



EMPLOYEE HANDBOOK

Our Mission

To provide exceptional, accessible, relevant higher education to the benefit of all.

Our Vision

To become the premier student-centered college, as partners on the learning journey.

As such, North Central will be recognized for student success and equity, transfer education, workforce development, and lifelong learning, energizing the social and economic vitality of the communities it serves.

Our Values

Excellence
Integrity
Results
Stewardship
Compassion
Inclusion

Welcome Message from President Finley

Welcome to North Central Michigan College. I am pleased that you have chosen to be a part of this leading, student-centered institution. You join hundreds of others at our College who provide exceptional, accessible, and relevant higher education to the benefit of all. It's our mission, and we are truly partners in this effort.

The College is more than just a place to work; it's a place where you can build a career and make a difference. The College offers a wealth of benefits, programs, and learning opportunities to help you make the most of your time here. This employee handbook is a good place to start. This handbook is designed to help you feel comfortable in your position by acquainting you with important information about our human resource policies.

North Central recently adopted the Timberwolf as our mascot. Timberwolves are strong. They are resilient, intelligent, and fierce. Timberwolves work in teams (packs) to achieve success. As North Central Timberwolves, we also celebrate diversity and value and listen to others while exhibiting compassion, empathy, sympathy, understanding, kindness, servant leadership, problem-solving, creativity, innovation, initiative and reliability. These are the very attributes we seek to emulate and model for our students.

The real strength of a great college lies in its people, and we appreciate your commitment and dedication to making our notable college even better. Thanks for your contributions to our team!

Go Timberwolves!!

Sincerely,



David Roland Finley, Ph.D.
President



David Roland Finley, Ph.D.
President

Contents



Table of Contents

Welcome Message

- Contents.....3**
- SECTION 200: USE.....7**
- 201(a). Union Employees7**
- SECTION 300: GENERAL EMPLOYMENT POLICIES9**
- 301. Employment is “At Will”9**
- 302. Equal Employment Opportunity.....9**
- 303. Accommodations for Employees with Disabilities10**
- 304. Diversity and Inclusion10**
- 306. Title IX Sexual Harassment13**
- 307. Genetic Information Non-Discrimination14**
- 308. Social Security Number Privacy Policy.....14**
- 309. Whistleblower Policy.....14**
- SECTION 400: CONDUCT.....16**
- 401. Conflict of Interest16**
- 402. Nepotism and Romantic Relationships.....16**
- 403. Code of Conduct.....16**
- 404. Confidentiality17**
- 405. Professional Appearance.....17**
- 406. Respectful Work Environment18**
- 407. Conflict Resolution18**
- 408. Conflict Resolution Grievance Procedure.....19**

409.	<i>Drug and Alcohol-Free Workplace</i>	19
410.	<i>Tobacco Free Workplace</i>	20
411.	<i>Weapons, Threats and Violence</i>	20
SECTION 500: EMPLOYEE COMMUNICATIONS		22
501.	<i>Open Door</i>	22
502.	<i>Use of Portable Electronic Devices while Driving</i>	22
503.	<i>Information Technology Resources Use Policy</i>	22
504.	<i>Personal Communications while Working or with Work Devices</i>	23
505.	<i>Social Media</i>	23
SECTION 600: EMPLOYMENT		24
601.	<i>Criminal Background Check</i>	24
602.	<i>Falsification of Employment Information</i>	24
603.	<i>Job Posting and Hiring</i>	24
604.	<i>Employment Classifications</i>	25
605.	<i>Worker Category</i>	26
606.	<i>Training New Hires</i>	26
607.	<i>Performance Evaluation</i>	27
608.	<i>Discipline Procedure</i>	27
609.	<i>Keeping Our Records Current</i>	27
610.	<i>Employee Files</i>	27
611.	<i>Employment Termination and Exit Interview</i>	28
SECTION 700: ATTENDANCE		29
701.	<i>Workweek</i>	29
702.	<i>Spring Break</i>	29
703.	<i>Time-Time Off Record Keeping</i>	29
704.	<i>Breaks</i>	29
705.	<i>Break Time for Working Mothers</i>	30
706.	<i>Absenteeism and Tardiness</i>	30
707.	<i>No Call No Show</i>	31
SECTION 800: COMPENSATION ADMINISTRATION		32
801.	<i>Administration Compensation</i>	32
802.	<i>Overtime Compensation</i>	32

803.	<i>Compensatory Time</i>	32
804.	<i>Pay Period Payday, Direct Deposit, and Pay Cards</i>	33
805.	<i>Salary Basis Policy</i>	33
806.	<i>NCMC Foundation Donation via Payroll Deduction</i>	34
807.	<i>Garnishment and Employee Debt Obligations</i>	34
808.	<i>Non-Exempt Employee Travel</i>	34
SECTION 900: SAFETY		37
901.	<i>Health and Safety</i>	37
902.	<i>Emergencies</i>	37
903.	<i>Drills</i>	37
904.	<i>Infectious Disease/Pandemic illness</i>	38
905.	<i>Biohazard</i>	38
906.	<i>Michigan Right to Know Law</i>	38
907.	<i>Departmental Safety Guidelines</i>	39
SECTION 1000: PAID TIME OFF BENEFITS		40
1001.	<i>Paid Personal Benefit</i>	40
1002.	<i>Paid Vacation Benefit</i>	40
1003.	<i>Paid Jury Duty Benefit</i>	40
1004.	<i>Paid Bereavement Benefit</i>	41
1005.	<i>Paid Sick Benefit</i>	41
1006.	<i>Administrative Sick Bank</i>	42
1007.	<i>Part Time Paid Time Off Benefits (PTO)</i>	42
1008.	<i>Paid Holiday Benefit</i>	43
SECTION 1100: UNPAID TIME OFF		45
1101.	<i>Family and Medical Leave Act (FMLA)</i>	45
1102.	<i>Unpaid Personal Leave</i>	48
1103.	<i>Military Leave</i>	48
SECTION 1200: INSURANCE BENEFITS		51
1201.	<i>Medical, Dental and Vision Insurances</i>	51
1202.	<i>Health Savings Account</i>	51
1203.	<i>Flexible Spending Accounts</i>	52
1204.	<i>Group Term Life Insurance, Long and Short-Term Disability, and Accidental Death and Dismemberment (AD&D)</i>	52

1205. Employee Assistance Program	52
1206. Workers' Compensation	53
1207. Benefits Termination and COBRA - Continuation of Health Insurance	54
SECTION 1300: EDUCATION BENEFITS	56
1301. Continuous Learning	56
1302. North Central Michigan College Tuition Waiver	56
1303. Tuition Reimbursement at Other Institutions	57
1304. Administrative Professional Development Plan.....	58
SECTION 1400: RETIREMENT	59
1401. Michigan Public School Employee's Retirement System (MPERS).....	59
1402. Optional Retirement Plan.....	59
1403. Voluntary Supplemental Retirement Saving Options.....	60
1404. Early Retirement	60

201. Use of Handbook

This Employee Handbook is designed so that every employee may be aware of work rules and policies surrounding employment.

This Employee Handbook applies to all North Central Michigan College employees including temporary and part time employees working in all College positions.

All the policies, rules and regulations in the Employee Handbook, may be changed at any time at the sole discretion of the College, with or without prior notice to employees. The College will make effort to inform employees of changes before they become effective. This Employee Handbook content supersedes any past personnel work rules, previous handbooks, employee manuals or unwritten modes of operating including past practices.

Neither this Employee Handbook, nor any other College document other than an unexpired Labor Contract or Employment Agreement signed by the College President, confers a contractual right, either expressed or implied, to remain in the College's employ. Nor does it guarantee any fixed terms and conditions of employment. This Employee Handbook is not intended to imply or infer a contractual relationship.

The discipline information in this Employee Handbook is not intended to be a comprehensive list of all conduct but only examples of the kinds of conduct that may result in discipline. When the term "disciplinary action" is used in this Handbook, it is intended to include all forms of discipline, including possible suspension or termination. The College reserves the right to initiate the applicable disciplinary process in all cases it deems appropriate.

Employees of the College are responsible for understanding the content of the Employee Handbook and for following the work rules. Unless specifically stated otherwise herein, the work rules outlined in the Employee Handbook shall apply to workers of the College including regular, seasonal, temporary, students, and volunteers. The benefits described in this Handbook apply to regular employees excluding seasonal, temporary, students, or volunteers.

201(a). Union Employees

This Handbook is intended to apply to all employees of the College, including faculty, support staff and administrative employees. However, some college employees are members of unions, and for those employees, some of the terms and conditions of their employment relationship are governed by the provisions of the applicable collective bargaining agreement. For those employees, where here is a conflict between this Employee Handbook and the collective bargaining agreement, the provision of the collective bargaining agreement shall prevail. This includes, but is not limited to

the disciplinary process that may apply to union employees as set forth in their contract. Where the term “applicable disciplinary process” is used in this Handbook, that process will be the process set forth in the applicable collective bargaining agreement, unless the collective bargaining provision does not apply, at which time the general provisions of this Handbook will control.

Notwithstanding the College’s reservation of its right to change these policies, rules and regulations set forth in this handbook and elsewhere, without advance notice, if the proposed change involves union employees and a mandatory subject of bargaining, the College will comply with existing law regarding the obligation to bargain with the applicable union prior to the change taking effect as to union employees.

SECTION 300: GENERAL EMPLOYMENT POLICIES

301. Employment is “At Will”

Subject to any limitations pursuant to an applicable Collective Bargaining Agreement, employment at North Central Michigan College (also referred to as “the College”) is at-will and either the employee or the College may terminate employment at any time, with or without cause or reason. No supervisor or manager or other representative of the College (except the President has the authority to enter into any agreement, on an individual or collective basis, for employment for any specified period of time or to make any agreement contrary to the above and any such agreement must be in writing and signed by the President.

Some subjects described in this handbook are covered in detail in official policy documents or the Collective Bargaining Agreements. Refer to those documents for specific information since the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies and/or any applicable Collective Bargaining Agreement provisions are controlling and override any contradictory statements made in this employee handbook.

Furthermore, nothing in this employee handbook is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. North Central Michigan College employees have the right to engage in or refrain from such activities.

