/2016	6/23/2016	6/30/2016	
7/1/2016	- 7/31/2016	7/22/2016	7/29/2016	
8/1/2016	- 8/31/2016	8/23/2016	8/31/2016	
9/1/2016	- 9/30/2016	9/23/2016	9/30/2016	
10/1/2016	- 10/31/2016	10/21/2016	10/31/2016	
11/1/2016	- 11/30/2016	11/23/2016	11/30/2016	Thanksgiving Holiday 11/24 & 11/25
12/1/2016	- 12/31/2016	12/23/2016	12/30/2016	Christmas Holiday TBD
1/1/2017	- 1/31/2017	1/23/2017	1/31/2017	
All dates are subject to change and appropriate notice will be attempted.				
Submit all completed contracts to Bobi.muldrow@sckans.edu by 3 p.m. on the due date for inclusion in current pay run				
Submit PS & EDUC worksheets and CMS requests to bobi.muldrow@sckans.edu by 3 p.m. on the due date				
Approve leave time by 3:00 p.m. on the due date				
				revised 01.04.16 bsm

Compensation and Work Hours Continued

PS Adjunct Session Pay Schedule

2015-2016 Session Payroll Schedule

6 WEEK CLASSES			8 -12 WEEK CLASSES			
Start Date	Enrollment Confirmed	1st ¼ or ½ Payment	2nd ¼ or ½ Payment	3rd ¼ Payment	4th ¼ Payment	
Fall Session 1	8/17/15	8/25/15	9/30/2015	10/30/15	11/25/15	12/23/15*
Fall Session 2	9/28/15	10/6/15	10/30/15	11/25/15	12/23/15*	1/31/16
Fall Session 3	11/9/15	11/17/15	11/25/15	12/23/15*	1/31/16	2/29/16
<i>* November and December pay date not month end*</i>						
Spring Session 1	1/11/16	1/19/16	1/31/16	2/29/16	3/31/16	4/29/16
Spring Session 2	2/22/16	3/1/16	3/31/16	4/29/16	5/31/16	6/30/16
Spring Session 3	4/4/16	4/12/16	4/30/16	5/31/16	6/30/16	7/29/16
Summer Session 1	5/16/16	5/24/16	6/30/16	7/31/16	8/31/16	9/30/16
Summer Session 2	7/11/16	7/19/16	7/31/16	8/31/16	9/30/16	10/31/16

Attendance and Punctuality – Before they are hired, employees are usually told what hours they are expected to work. Everyone has a problem getting to work on time once in a while, however, excessive tardiness or absence will not be tolerated. See the Policy Manual volume 5.

Timekeeping – Hourly employees will keep a record of their time in Paycom Online, and will be paid according to the hours on their timesheet. Salaried employees are not usually required to keep a record of hours worked; however, a supervisor may request that an employee keep a record if the supervisor feels that there is a situation that warrants it. Falsification of a timesheet is cause for immediate dismissal.

Compensation and Work Hours Continued

Breaks and Meal Periods -The state of Kansas does not require that breaks or meal periods are offered to employees, however, Southwestern College feels that these times are important for employee comfort and the ability to do their job most efficiently. Except for special summer hours, employees are expected to take a one hour unpaid lunch period. Break periods can be set by supervisors or employees can use the restroom, get a drink or take a short break as needed as long as they are not excessive. If smoke breaks are needed, they must be no longer than 15 minutes every four (4) hours and must be taken at least 25 feet from any building on the campus.

Accommodation for Nursing Mothers – Federal law requires employers to provide reasonable break time and a place for nursing mothers to express breast milk for one year after the child’s birth. Southwestern college will provide a place to breastfeed or pump breast milk which is private, other than a bathroom, for a reasonable period of time during the work day. Hourly employees will not be required to clock in and out for this break as long as the time period is reasonable.

Non-Exempt and Exempt Employees – A Non-Exempt employee is a person who is not exempt from Overtime Pay. This employee must receive overtime pay for every hour **WORKED** over 40 in a set week. Sick leave, vacation and holiday leave are all considered **unworked** hours and are not included in the tally of hours worked. Usually Non- Exempt employees are paid on an hourly basis.

Exempt Employees are employees who are not eligible for overtime pay. Exempt Employees are usually paid on a salary basis. Employees who are paid more than \$23,600 per year, are paid a

Compensation and Work Hours Continued

set salary and perform exempt job duties are considered exempt employees. There are several “Tests” required by FLSA to determine whether an employee is Exempt or Non-Exempt. The Human Resources department of Southwestern College has determined each employee’s status based on these tests.

Overtime Procedure – Southwestern College pays overtime for every hour worked over 40 in the standard work week. However, overtime must be approved in advance, and excessive “accidental” overtime hours are cause for discipline and even termination.

Overtime Pay – is paid at the rate of 1.5 times regular rate on all hours worked over 40 per pay period.

“Comp” time – Comp time is a term used to define compensation of time off in lieu of extra pay for extra time worked. Comp time is **NEVER APPLICABLE TO HOURLY NON-EXEMPT WORKERS.**

Salaried workers may, at their supervisor’s discretion take “comp” time when they have had to work substantial time over and above normal days and hours. However, comp time is never promised nor should it be considered hour for hour compensation for working over 40 hours per week.

Flex Schedule - in order to cover office hours efficiently, supervisors may from time to time allow employees to work on a “flexible” schedule. For example: some employees may work from 7 a.m. to 4 p.m. or 9 a.m. to 6 p.m. to make work more efficient and cover a greater number of office hours. This change in schedule is made only if it benefits the college. If an employee covers phones that don’t ring until 8 a.m. it doesn’t make sense for him to be working at 7 a.m. even if it is helpful for him to be home an hour earlier. If

Compensation and Work Hours Continued

the employee is performing a function that requires un-interrupted time, it may be beneficial for the employee to come in earlier, or work an hour later to complete these tasks. Regardless of the reason, the Supervisor has the final say regarding the work hours for his or her employees.

Leave of Absence – there are several reasons why an employee may need to take a paid or unpaid leave of absence; illness, caring for a member of the employees family, or other unplanned issues.

Vacation and Sick leave are to be used for vacations and short term illnesses.

If an employee has been employed for the College over one year and worked over 1200 hours during that year, he or she is eligible for ***FAMILY MEDICAL LEAVE ACT (FMLA)***. FMLA is unpaid leave that protects workers jobs while they are absent (generally) for up to 12 weeks.

There are many rules, requirements and exceptions for taking this leave, but a quick overview is; for pregnancy and birth or adoption of a baby, caring for a family member who is ill, your own serious illness and caring for the children of a family member who is in the military. The Payroll and Benefits Administrator can walk you through the process of applying for this leave, and here is the link to the FMLA website at the Dept. of Labor:

<http://www.dol.gov/dol/topic/benefits-leave/fmla.htm> Again, the FMLA protects your job when you are going to be gone for a long (up to 12 week) period of time, it is not paid leave. Southwestern College requires that you take any Paid Family leave, Sick Leave and Vacation leave in that order concurrent with FMLA leave.

Compensation and Work Hours Continued

Other types of leave. Employees may be required to take a paid or unpaid leave of absence during any Title IX investigation. Employees would be notified in writing of any leave of this type.

Sabbatical leaves (normally faculty) are also allowed, see the faculty section of the Policy Manual for the guidelines and stipulations with this type of leave.

Short Term Disability – the college has a short term disability policy for those who are not eligible for FMLA leave. See the policy.



Changes

Changes may be made to the Southwestern College Employee Handbook at any time. Newer versions of the handbook will be made available within a reasonable amount of time if the changes warrant it.