302. Equal Employment Opportunity

The College is an equal opportunity employer. Business is conducted without regard to race, creed, color, sex, gender, gender identity, pregnancy or pregnancy related conditions, ancestry, national origin, marital/familial status, military status, height, weight, age, religion, disability unrelated to the individual’s ability to perform the job, veteran’s status, genetic information or sexual orientation, or any other status protected by law. Equal opportunity extends to all aspects of the employment relationship including but not limited to: recruitment, selection, compensation, training, promotion, transfer, layoff, disciplinary actions, and all other terms and conditions of employment or termination from employment.

The College desires to resolve any employee or applicant concerns with regard to possible employment discrimination. Any person who believes that they have been discriminated against in the course of employment should immediately file a Complaint with the Vice President of Finance & Facilities and request a copy of the NCMC Discrimination Policy and Grievance Procedures which provide for the prompt and equitable resolution of complaints alleging discrimination prohibited by federal, state and local statutes and ordinances. The Discrimination Grievance Procedures are also available on the NCMC website www.ncmich.edu.

Questions concerning the non-discriminatory policy or work rule may be directed to:

NCMC Vice President of Finance & Facilities
1515 Howard St., Petoskey, Michigan 49770
Telephone: 231-348-6603

303. Accommodations for Employees with Disabilities

In compliance with the Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act (PDCRA), the College does not discriminate against qualified individuals, (as defined by the act), or individuals with a disability, (as defined by the act), with regard to job application procedures, hiring, discharge, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. The College will make every effort to make reasonable accommodations for individuals with disabilities.

If you are unable to perform your job duties without an accommodation, assistance or an adaptive aid or device, you must notify your Employer of your special need. Under Michigan law only, an individual who needs an accommodation must notify the employer in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. Federal law also provides that any employee who needs an accommodation to perform the essential functions of their job must request it of their employer. Please notify Human Resources, in writing if you need an accommodation. The College treats all medical information and records concerning disabilities as strictly confidential.

Upon receipt of an accommodation request, someone from Human Resources will meet with you to discuss your limitations resulting from the disability and the potential accommodation that the College might make to help overcome those limitations. The College may also ask you to obtain certain information from your physician to assist it with decisions concerning its obligation. The College believes in an interactive process and supports the policy behind these laws.

304. Diversity and Inclusion

North Central Michigan College employees are encouraged to recognize, appreciate, celebrate and value the unique talents and contribution of all individuals regardless of demographics, physical appearance, social status, communication style, culture, and values and beliefs; understanding that individual difference can make the workplace environment richer.

By realizing that employees view the actions of others through a cultural lens, acceptance of others who are different from oneself is fostered through diversity awareness, respect, empathy, positive verbal communication, active listening skills and avoiding non-verbal communications that indicate disapproval. Employees should give information without judging others, both verbally and in electronic communications. Stereotyping and negativity directed toward an individual different from oneself must be avoided with the goal of an inclusive work environment for all.

Unwelcome, intimidating, offensive behaviors that interfere with another employee's work based on stereotypes related to group membership such as; race, ethnicity, social status, economic status, sex, religion, age, national origin, sexual orientation, veteran status, gender identity, political beliefs, ability and other such memberships that serve to create a hostile work environment will not be tolerated.

305. Non-Discrimination and Anti-Harassment Policy

Federal and state civil rights laws and/or the policies of NCMC prohibit discrimination and harassment against individual employees or groups of employees on the basis of age, color, disability, national origin, race, religion, sex (including pregnancy and conditions related to pregnancy), weight, height, sexual orientation, transgendered status, genetic information, misdemeanor arrest record (not resulting in a conviction), and marital or veteran status, or any other status protected by law. This prohibition applies to all terms and conditions of employment including but not limited to hiring practices, working environment, job status, compensation, employee benefits, promotional opportunities and termination.

Federal and state civil rights laws and/or the policies of NCMC also prohibit verbal or physical conduct or communication of a racial or sexual nature or harassment based on any protected status which relates to one's employment, interferes with work performance, or creates an intimidating, hostile or offensive working environment, and prohibits unwelcome sexual advances, sexual misconduct or requests for sexual favors.

All employees, supervisors, managers, students and vendors of NCMC are covered under this policy.

The purpose of this policy is to assure that no employee is discriminated against or harassed in the workplace and that no employees will believe that his or her employment depends on, or is affected in any way by his/her submission to, or rejection of, such improper conduct or communication, including where any of the following occurs:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment.
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Examples of prohibited harassment include, but are not limited to: 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 a co-worker or group and that is placed on walls or elsewhere on the premises of NCMC or circulated in the workplace, on working time or using NCMC equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Sexual misconduct is not an occasional compliment of a socially acceptable nature. It is behavior that is not welcome, personally offensive, lowers morale, and therefore interferes with work effectiveness. Workplace sexual misconduct is a form of misconduct that undermines the integrity of the employment relationship. Sexual jokes, innuendoes, or disparaging or demeaning comments based upon sex have no place in the business environment and will not be tolerated. For example--comments referencing a person's anatomy or their appearance in a particular type of clothing may be construed as offensive and will not be tolerated.

NCMC supports the civil rights laws. It is NCMC's policy to prohibit sexual misconduct toward, discrimination or harassment of an employee by another employee, including supervisors and

managers, or by a non-employee based upon any protected status.

VIOLATIONS OF THIS POLICY WILL NOT BE TOLERATED AND SHALL RESULT IN DISCIPLINE UP TO AND INCLUDING DISCHARGE

Persons who commit discrimination or harassment often do it discretely or hide it and it may therefore be difficult for NCMC to discover and correct these violations on its own. Therefore, NCMC strongly urges reporting of all incidents of sexual misconduct, discrimination, harassment or retaliation, regardless of the offender's identity or position. If you are a witness to or subjected to any form of unlawful discrimination or harassment, you should report such conduct in writing, as soon as possible within 7 calendar days, to Human Resources, or the NCMC Vice President of Finance & Facilities, or to someone in Administration with whom you feel comfortable reporting such conduct. The report may not be made to a person who is the subject of the concern. All claims of sexual misconduct, discrimination or harassment will be thoroughly investigated, and appropriate corrective action will be taken, including termination when warranted by the circumstances. To the extent feasible, complaints will be handled confidentially. Untimely complaints will be investigated to the extent it is still possible. An employee's failure to report suggests that the employee is not offended by or welcomes the conduct or comments or is otherwise disinterested in having any concerns investigated and/or addressed. NCMC can only act when it receives a complaint or knows of policy violations and can only protect an employee from further harassment if it becomes aware of the employee's concerns.

All complaints will be treated seriously and investigated. Further, anyone in a management or supervisory position who becomes aware of any potential harassment or discrimination, even if told in confidence, is required to notify a member of Administration identified above (who is not the subject of the concern) immediately.

NCMC may require a written statement and, if required, the employee must provide such a statement. Also, employees are required to cooperate in any such investigation. Complaints will be kept confidential to the extent possible during and after the investigation.

NCMC will actively, promptly, and carefully investigate every complaint of unlawful harassment. Further, anyone in a management or supervisory position who becomes aware of any potential harassment or discrimination, even if told in confidence, is required to notify Human Resources, or the NCMC Vice President of Finance & Facilities (who is not the subject of the concern) immediately. It is the duty of every employee to cooperate in any such investigation, and it would constitute a violation of College work rules to retaliate against or penalize an employee for asserting a claim of unlawful harassment. Employees are required to report any inappropriate or retaliatory conduct within 3 calendar days to one of these individuals who is not the subject of their concerns, Human Resources or the NCMC Vice President of Finance & Facilities. Untimely complaints of retaliation will be investigated to the extent still practicable. An employee's failure to report suggests that the employee is disinterested in having any concerns investigated and/or addressed. NCMC can only act when it receives a complaint or knows of policy violations and can only protect an employee from retaliation by the alleged harasser (or another person) if it becomes aware of the retaliation. Any employee found to have unlawfully harassed another employee or to have retaliated against an employee for making a complaint of unlawful harassment, will be subject to discipline up to and including suspension or immediate termination.

Any employee of NCMC who, after investigation, has been determined to have harassed or discriminated against an individual, or retaliated against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination will be subject to appropriate discipline up to and including immediate termination.

Violations of this policy are considered serious and an employee may be disciplined for violating this policy even though the employee has not violated state or federal civil rights laws. Also, all complaints must be brought in good faith. An employee who knowingly makes a false complaint shall be subject to disciplinary action.

306. Title IX Sexual Harassment

North Central Michigan College is committed to providing a workplace and educational environment, as well as other benefits, programs and activities that are free from discrimination, harassment, and retaliation on the basis of sex. Sexual harassment per Title IX is defined as:

- A 'quid pro quo' situation where a benefit or service is conditioned on someone participating in unwelcome sexual conduct, such as making participation in or acceptance of a sexual act as a condition of an employee's continued employment
- Unwelcome conduct that is so severe, pervasive, and objectively offensive that it denies a person equal access to NCMC's education programs or activities.
- Sexual assault, stalking, domestic violence and dating violence as they are defined in the Clery Act.

North Central is committed to providing policies and procedures that offer a prompt, fair, and impartial response and process for those involved in an allegation of sexual harassment. North Central values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

If you believe you have been sexually harassed, discriminated or retaliated against on the basis of sex, you should report that behavior as soon as possible, so that the College may conduct a thorough investigation.

To report a Title IX complaint, either:

- Complete a Title IX Complaint form available via the College Portal, or
- Contact Student Service Office (231) 348-6618 and ask for the Title IX Coordinator, or
- Email - titleix@ncmich.edu.

Title IX legislation designates all faculty and staff as responsible employees who are obligated to share knowledge, notice and/or reports of Sexual Harassment and retaliation with the Title IX Coordinator.

Each employee is responsible for familiarizing themselves with the content of Board Policy 415 which is a complete reference for Title IX sexual harassment and each employee agrees, as a condition of employment with the College, to abide by the Title IX Sexual Harassment Policy and to contribute to a workplace free from discrimination, harassment and retaliation based on sex. For Review of Board Policy 415, please use this link: [Board Policy 415](#).

307. Genetic Information Non-Discrimination

The College shall not discriminate in any term or condition of employment or make any employment decisions based on genetic information of the employee or his/her family members and it shall not acquire any such information except as permitted under the Genetic Information Non-Discrimination Act of 2008.

In general, exceptions may include information obtained inadvertently or in connection with wellness programs, where information is necessary to comply with the certification provision of the Family and Medical Leave Act (should that apply to the College), where commercially and publicly available information is purchased, where genetic monitoring is conducted of the effects of toxic substances in the workplace in compliance with OSHA regulations and for law enforcement purposes.

The College shall treat genetic information as confidential medical records and comply with confidentiality requirements of the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act of 1996, and any disclosure shall follow applicable state and federal laws.

The Genetic Information Non-Discrimination Act does not prohibit "the use, acquisition, or disclosure of medical information that is not genetic information about a manifested disease, disorder, or pathological condition of an employee or family member, including a manifested disease, disorder, or pathological condition that has or may have a genetic basis." Genetic information generally means information derived from a genetic testing which analyzes human DNA, RNA, chromosomes, proteins, or metabolites and that detects genotypes, mutations or chromosomal changes and the manifestation of a disease or disorder in family members of an individual.

308. Social Security Number Privacy Policy

The College strictly complies with the Michigan Social Security Privacy Act and will ensure to the extent possible the confidentiality of social security numbers. Access to information containing social security numbers will be limited to business purposes only, currently for background checks, payroll and benefit purposes, and as such, will be shared only as required and only with those who have a need to have access to such information, currently the Finance Department and Human Resources. All hard copy records containing social security numbers will be maintained in locked, secured areas with access limited to those who have a need for such access.

Any documents containing social security numbers that are destroyed will be shredded in accordance with record retention guidelines. Any person who violates this privacy policy is subject to discipline up to and including termination.

309. Whistleblower Policy

A whistleblower, as defined by this policy, is an employee of the College who reports an activity that he/she considers being illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault

or corrective measures; Management is charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to immediately contact Human Resources or NCMC Vice President of Finance & Facilities (an individual who is not the focus of the concern).

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas:

1. Confidentiality

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threat of physical harm.

2. Against Retaliation

Any whistleblower who believes he/she is being retaliated against must contact Human Resources or NCMC Vice President of Finance & Facilities (an individual who is not the focus of the concern). The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

SECTION 400: CONDUCT

401. Conflict of Interest

A conflict of interest exists where an employee's duties for the College are or can be compromised by the pursuit of an employee's other interests. Employees of the College shall not represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the College has a direct and substantial interest and which could reasonably be expected to result in a conflict between the private interests of the employee and the employee's official College responsibilities.

An employee who knowingly has or suspects that they have a conflict of interest or potential conflict of interest, including supplemental employment which may potentially be a conflict of interest, shall promptly bring it to the attention of the Vice President of Finance and Facilities as soon as the conflict or potential conflict arises for the purpose of considering if their outside involvement presents a conflict of interest for the College.

Full time employees of the College understand that the College is their primary employer and agree that any secondary employment will not interfere with duties and responsibilities at the College. Where a College employee holds a support or administrative job and also teaches at the College, the employee must be careful to not perform the teaching work on administrative or support staff time as determined by their supervisor and vice versa.

Such conflicts will be appropriately disclosed, managed, reduced or eliminated. Any employee found in violation of the Conflict-of-Interest Policy that harms the College is subject to the disciplinary process and applicable disciplinary action.

402. Nepotism and Romantic Relationships

A member of an employee's immediate family or significant other may be considered for employment assignment or transfer, provided the applicant possesses all the qualifications for employment, unless such action would create either:

- A direct or indirect supervisor/subordinate relationship, or
- An actual conflict of interest or the appearance of favoritism that puts at least one other employee at a disadvantage, or that violates the current Board Policy.

It is the responsibility of the College President, or designee, to enforce this work rule.

403. Code of Conduct

All Employees are expected to employ reasonable standards of conduct and observe standards of honesty, decency and responsible behavior. It is the mandate of the College that in the course of employment, employees will at all times behave in a professional manner towards any persons encountered during the course of employment, including but not limited to coworkers, students, visitors and guests.

Any violation of this policy shall be subject to the applicable disciplinary process and may lead to disciplinary action.

Employees should not allow poor conduct, personal problems, psychosocial distress, alcohol or substance use, or health difficulties to interfere with professional judgment and performance or jeopardize the best interest of others or self in the course of employment. Instead seek help through Human Resources or the Employee Assistance Program (EAP) 1-800-448-8326.

404. Confidentiality

Confidential and proprietary information is secret, valuable, expensive and or not easily replicated. All records and information related to the College, our students, and employees are confidential. Confidential information gathered or heard by employees during their employment will be construed as the property of NCMC. Any employee divulging proprietary, and/or confidential information acquired in the course of their work, to persons not employed by NCMC without written authorization from the President is in violation of this Policy.

Common examples of confidential information include:

- Financial information not subject to FOIA
- Student Records, data, proceedings
- Counselling records
- Hiring and personnel records, including personal information regarding employees and candidates
- Personal information including but not limited to benefit, medical, retirement, and financial information
- Social Security Numbers
- Pricing information, marketing, and other undisclosed strategies
- Documents and processes explicitly marked as confidential

Requests for information that you suspect may be confidential or proprietary must be directed to the President. The information remains the property of NCMC after termination of employment.

Employees are expected to follow procedures, guidelines and best practices to secure paper and computer files, sites, forms, data and documents, and to keep such information confidential and access only with job necessity. Protecting the confidential and proprietary information of students, employees and the college is of the highest level of priority at NCMC. As a result, we will investigate every possible breach of this policy. We cannot tolerate any action that results in a breach of our confidentiality policy for personal profit or gain. Any breach of this policy shall result in the applicable disciplinary process resulting in disciplinary action.

405. Professional Appearance

NCMC promotes a professional work environment for employees and expects employees to dress in a professional manner.

406. Respectful Work Environment

All employees are asked to recognize the basic dignity of all individuals with whom they interact in the performance of duties.

Employees, students, contractors, affiliated persons, and visitors to the College should enjoy a positive, respectful, and productive environment free from employee behavior, actions, or language constituting workplace disrespect, bullying, or any other form of workplace disrespect or disruptive behavior. All employees are responsible for promoting a respectful workplace focused on open, positive communications through prevention, intervention, recognition and action to resolve and learn from incidents, and make use of open, respectful discussions.

407. Conflict Resolution

Conflict between employees, regardless of their positions, is a serious matter. Differences of opinion and action are to be resolved in a respectful manner, fostering resolution, and limiting private or sensitive matters only to those individuals who are impacted. Actions and communications that instigate or perpetuate gossip, blame or drama are nonproductive, can lead to compounding of conflict and are inappropriate in the workplace and among coworkers. Instead of listening to and spreading gossip, employees are encouraged to ask for clarification, seek solutions, better a situation and engage in solidarity as a whole.

Those experiencing conflict directly or indirectly related to personal problems and coping are encouraged to contact the Employee Assistance Program (EAP) **1-800-448-8326**.

Required training in conflict resolution will be assigned annually to all staff and on an as needed basis as a refresher. Often an apology during or after a misunderstanding or confrontation is a valuable relationship builder and the first step toward resolving the conflict. Applying open communication, listening, respect, and developing a goal for positive and mutual resolution of the matter is essential. Refraining from gossip, innuendoes, vindictiveness, blame, bullying, slander, libel and disrespect directed to co-workers in relation to their involvement in the conflict resolution will aid progress towards conflict resolution.

When conflict continues despite use of conflict resolution strategies, the employee is encouraged to resolve their complaints initially with their manager or supervisor's assistance. The College encourages concerns to be addressed and resolved at the division or department level. More than one meeting and frequent follow up discussion is usually necessary. However, if the conflict or concern is with the supervisor, or not able to be solved within a department please seek help from Human Resources. Human Resources shall call a conflict resolution meeting with all parties involved to help foster a resolution. Communications and information shared during a conflict resolution meeting shall remain confidential to the extent possible. Employees who are part of a conflict, or part of a conflict solution, will need to be included in its resolution. Employees who are part of the conflict resolution may have representation at all stages of the process. All meeting attendees are urged to think carefully in their communication with others, knowing that their conduct and respect to confidentiality can be of great assistance in conflict resolution. Multiple meetings may be needed to encourage and foster good working relationships. All meetings for employees shall be scheduled during normal working hours.

408. Conflict Resolution Grievance Procedure

When Conflict Resolution efforts fail or if goal(s) are not agreed upon by all involved, an employee may submit a Written Petition for Conflict Review (Petition) to the Vice President of the division in which the employee works, requesting a formal review of the conflict.*

Written Petition

An employee's Petition shall include facts rather than conjecture, outline the conflict, name persons involved, describe previous steps towards conflict resolution, and reference a specific policy, agreement or procedure which is alleged to have been violated (if applicable). The Petition shall be signed by the employee and presented to the Vice President. Where needed, the Vice President may: contact the employee for clarification of the issues; investigate the situation with persons involved; and/or, conduct conflict resolution meetings prior to responding with a decision in writing. The Vice President will render a written Decision that is final absent an appeal within 14 days.

Appeal

Within fourteen (14) calendar days of the date of the Vice President's written Decision, an employee may appeal the Decision in writing to the President's office. The written Appeal shall include a copy of the Petition and the Decision. The President, or designee will review the Appeal request and if necessary, meet with necessary individuals, and provide the final resolution within (30) days after receipt. This is the last and final step in the conflict resolution process, with the President, or designee having the final decision.

Retaliation in any form toward the employee and employee representative in guiding and assisting in the filing of a Petition or Appeal will not be tolerated, provided the assistance is rendered in good faith in accordance with the guidelines of a respectful work environment. In addition, any intentional undermining of the conflict resolution process will not be tolerated.

**Note: The process described in this Section is intended to provide resources and a process to allow employees to resolve conflicts informally. Nothing in this section is intended to supersede the more formal grievance process described in the applicable Union contract.*

409. Drug and Alcohol-Free Workplace

Employee possession, manufacture, distribution, dispensation, or use of, consumption or having in their system any illicit drugs, hallucinogenic, controlled substances, illegal drugs or legal drugs being used in an illegal manner, or unauthorized alcohol substances or marijuana during working hours, while on College property (owned or leased) including parking lots and college vehicles is strictly prohibited.

Employees must also comply with Board Policy 402. Drug-Free Campus and Workplace. The exception to this policy is possessing or using alcohol at authorized events.

The College reserves the right to require an employee to submit to drug and alcohol testing when there is a reasonable suspicion, based on observations by a supervisor or manager of suspected impairment or possession.

Refusal to submit to requested drug or alcohol tests including giving permission for the results to be released to the employer will be considered a voluntary termination. Any positive test for drugs, including marijuana or alcohol, or any violations of these policies will result in discipline up to and including immediate termination, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Furthermore, employees shall notify the College of a criminal drug statute conviction for a violation occurring in the workplace, under no circumstances later than five (5) days after such conviction as required by the Drug Free Workplace Act of 1988. Employees interested in seeking alcohol/substance abuse counseling may contact the Employee Assistance Program (EAP) at

1-800-448-8326. Additionally, agencies listed on the NCMC website under resources and support are available to use:

- Harbor Hall Inc., Petoskey, MI 231-347-5511
- Bay Area Substance Education Services B.A.S.E.S., Charlevoix, MI 231-547-1144
- Northern Michigan Substance Abuse Access Center, Gaylord, MI 989-732-1791
- North Country Community Mental Health Service 800-834-3393
(Antrim, Charlevoix, Cheboygan, Emmet, Kalkaska and Otsego counties)

410. Tobacco Free Workplace

For the purposes of this work rule, “prohibits the use of tobacco products and electronic smoking devices” shall mean the absence of cigars, cigarettes, e-cigarettes, pipes, and smokeless tobacco including dipping, chewing, and anything else that involves or mimics smoking such as electronic vapor.

The College prohibits the use of tobacco products and electronic smoking devices by employees 1) inside College facilities, 2) in college owned vehicles and 3) outdoors on property that is owned and operated by the College. Smoking is allowed only on the inside of individual personal enclosed automobiles.

Some specific examples of prohibited areas include: all common work or study areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, gyms, medical facilities, cafeterias, employee lounges, stairs, restrooms; employer owned or leased vehicles, and all other enclosed facilities. The use of tobacco products and electronic smoking, in any form, is also prohibited in all outside areas surrounding the College including parking lots, gardens, natural areas and sporting facilities. Use of tobacco is allowed outside for religious or instructional purposes.

Employee smoking cessation plans and assistance can be found through the employee’s health care benefits and the Employee Assistance Program (EAP) **1-800-448-8326**. Employees are encouraged to utilize health care provider resources due to the increasing evidence of adverse health conditions from tobacco, nicotine and related products, for both smokers and secondhand nonsmokers.

411. Weapons, Threats and Violence

Employees shall refrain from violent behavior and conduct that threatens, intimidates or coerces another employee, student, guest, vendor or business associate. There shall be zero tolerance for

the possession or use by college employees of weapons, explosives, firearms, or items intended to threaten or be used as a weapon while on College property (leased or owned), classrooms, dormitories, within College vehicles, or while conducting College business regardless of whether the employee is licensed to carry the weapon. College Board Policy 405, which also applies to employees, defines types of weapons, explosive and firearms that are prohibited.

Employees will refrain from fighting, "horseplay" or other conduct that may be dangerous to others. The College resources may not be used to threaten, stalk, bully or harass anyone at the workplace or outside of the workplace.

Physical assault or abuse, vandalism, arson, sabotage, willful destruction of company property, or any other act which is destructive, threatening or violent, is not tolerated. In addition, bizarre or offensive comments regarding violent events and/or violent and destructive behaviors are not tolerated.

Employees who witness or who feel subjected to any of the threatening behaviors listed above must contact Human Resources. The College will promptly and thoroughly investigate all reports of threats or acts of violence and of suspicious individuals or activities. The College will not discipline employees for raising such concerns and will not retaliate against employees making good-faith reports; however, false claims will not be tolerated.

In order to maintain workplace safety and the integrity of its investigation, the College may suspend employees suspected of workplace violence or threats of violence pending investigation. Any employee found to be responsible for threats or acts of violence or other conduct that is in violation of this work rule will be subject to prompt disciplinary action up to and including termination of employment. Union employees will be subject to the disciplinary procedures set forth in their collective bargaining agreement.

This policy does not apply to active law enforcement officials who are carrying weapons in the course of their duties. It also does not apply to items and materials that are approved by the College for educational purposes. The possession of any weapon on college property in violation of this policy by a faculty member, or staff member will subject the employee to the applicable disciplinary process which may lead to disciplinary action.

Employees with serious personal disputes need to bring their personal disputes to the attention of the Vice President of Finance and Facilities or Human Resources before a situation escalates and are encouraged to use the Employee Assistance Program (EAP) **1-800-448-8326**. Employees need to promptly inform the Human Resources Director of any personal protective or restraining orders that lists the workplace as a protected area.

All College employees will be trained in workplace violence prevention.

SECTION 500: EMPLOYEE COMMUNICATIONS

501. Open Door

Effective communication encompassing respect, teamwork and openness between all employees is important for workforce wellbeing.

The welcoming of diverse ideas, relaying of concerns and fostering of two-way communication is encouraged. Employees are invited to communicate ideas and participate in the campus community to generate positive energy; supporting the College mission, vision and values. Employees are asked to be sensitive to others wellbeing and be mindful of the code of conduct during communications with others.

College Board meetings and other public meetings, leadership meetings, committee meetings, press releases, on campus postings, newsletters, emails, website postings, surveys, forums, team meetings, tours, classes, lectures, and athletic, recognition and other campus events are utilized for employees to connect with each other.

Supervisors maintain an open-door environment so that employees may feel at ease when requesting an appointment to discuss idea, disagreements, and concerns without retribution.

502. Use of Portable Electronic Devices while Driving

College employees are expected to observe all relevant traffic laws requiring hands free devices; including but not limited to phone and texting features, laptop computers, tablets and other portable electronic devices while driving on work time or conducting work business. Texting while driving is against the law in Michigan. Employees are expected to stop driving before conducting business electronically.

Employees using College provided electronic devices; or who are reimbursed for business calls and communications made from their cell phones and other electronic devices, or who are conducting College related matters while driving, hereby certify that their devices will not be used in any way that poses a safety concern with distracted driving. The College reserves the right to monitor company owned or reimbursed electronic devices to ensure work rule compliance. Employees who violate this work rule will be subject to disciplinary action. Refer to the Technology Resources Use Policy Board Policy 420.

503. Information Technology Resources Use Policy

Employees must be familiar with the Information Technology Resources Use Policy Board Policy 420 that is published on the web site of the College and agree to abide by Policy 420 as a condition of employment prior to engaging in use of College information technology resources. Please reference the Information Technology Resources Use Policy utilizing the link:

<https://www.ncmich.edu/north-central-policies-resources/policy-manual/policy-manual-b-overall-campus-residence-halls.html>

504. Personal Communications while Working or with Work Devices

Chronic failure to perform job duties due to distraction caused by use of personal electronic devices will result in the applicable disciplinary process that may result in disciplinary action. Personal communications, both incoming and outgoing, and use of personal electronic devices; must be held to a minimum during work time. Employees should inform individuals who frequently contact them during the workday that an employee's designated lunch or break period is a good time to text and chat. Failure to limit distracting personal phone calls, e-mails, texting, instant messaging, and other personal cell phone apps will result in the applicable disciplinary process resulting in disciplinary action.

505. Social Media

Through social media, the College can create an engaging online environment for those of the North Central community to connect and stay informed on all the latest news and events. Social media also provides organic feedback direct from the user about what is important to them, as well as perpetuating our mission and representing the College as the open and attentive institution.

In accordance with Michigan's Internet Privacy Protection Act, NCMC will not (1) request access to pages of an employee's private internet account that are not visible to the public, (2) request passwords to enable it to access private pages (including sending a friend request), or (3) discipline any employee who refuses/fails to provide such access or passwords.

Because social media blur the lines between personal voice and institutional voice, North Central has crafted policies and guidelines to help clarify how best to enhance and protect personal and professional reputations. Employees must be familiar with the Social Media guidelines that are published on the web site of the College and agree to abide by the guidelines as a condition of employment prior to engaging in use of College related social media platforms, sites and usage. Please reference the Social Media Guidelines utilizing the link:

<https://www.ncmich.edu/north-central-policies-resources/social-media-guidelines.html>

SECTION 600: EMPLOYMENT

601. Criminal Background Check

Offers of employment are conditioned upon the College's successful completion of pre-employment background screening including employee transcripts, diplomas or degrees, professional licensure where required, and a criminal background as well as professional reference checks.

All screenings are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. All reports are kept strictly confidential and are only viewed by individuals in the College who have direct responsibility in the hiring process.

Additional checks such as driver's license and record, may be made on applicants for particular job categories if appropriate and job related. Employment screening assessments to determine an applicant's job fit may also be required of applicants for employment. Skills tests related to the demands of the job may also be required.

The College also reserves the right to conduct a job-related background screening during the course of employment, to verify required credentials, in response to an investigation, or to determine eligibility for promotion, reassignment or retention. The Employer will not undertake such actions without a signed authorization from the employee.

Conviction for a violation of any criminal statute that impairs an employee from performing their job shall subject the employee to the applicable disciplinary action and may result in disciplinary action.

Employees shall notify the College of a criminal drug statute conviction for a violation occurring in the workplace, under no circumstances later than five (5) days after such conviction.

602. Falsification of Employment Information

All employees and applications are asked to represent accurately their qualifications. Where false, omitted or misleading information is provided on an Application for Employment (or any document provided to secure employment or advance employment), the College reserves the right to refuse to hire, promote or consider the applicant, discipline the employee, change employment status, reassign the employee, or terminate the employee's employment regardless of the time elapsed before the discovery. The College may investigate an employee's background, employment history, credentials and qualifications when called into questions at any time during the employment relationship.

603. Job Posting and Hiring

It is the College's policy to fill vacancies with the most qualified person available, either presently employed or a new hire. Before hiring to fill any existing vacancy, management will consider the need for filling, budgetary dollars and the promotional status of current employees. Vacant

positions may be filled or restructured to accommodate the College's staffing needs. The College shall fill vacancies based on skill, ability, education, experience, licensure and character required for adequate performance in a position.

- Open job positions are posted on the College employment website.
- Except in cases of a promotion, current employees must apply requesting consideration or transfer to a posted position.
- Internal applicants who seek and apply the knowledge and skills appropriate to outlined responsibilities are encouraged to apply.
- Internal applicants will be considered along with other applications for the position.
- Transfers are at the sole discretion of the College.
- Changes in employee status may only be made in writing by the hiring supervisor using a Status Change Form or updated Contract.

When internal applicants are interested in a vacant position, it is recommended that they make their interest known to their current supervisor at or prior to the time they are granted an interview. No retaliation of any kind will be allowed against an internal application for applying or interviewing for a vacant position. If not selected for the vacant position, the hiring manager or a designated committee member will provide the internal applicant with feedback to aid the employee in future interviews, to develop professionally or gain knowledge of needed qualifications.

An applicant's interest in a position and their application materials will be held in confidence by those performing the hiring and shared only with others involved in the hiring and selection.

604. Employment Classifications

Regular full-time exempt employees are paid on a salary basis. Regular full-time exempt employees are expected to work at least 37.5 to 40 hours per week based on job category and are not paid overtime. Pay is not generally reduced for working less than 37.5 to 40 hours per week, although full-time exempt employees will be required to use accrued paid time off benefits for hours worked under 37.5 or 40 as designated. They qualify for all benefits, subject to the benefit eligibility criteria. Members of the association of faculty and professional staff are full time exempt and their work hours are governed by the collective bargaining agreement.

Regular full-time non-exempt employees are paid on an hourly basis. These employees are expected to work 37.5 to 40 hours per week based on job category inclusive of accrued leave time if approved. They are eligible for overtime pay if they work more than 40 hours per week. They qualify for all benefits, subject to the benefit eligibility criteria.

Regular part-time non-exempt employees are paid bi-weekly on an hourly basis. These employees work on a regular, on-going basis. They normally are scheduled according to classification which can range from 20 to 28 hours per week, unless work volumes require a temporary increase or decrease in hours. They are eligible for overtime pay if they work for more than 40 hours per week and are only paid for hours worked. They receive paid time off benefits, based on their part time average hours worked hours, longevity and a waiting period. Should a part time employee consistently work 30 hours or more in a 12-

month measurement period, they will become eligible to elect medical coverage for the next 12 month stability period; absent this qualification, no medical, dental, vision, Life insurance nor are LTD benefits available.

Temporary hourly employees work for a defined, limited period of time and receive no benefits. Generally, they work less than 720 hours in a calendar year. They are paid biweekly on an hourly basis, or through a temporary staffing service.

Student employees must meet the requirements as outlined in the most recent Definition of Student Employee at North Central guidelines. They must be enrolled as a North Central Community College student and actively attending a minimum credit load of classes during each semester worked. They receive no benefits. They are paid biweekly on an hourly basis, or through a temporary staffing service and have a maximum limit on number of weekly hours to be worked.

Grant funded positions must meet the requirements /stipulations and receive the benefits outlined in the grant.

Continuation in any employment classification is contingent upon meeting the work schedule and job criteria for each position.

605. Worker Category

Full and Probationary Status Faculty include the worker categories of Full Time Instructors, Professors, Librarians, and Counselors.

Adjunct Faculty include Part Time Instructors.

Support Staff include the job categories of Clerical and Custodians/Maintenance Workers.

Administrative Staff include the job categories of Department Managers and associated decision makers, Deans, Directors, Academic Advisors, Recruiters, Executive Assistants and Program Administrators.

Continuation in a worker category is contingent upon meeting the job criteria for each worker category.

606. Training New Hires

The training period during the first few months of employment is important in the development of a new employee's knowledge of their job and in establishing work habits. Experienced employees assist in this training period by sharing their knowledge with the new employee through the training and orientation period. All classroom and on-line training requirements assigned during onboarding and orientation need to be completed within deadlines. Minimum performance requirements, including job skills and interactive skills must be met by new hires for continued employment. Nothing in this section changes an employee's at will status.

607. Performance Evaluation

The purpose of the employee annual performance evaluation is to determine the effectiveness of an employee in their position. Employees and supervisors meet to reflect on an employee's past goals, accomplishments, job skills, and interactive skills. Goals are set for the future. The employee annual written evaluation will identify and outline a plan for employee development and performance.

Supervisors are responsible for timely completion of annual performance evaluations and presentation to the employee. The employee may add a response to the supervisor portions of the evaluation to be retained in the personnel file with the evaluation.

Unsatisfactory performance, if uncorrected, could result in either reassignment or dismissal and shall be addressed as frequently as needed throughout the employee's employment.

608. Discipline Procedure

The principal objective of any disciplinary action shall be to correct unacceptable behavior and/or to improve the performance and efficiency of the employee. NCMC in its sole discretion may follow a progressive disciplinary system to address employee unacceptable behaviors, which may include all, or part of the following steps: oral warnings and reprimands, time off or some employee actions may result in immediate termination of employment. Any action by an employee that reflects discredit on the College or is a direct hindrance to the effective performance of the employee's job functions, constitutes improper employee conduct and shall be considered cause for disciplinary action. Since it is impossible to anticipate every potential behavior problem or concern, common sense must be used in determining the appropriate disciplinary measure for each problem. This list is not intended to be all-inclusive or to change, in any way, the "employment-at-will" policy should that apply to you. Employment may be terminated by either the College or the employee at any time and for any reason, with or without notice, with or without cause. Please direct any questions you may have regarding disciplinary action to your supervisor or the Human Resource Director. For employees represented by a collective bargaining unit (MEA), please see the Collective Bargaining Unit Agreement in effect.

609. Keeping Our Records Current

It is important that NCMC maintain accurate, current records. It is each Employee's responsibility to promptly notify Human Resources in writing if there is a change in their address, phone number, training or certification certificates, marital status, emergency contact information, legal name change, change in dependents, I-9 information, change in bank accounts affecting direct deposit, disabilities which require an accommodation to perform the essential functions of their job, or injuries that occur at work or affect your ability to do your job.

610. Employee Files

NCMC's Human Resource Department maintains all records pertaining to payroll and benefits programs. All records are confidential. If you have any questions about your records, see the Human Resource Director. Employee personnel files may be reviewed by the employee at the office

during regular business hours, in the presence of a Company representative, by scheduling an appointment with Human Resources, no more than two (2) times a year except for specific and bona fide reasons. Personnel files may include such information as the employee's job application, resume, training records, performance reviews, salary increases, disciplinary actions, and other records upon which employment decisions are based.

Medical records, educational records, I-9 forms, employment references (disclosing the identity of the individual source), and certain other information are kept separate from personnel files and access to them may be further restricted.

Employees may view their payroll files and request copies at any time by scheduling an appointment with the payroll department.

611. Employment Termination and Exit Interview

It is customary for a resigning employee to provide a two weeks' notice of intent to resign employment. Administrative, professional employees customarily give a minimum of one (1) month notice before leaving employment. Any additional notice given will be helpful to the College, allowing time to train a replacement if applicable. At least ninety (90) days' notice is preferred for planned retirement. An employee who is resigning is asked to furnish signed, written notice to the Human Resource Director, stating the reason for their resignation and the effective date of resignation. Once an employee's formal notification has been received and acted upon, it will be considered final and no revocation will be accepted unless agreed to by both the College and the terminating employee.

Any employee terminating employment is required to return all College owned property including, but not limited to, college issued credit cards, laptops and other electronic devices, keys, access combinations, passwords and codes, College provided equipment and supplies, training and operations manuals and procedures and college intellectual property, owned or leased. Employees' personal property should be removed from the workplace on or before the employee's last day worked. Access to college information systems and electronic assets will cease immediately upon suspension or termination of employment.

Human Resources will request that the employee provide feedback in a voluntary exit interview. Exit interviews are used to enhance and improve the College. Feedback will be shared as needed to bring about improvements.

Final compensation and benefits will be administered according to payroll policies related to employment termination and be consistent with employment laws.

SECTION 700: ATTENDANCE

701. Workweek

The workweek will begin on Saturday at 12:01 a.m. and ends on Friday at Midnight. Work schedules and shifts shall be established by the College and may be changed by the College at its sole discretion when required by operating conditions. Every effort will be made to notify employees in advance of an increase or decrease of hours in a work week.

The work week for non-exempt employees shall generally consist of thirty-seven and one half (37.5) hours per week. However, maintenance and custodial employee's work week shall generally consist of forty (40) hours per week; however, this shall not be considered as a guarantee of work. The workweek hours for exempt faculty, administrators, counselors, librarians and non-exempt student workers, shall be defined according to schedules established by the College (and, if applicable, the AFPS collective bargaining agreement).

702. Spring Break

The Petoskey, Gaylord and Cheboygan College Campuses generally observe College Spring Break as noted on the Petoskey, Gaylord and Cheboygan Schools calendars respectively. The College continues operations during the Spring Breaks observed by students and employees are scheduled to work. Employees shall request paid vacation or paid personal benefits of their supervisor for approval, in advance, if they would like time off. Adjunct instructors and faculty will work as appropriate based on the location of their classes and according to the syllabus provided to students at the beginning of the semester.

703. Time-Time Off Record Keeping

Non-exempt employees, including student workers, are to keep track of hours worked using the time system provided and work the scheduled hours assigned by their supervisor. All employees must gain supervisor pre-approval before being absent; or notify the supervisor as soon as possible in the event of an emergency situation resulting in an absence.

Time off requests shall be processed using the time keeping system provided, including requesting and supervisory preapproval of requests. Requests need to be made in hours and fraction of hours. Supervisors will approve Time off Requests using the timekeeping system. Employees are responsible to notify their supervisor directly if they experience confusion with a work schedule, prearranged absence or time off request.

Employees shall record their own hours worked. No employee may record hours worked for another employee. Falsification of time records for self or a coworker, failure to get proper approval prior to absences, and working without supervisor authorization could lead to disciplinary action up to and including termination.

704. Breaks

Exempt employees may take a break when they find a convenient time, unless directed otherwise

by their supervisor. Exempt employees are encouraged to make use of breaks daily without cutting into productivity and work time, therefore a longer midday break may necessitate an earlier work start time or end time. Employees are encouraged to utilize time management skills and organize their workday to include breaks as a needed rest to increase productivity while working. Finally, breaks need to be taken in responsible manner that does not disrupt work or availability of coworkers to also enjoy a break and in conjunction with work, supervisor and department requirements.

Employees working in areas that require the presence of a qualified staff member at all times, must coordinate breaks with qualified co-workers. Coworker cooperation and agreement is encouraged to allow for the greatest satisfaction and flexibility with the scheduling of breaks. However, in the event staff members disagree on coordinating breaks or work is suffering, the supervisor will intervene. A supervisor reserves the right to set the break schedule.

For more information on non-exempt Custodial-Maintenance and Office worker breaks, please reference the CMO collective bargaining agreement.

Part time staff and student workers are allowed breaks as scheduled by their supervisors. Breaks for minor workers will be scheduled in accordance with applicable labor laws.

A supervisor reserves the right to discipline an employee who disrupts work with their breaks or break requests. Employees who are frequently and excessively on break, repetitively tardy leaving for or returning from a scheduled break, inconsiderate of others' need for breaks, or who refrain from taking a break and then become discontent, will have their behavior addressed by their supervisor.

705. Break Time for Working Mothers

Non-exempt Employees who are nursing their child will be provided with reasonable unpaid breaks to express breast milk as determined by the Fair Labor Standards Act. (currently one year). In addition, non-exempt Employees who are eligible for a regularly scheduled paid break may use their paid break time for the purpose of expressing milk if they so choose.

The College will provide a space for the break in one of its main buildings and off campus locations, other than a bathroom, that is shielded from view and free from intrusion. The college will also provide refrigeration storage for breast milk. Employees should notify Human Resources of the need for this space and will not be retaliated against for exercising their rights under this work rule.

706. Absenteeism and Tardiness

Dependable attendance is extremely important. Most jobs are specialized and cannot be filled easily by substitutes. Punctuality and attendance records will be given consideration in performance reviews. Excessive and repeated absences and/or tardiness will result in discipline up to and including termination of employment for at will employees. The College not only compensates employees for their skills, but also for their dependability and resourcefulness. Excessive absenteeism is harmful to fellow employees, students, guests, schedules and morale. When absenteeism adversely impacts a business unit's operations, the supervisor has the duty to address the absenteeism and/or tardiness, even though the employee with poor attendance may

have a balance in their paid time off benefits.

It is the employee's responsibility to prearrange all absences when possible. Also, employees must notify their supervisor when unforeseen circumstances cause tardiness or same day absence from work. Direct conversations via telephone are required between supervisor and employee to gain approval for non-preapproved time off. Employee one sided requests for absence such as messages left on voice mail, email or texting are not considered approval for the absence. When it is necessary to leave a voice mail, employees must leave a phone number where they can be reached and continue trying to reach the supervisor until a direct conversation takes place. If an employee is too ill to telephone their supervisor, an employee personal representative, such as a spouse or caretaker, may speak to the supervisor on the employee's behalf.

707. No Call No Show

Employees who have not reported to work and who have not obtained proper approval for absence for **three** consecutive days will have a letter sent to their home address (on file with their payroll information) stating that through their actions the college considers them to have voluntarily resigned.

SECTION 800: COMPENSATION ADMINISTRATION

801. Administration Compensation

The College will provide pay to its employees based on a compensation schedule, which outlines the compensation for employees within approved position classifications and pay ranges.

The College pays wages, which are competitive with those paid in the community for similar duties, responsibilities, standards of performance, and length of service. Periodically, salary standards are reviewed to ensure that pay standards are competitive, consider the level of impact of a position to the college and align with budgeted funds. The pay structure is adjusted only through approval by the North Central Michigan College Board of Trustees.

At the time of initial employment, all employees should have clearly identified for them the position classification and salary at which employment is initiated. The College President, or designated VP responsible for the department approving the initial hire, and Human Resources are charged with the responsibility of initial placement of personnel on the appropriate salary scale.

If an employee's regular work schedule is set so that the employee works after 8:00 p.m. or is scheduled for the weekend shift on a regular 12-month basis, a shift differential will be granted.

As a general rule, inexperienced applicants are hired at a minimum salary for the position in which they are employed. However, if the applicant's previous training or job experience warrants, a higher-level salary may be paid within a job classification. Faculty and professional occupations shall reference the collective bargaining agreement for starting salary guidance.

802. Overtime Compensation

Non-Exempt employees are paid overtime at one- and one-half times (1.5) their normal hourly pay rate for time actually worked over forty (40) hours per week. When vacation, sick, holiday, jury, bereavement, PTO and personal benefits are paid, the hours do not count as part of the forty (40) hours worked for overtime calculations. Non-Exempt employees are required to obtain supervisor approval in advance of any unscheduled overtime worked.

Exempt employees do not qualify for overtime.

Full Time faculty will however be paid for overload compensation in accordance with the most current Faculty and Professional Staff NMEA/MEA/NEA Collective bargaining agreement determined in consultation with the Vice President of Academic Affairs.

803. Compensatory Time

Compensatory time will not be used in lieu of paying overtime for non-exempt employees. The College will pay all overtime earned in the period it is earned as recorded through the timekeeping system.

Exempt employees are paid per an annual contract and therefore shall not be eligible to track and claim forms of compensatory time-off pay unless otherwise outlined in the most current Faculty

and Professional Staff NMEA/MEA/NEA Collective bargaining agreement.

804. Pay Period Payday, Direct Deposit, and Pay Cards

Employees of the College are paid bi-weekly. The designated two-week pay period runs from Saturday through Friday.

Separated employees will be paid on the next regular pay date on which they otherwise would receive their pay for the pay period worked.

Employees who work less than 52 weeks per year, will be paid according to their individual work schedule and contract (if applicable).

Employees should review their paystubs each pay period and if you believe your pay was inaccurate immediately bring it to the attention of the payroll administrator.

Employees may choose to have their funds electronically deposited to a pay card or a financial institution, view and print their payroll advices and W-2 forms and view the pay schedule by logging into the employee payroll application. Employees needing assistance should contact the payroll administrator.

805. Salary Basis Policy

The Fair Labor Standards Act (FLSA) is a federal law which requires most employees to be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. Michigan also has a law establishing the minimum wage rate. The Company pays its employees not less than the greater of the two minimum wage rates.

The FLSA provides an exemption from overtime pay for employees who are *bona fide* executive, administrative, professional and outside sales employees, among others, including certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be compensated on a salary basis.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee should receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, the College prohibits any improper deductions from the salaries of exempt employees. Any employee who believes that an improper deduction has been made to their salary, should immediately report this information to the Payroll Administrator.

Reports of improper deductions will be promptly investigated and, if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

806. NCMC Foundation Donation via Payroll Deduction

Donations in their various forms have played a key role in the growth of the College since its inception. Donations provide an opportunity for individuals and businesses of all sizes to help the College expand its services and be responsive to changing needs. In 1990, the North Central Michigan College Foundation was established to enhance these opportunities for giving.

Gifts may differ in size, purpose and designation, but they all have one thing in common: each donation makes a positive difference in the quality of the College and in its ability to fulfill its mission. NCMC direct paid employees wishing to donate to the NCMC foundation are eligible for payroll deduction of contributions. For additional information, please call the NCMC Foundation Office.

807. Garnishment and Employee Debt Obligations

All voluntary and involuntary deductions from an employee's pay shall be made in accordance with applicable law

When an employee's pay is to be garnished in accordance with a Court Order or State Law, the employee will be notified by the College payroll administrator.

Employees eligible to elect the following group benefits shall consent to payroll deduction when electing direct deposit, group insurance coverages, section 125 elections, health savings account elections, contributions to a voluntary approved retirement investment fund, voluntary purchase of other optional group benefits, and/or payments to any elected third party permitted via payroll deduction.

If an employee separates employment owing the College funds, the employee must make payment arrangement with the College payroll office for repayment, and the employee may not be re-hired or obtain a favorable employment reference until the obligation has been cleared.

808. Non-Exempt Employee Travel

Some non-exempt (hourly) positions require travel as part of their regular duties.

Federal regulations govern whether time spent on travel is working time and therefore must be compensated. Generally, whether an employee receives compensation will depend upon the kind of travel and whether the travel time takes place during normal work hours.

The term "normal work hours," for the purposes of this policy, is defined as between the hours of 9:00 am to 5:00 pm. This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).

Home to Work in the Ordinary Situation:

The general rule is that an employee who travels from home before his/her regular workday and returns home at the end of the workday is engaged in an activity that's a normal incident of employment. The commute doesn't count as hours worked because the time isn't spent for the employer's benefit. This is true whether the employee works at a fixed location or

different locations on a daily or occasional basis.

Travel that is a Normal Day's Work:

Travel by an employee which is part of his or her principal activity (such as local travel from the office to a meeting) is counted as hours worked. However, if the employee travels directly to the meeting at the start of the day (without first going to the office) or drives directly home after the meeting, such time is not counted as hours worked. This rule applies even if the travel occurs before or after normal work hours.

Home to Work in an Emergency Situation:

When an employee has returned home after completing the day's work and is called out to travel a substantial distance to perform an emergency job for the employer or a customer, the time spent on travel is working time. Because this is an unusual occurrence, each situation will be addressed individually.

Home to Work on a Special One-day Assignment in Another City:

When an employee who normally works at a fixed location in one city is given a special one-day assignment in another city, the travel time is not regarded as ordinary home-to-work travel that's occasioned by the fact of employment. The travel in this instance is performed for the employer's benefit and at the employer's special request. Therefore, it's considered hours worked regardless of whether it's done during or outside of normal work hours. Without the special assignment, however, the employee would have had to report to his/her regular work site and return home again. Therefore, the employee's normal commute time between home and work will be deducted.

Overnight Travel Away from the Home Community:

Under the regulations, travel that keeps an employee away from home overnight is considered work time when it cuts across normal work hours. The rationale is that the employee is substituting travel for other duties that he/she would be performing. The time is deemed to be hours worked not only for hours that would normally be worked on a regular working day, but also during the corresponding hours on nonworking days, such as weekends or holidays.

By contrast, travel time for an overnight trip made during nonworking hours is not compensable hours worked where the employee is a passenger on an airplane, train, boat, bus, or automobile.

Travel Time as the Driver/Passenger of an Automobile:

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as "work hours," regardless of whether the travel takes place within normal work. However, if an employee drives a car as a matter of personal preference when an authorized form of public transportation is available, and the travel time by car would exceed that of the authorized mode; only the estimated travel time associated with the authorized mode will be eligible for compensation.

Travel as a *passenger* in an automobile is treated the same as all other forms of travel, and

compensation depends upon whether the travel time takes place during normal work hours, unless the passenger was required to travel in the vehicle as a “helper” during the travel.

Meals, Sleeping Time and Other Non-work Activities:

An employee will not be paid for breakfast or evening meals (unless the meal is attended by a client and is a business meeting), sleeping/resting time or time spent in non-work-related activities, as he or she would have had those needs anyway.

Calculating and Reporting Travel Time:

Employees are responsible for accurately tracking, calculating, and reporting “work time” during travel (as explained above) on their weekly time sheets. If an employee requests a specific travel itinerary or mode that is different than the one authorized, only the estimated travel time associated with the schedule, route, and mode of transportation authorized should be reported on the time sheet.

Travel time should be calculated by rounding up to the nearest quarter hour.

Note: This policy addresses compensable work hours during travel only. All time actually worked (including work time during travel) beyond 40-hours in a work week is paid at a rate of one and a half times the regular rate of pay.

SECTION 900: SAFETY

901. Health and Safety

The health and safety of all persons on North Central Michigan College property is crucial to all activities and operations. The college is committed to providing safe and healthy working conditions. Employees must be diligent and conscientious about workplace safety, including proper work methods, adhering to workplace safety rules, reporting potential hazards, and abating known hazards. Employees have a duty to report observations of any potentially unsafe conditions on campus to the Vice President of Finance and Facilities, the Director of Physical Plant or Human Resources.

A college-wide Campus security committee addresses safety, health and security campus-wide in accordance with the Emergency Procedures Guide which can be found at the web address; <https://www.ncmich.edu/safety/emergency-procedures-guide/index.html>. This guide is updated and shared annually. The Emergency Procedures Guide has designated procedures to implement in the event of a lockdown, evacuation, life-threatening emergency, threat, and danger or safety risk of any kind. Employees must cooperate when instructed to shelter in place or engage in safety precautions, including drills. Employees must familiarize themselves with the emergency exit plan that is posted in each building in order to assist students and self in an evacuation.

Supervisors shall be provided safety protocol and emergency procedures. Supervisors are responsible for providing departmental employees with information important safety measures.

902. Emergencies

In a case of an individual life-threatening medical emergency, call 911 immediately. Employees are forbidden from transporting an injured person to a medical facility and must instead contact 911. Automated External Defibrillators (AEDs) are on campus for use in case of a cardiac emergency. AED locations include: SCRC, HESC and the administrative offices. AED training will be provided to all employees periodically.

Once 911 emergency care has been requested, the employee witness should contact the College main number and provide the following information:

- Location of emergency (building and room number);
- Nature of the emergency (for example: chest pain, shortness of breath, seizure); and,
- Phone number where you can be reached.

Finally, the employee witness should file an Incident Report which is reviewed by a panel of College Vice Presidents. An Incident report form is located at: <https://my.ncmich.edu/ICS/Forms/>.

903. Drills

Michigan Legislative code (Act 207 of 1941) requires colleges/universities to conduct a minimum amount of fire, tornado and shelter drills per year. Initial training drills may be scheduled at the beginning of each academic year with employees notified of dates and times of training drills. The

College will also schedule impromptu drills throughout the year to assess preparedness response and training effectiveness. All employees shall cooperate with the drills and follow proper drill procedures. All activation of the emergency response system shall be treated by employees as if it were an actual event regardless of drill status. Failure of an employee to respond to an activation of the emergency response system could lead to disciplinary action.

904. Infectious Disease/Pandemic illness

The US Department of Education has directed colleges and universities to develop plans for the outbreak of pandemic illness or infectious disease. Pandemic illness is generally defined as an illness that is widely spread affecting large numbers of people. Infectious diseases are capable of being easily diffused or spread, having qualities that may infect, such as COVID 19, Ebola, tuberculosis, mumps, measles, smallpox and hepatitis. The College is committed to complying with this directive, and will follow the directives of the Michigan Department of Public Health, the Center for Disease Control and Prevention, and/or other entities with jurisdiction over these issues.

905. Biohazard

Information and training regarding the potential exposure risk to blood or body fluids in the workplace will be provided to employees who have a potential exposure risk to blood or body fluids. Such employees must satisfactorily complete Blood Borne Pathogen training when hired and reviewed annually.

In the event of a spill of chemicals or bio-hazardous materials, employees should contact the Physical Plant Department. If untrained, employees are not permitted to handle any materials or touch areas exposed to blood, body fluids, chemicals or other biohazards. The staff member discovering the spill should clear the area of students and visitors. Contact 911 if serious injury is involved.

Physical Plant personnel must observe universal precautions for any spilled blood and body fluids, and not attempt to clean and disinfect an area if untrained on the precautions. Universal Precautions treat all blood and other potentially infectious body fluids as if they are infected. Use of personal protective equipment, such as gloves, gown, goggles and masks are mandatory when handling biohazards. Wash hands and exposed skin with soap and water immediately after an exposure and after removing personal protective equipment. Disposing of the contaminated waste in biohazard bags and contaminated sharps in biohazard labeled puncture-resistant, leak-proof containers is required.

906. Michigan Right to Know Law

On June 2, 1995, the Michigan Occupational Safety and Health Administration (MI OSHA) published the Hazard Communication Standard. The purpose of the standard is to ensure that hazardous chemicals produced and imported by chemical manufacturers/importers are evaluated and that information regarding potential chemical hazards is transmitted to employers and communicated to employees. Employees have an inherent "right-to-know" about the

characteristics and risks associated with chemicals in the workplace.

All employees who have a potential exposure to hazardous chemicals must satisfactorily complete "Right- to-Know" Hazard Communication Program training when hired. This training provides employees with data to make better decisions when working with hazardous substances. Safety Data Sheets (SDS) provide pertinent information about the chemical including its hazards, the uses of the chemical, proper storage and what to do after contact with the chemical.

SDS are available in the Maintenance Building, Cafeteria, Library, and SCRC. Additional SDS are maintained in several areas of instruction with labs including the Nursing Department, Art Department, Biology Department, and Chemistry Departments. For any information and questions concerning chemicals used on in a department contact the Director or Dean of that department.

College employees are to obtain all chemicals, including teaching supplies, office related supplies and cleaning supplies through the college supply request or approved ordering system. Under no circumstances are employees to bring in chemicals, substances or cleaning supplies other than those provided by the College. Unapproved substances may be confiscated and removed from the College premises.

907. Departmental Safety Guidelines

Each department makes use of specialized equipment and materials in operations and instruction. Employees are directed to review safety standards with a department supervisor and build confidence in their ability to use departmental resources before operating specialized equipment or handling specialized material. Supervisors are responsible for training and evaluating employees in necessary safety and material handling competency. Unsafe practices need to be address immediately. Failure to practice safety as required will lead to disciplinary action up to an including termination of employment.

SECTION 1000: PAID TIME OFF BENEFITS

1001. Paid Personal Benefit

At the beginning of the fiscal year (July 1), full time active employees shall be credited with two (2) days of paid personal leave. New and terminating employees shall be credited with a pro rata portion of paid personal days. Paid personal leave days shall accumulate from year to year to a maximum of six (6) days.

Employees wishing to take paid personal leave shall notify their supervisor at least two (2) days in advance of taking the leave, unless such advance notice is not feasible. Personal leave may be taken in increments of one half (1/2) hour. Employees need not provide a reason for the paid personal leave.

An employee who leaves employment with the College for any reason other than a discharge for just cause shall receive a severance allowance equal to \$30 for each unused paid personal leave day accrued. This amount shall be paid in a lump sum at the time employee receives their last paycheck. Student workers and part time workers do not receive Paid Personnel leave benefits.

1002. Paid Vacation Benefit

On August 1 of each year active full time exempt Administrative employees shall be credited with 20 days paid vacation with new or terminating employees credited with a pro rata portion of the 20 days' vacation based on date of hire or termination. Supervisors shall make every effort to honor reasonable requests that are submitted in advance but reserve the right to deny requests that would adversely impact operations or create an undue hardship. Vacation requests greater than 2 weeks are disfavored and generally will to be denied unless a plan to fulfill job duties is pre-approved by the employee's the applicable President or Vice President. Paid vacation shall not accumulate from year to year. Employees will not be paid upon separation for any unused paid vacation benefits accumulated.

Student workers, part time workers and Faculty do not receive Paid Vacation leave benefits. Non-exempt CMO support staff employees refer to the collective bargaining agreement.

1003. Paid Jury Duty Benefit

Employees may be granted a leave of absence with pay when given notice and selected to serve on a municipal, state or federal jury. The employee requesting the jury leave shall submit the jury notice to their supervisor as far in advance of the leave as possible to gain approval of the absence.

Employees who report to jury duty and are excused by the Court after a partial day of jury duty shall return to their work at the College for the balance of the day.

Student workers and part time workers do not receive Paid Jury Duty benefits.

1004. Paid Bereavement Benefit

Full time and part time employees shall, upon request, be granted up to five (5) days paid bereavement benefit after the death of a spouse, parent, step parent, child, or step and up to three (3) days paid bereavement after the death of an employee's sibling, step-sibling, grandparent, spouses' grandparent, grandchildren, parents-in-law or siblings-in-law. Paid Bereavement may be taken in increments of one (1) day and be based on the employee's normal work schedule.

Approved paid personal leave, PTO or vacation leave benefits shall be used for employees' bereavement needs that fall outside the timeframe and relationships listed.

Student workers do not receive Paid Bereavement benefits.

1005. Paid Sick Benefit

At the beginning of the fiscal year (July 1), each active full-time employee shall be credited with (12) days of paid sick time. Full time Faculty and CMO sick leave benefits will be administered in accordance with their collective bargaining agreements.

New and terminating employees shall be credited with a pro rata portion of paid sick days. Paid sick time shall accumulate from year to year to a maximum of 90 days.

Sick leave may be taken in increments of one half (1/2) hour. Employees shall provide a reason for the paid sick leave. Approved reasons include:

- Physical or mental illness, injury, or a health condition of the employee or his or her family member
- Medical Diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
- The employee's or his/her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider.
- for domestic violence or sexual assault situations;
- Medical care or psychological or other counseling;
- Receiving services from a victim services organization;
- Relocation;
- Obtaining legal services; or,
- Participation in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

Paid sick leave use of over (3) three days shall be evaluated for determination if the employee is entitled to Family and Medical Leave (FMLA). If qualified, FMLA will apply and works concurrently with Paid Sick Leave.

Absent FMLA entitlement, supervisors reserve the right to deny requests greater than 3 days that interfere with operations or pose undue hardship.

Full time employee who has completed either: a) ten (10) years of service with an employer/employee participating in the Michigan Public School Employees Retirement System, or b) five (5) years of full-time service with North Central Michigan College, who leaves employment with the College for any reason other than a discharge for just cause or non-renewal of an administrative contract shall receive a severance allowance equal to \$30 for each unused paid sick day accrued. This amount shall be paid in a lump sum at the time the employee receives their last paycheck. If the employee has an active 403(b) retirement account, the lump sum sick leave severance amount may be placed into the 403(b) account of that employee upon request. Student workers and part time staff do not receive Paid Sick leave benefits.

1006. Administrative Sick Bank

At the end of the fiscal year, an active Administrative employee who has no plans to leave employment may contribute accrued and unused paid sick benefit into an Administrative sick bank. The contribution shall be in writing and include the number of hours being contributed. The contributing employee will forfeit the paid sick benefit donated and may not regain it for their own use unless they apply using the sick bank guidelines. Please note Faculty and Support staff sick bank information is included in their respective collective bargaining agreements. Employees who have exhausted all accrued paid sick, vacation, PTO may apply for use of paid sick bank hours for:

- A medical condition or injury of the employee
- An illness among the employee's spouse, son, daughter, or parent that will require the prolonged absence of the employee from duty and may result in a substantial loss of income to the employee.

Sick bank awards will be limited to 150 hours per employee per fiscal year. Sick bank awards will run concurrent with FMLA. No awards will be granted from the sick bank in excess of the balance of the sick bank.

Administrative employees requesting sick bank benefits are required to complete a Sick Day Bank Request Form and submit to Human Resource as far in advance as is reasonably possible. Human Resources will submit the request to the Administrative Sick Bank Committee.

The Administrative Sick Bank Committee will review the request and recommend approval or denial, with the final decision resting with the Committee chairperson. Eligibility to apply for sick bank awards shall not be interpreted as either approval or guarantee that the number of requested days will be awarded. The college may, if circumstances reasonably warrant, require a physician's documentation of the need for and/or ability to return from such sick leave.

1007. Part Time Paid Time Off Benefits (PTO)

At the beginning of the fiscal year (July 1), each active part-time employee who works an average of 22 hours or greater per week shall be granted PTO (Paid Time Off) hours based upon years of employment with the College.

Part Time PTO Awards		
All classifications (excluding Physical Plant Workers)	1-2 years	56 hours
	3 plus years	84 hours
Physical Plant Worker classifications	1-2 years	72 hours
	3 plus years	100 hours

New and terminating employees shall be credited with a pro rata portion of PTO. Approval or denial of employee requested PTO by a supervisor is dependent on department work- load and the employee’s work assignment within the department. Supervisors shall make every effort to honor reasonable requests that are submitted in advance but reserve the right to deny requests that would adversely impact operations or at times the department is short staffed. Expect PTO requests greater than 2 weeks to be denied, unless a solid plan to fulfill job duties can be pre-arranged. Exceptions can be made by agreement between an employee’s supervisor and the Vice President of the area impacted.

Unused paid PTO shall accumulate from year to year. Employees will not be paid upon separation of employment for any unused PTO benefits accumulated. Accumulated PTO may be use for, but is not limited to approved reasons listee under in section 1005 of this handbook. Student workers, full time workers and faculty do not receive PTO benefits.

Additional Guidelines are in place for PTO use for custodial, maintenance, student services, front line student support and SCRC support staff in order to properly staff the College:

- PTO may NOT be approved during the last week of the Semester and the first week of the new Semester.
- PTO may NOT be approved for a request of one week or more in August and the second week after graduation.
- Each part-time employee who is planning to use PTO in the summer, is asked to provide a request in advance, preferably by March 30. All effort will be made to grant requests received by March 30.

The appropriate Director has the ability to make exceptions to the guidelines and grant an employee’s PTO request if there are ample staff for all shifts and the employee’s absence will not adversely impact operations or require undue hardship.

1008. Paid Holiday Benefit

The College is closed for the holidays listed: New Year's Day, Spring Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day. When the holiday listed falls on a scheduled workday, employees will not report to work and receive regular straight time pay.

When the holiday listed falls on a nonscheduled workday, no pay is received as the employee does not work.

If an employee is asked to work on a holiday listed, the employee will be paid twice their regular pay rate for actual hours worked. If actual hours worked are less than a standard shift, the employee will be paid the remainder of the hours of a standard shift at regular straight time pay.

Student workers and part time workers paid through a staffing agency do not receive Paid Holiday benefits.

SECTION 1100: UNPAID TIME OFF

1101. Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (“FMLA”) of 1993 established rules for certain categories of unpaid leaves of absence. Employees must comply with the FMLA leave notice and certification requirements described in this section. Failure to do so may result in the absence being treated as unauthorized.

An Employee is eligible for FMLA leave under this policy if:

- The employee has worked for the College for at least 12 months;
- The employee has worked 1250 hours for the College within the 12 months before the leave is to begin.
- The employee works at a site where the College has 50 or more employees within 75 miles

Eligible employees may take up to 12 (or 26 for reason 5 below) weeks of FMLA leave during a “rolling” 12-month period measured backwards from the date on which the employee first used any FMLA leave. Employees who take leave may not engage in any other work (for themselves or another employer) or any other activities inconsistent with FMLA leave during leave.

The FMLA allows a total of 12 weeks of leave in a 12-month period for the following categories of unpaid leave:

1. New Child: Unpaid leave for the birth of an employee’s son or daughter, to care for the newborn child, and/or for placement with the employee of a new child for adoption or foster care.
 - i. This category of leave may be taken by the mother, father, or both. If the mother and father both work for the College, the combined total of parents’ leave may not exceed 12 weeks in the 12 Month Period.
 - ii. This category of leave must be taken within 12 months after the birth or placement of the new child, and only one incident of such leave will be awarded for each parent. Any such leave must be taken on a single, continuous, non-intermittent basis.
2. Employee Serious Health Condition Leave: Unpaid leave because of the employee’s own serious health condition that prevents the employee from performing the duties of his/her job.
3. Parent, Child or Spouse Serious Health Condition Leave: Unpaid leave because the employee is needed to provide care for the employee’s parent, son or daughter, or spouse, because of such family member’s serious health condition.
4. Qualifying Military Exigency Leave: Eligible employees may take up to 12 weeks of unpaid leave because of a “qualifying exigency” arising out of the fact that a spouse, parent or child is on active duty or has been notified of an impending call to active

duty in the National Guard or Reserves, in support of a contingency operation

5. Military Family Leave: Eligible employees may take up to 26 weeks of unpaid leave to care for a family member (spouse, child, parent or next of kin) who is a member of the Armed Forces, the National Guard, or the Reserves and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty. Leave under this category may only be taken during a single 12-month period beginning from the first date of leave. Additional leave may be granted during a subsequent 12-month period for a different injury to the same covered service member or for an injury to a different covered service member.

Unpaid leave for reasons 2 through 5 may be taken in a single block of time, intermittently, or on a reduced-schedule basis. In the event of intermittent or reduced schedule leave due to planned medical treatment, the employee may be transferred to another position or schedule, with equivalent pay and benefits that better accommodates intermittent or reduced schedule leave.

Computation of Leave:

Each full week or day of work missed counts as one standard week or day of FMLA leave, regardless of class schedule, office hours or other scheduling variations. If an employee misses part of a week due to an intermittent or reduced schedule leave, the employee will be charged with a proportional part of a week of FMLA leave, based on the proportion of work week missed.

Request for FMLA and Certification Requirements:

Employees must give at least 30 days' notice of a foreseeable leave. If the leave is not foreseeable 30 days in advance, the employee must give as much notice as practicable under the circumstances. When requesting leave on a particular day, Employees must generally comply with the College's normal absence notification procedure and apply for FMLA in writing with Human Resources. Calling in "sick" is not sufficient. Failure to request may result in leave being delayed or unapproved until requested.

When an employee gives notice of requested FMLA leave due to a Serious Health Condition or Military-related injury or illness, the employee will be advised to provide medical certification for the leave within 15 calendar days after notice of the requirement for certification. If an employee does not return a properly completed medical certification form by this date, the College may deny the employee's request for FMLA leave, and any subsequent absences may be counted as unexcused.

Employees will be required to provide updated medical certification every 30 days in connection with an employee absence (unless the certification provides for a longer period, in which case the certification must be updated at the end of that period or 6 months, whichever is sooner).

Employees must also update the certification if there is a significant change in the circumstances described in the original certification (e.g., change in anticipated duration or nature of serious health condition, or complications).

If an employee requests intermittent or reduced schedule leave, medical certification must state

the leave is medically necessary, and include any work restrictions that apply.

Employees may also be required to provide updated certification upon request if the College receives information casting doubt upon the validity of the certification.

At the end of leave, the employee will be required to present a medical certification that the employee is able to return to work. If such certification is not received, the employee's return to work may be delayed until the certification is provided.

Relationship of FMLA Leave to Paid Absences and Other Leaves:

Employees are required to use accrued paid personal leave days and accrued paid sick days for FMLA leave resulting from the serious health condition of the employee or a spouse, child or parent. An employee may elect to apply any accrued paid vacation to all or part of an otherwise unpaid FMLA leave. FMLA leave will run concurrently with medical or workers' compensation leave, or any leave for personal or other reasons which also qualifies for FMLA eligibility.

Health Benefits:

Employee health benefits (including medical, dental and vision coverage, Life and Long-term Disability insurance coverages) will continue during an FMLA leave provided the Employee continues to pay their portion of benefit premium contributions.

If an employee does not return to work at the end of an FMLA leave, the employee will be required to reimburse the College for all benefits premiums to the extent provided in the FMLA, unless the failure to return is due to a Serious Health Condition which leads to death or long-term disability of the employee.

Paid vacation, paid sick, and paid personal benefits shall accrue only during the first 60 days of FMLA leave, then cease accruing.

Vesting and eligibility under any College retirement plan continues during an FMLA leave. Credited service for purposes of that year's benefit accrual is suspended during an FMLA leave, except to the extent that state statute may otherwise require with respect to the Michigan Public School Employees Retirement System.

Seniority:

An employee's seniority will continue to accrue during an FMLA leave only if the employee returns from FMLA.

Return from FMLA: At the end of an FMLA leave, an employee will be returned to his/her pre-leave job, or to an equivalent position provided such position exists. The only exception would be if the College notifies the employee, at the time of application for FMLA or shortly thereafter, that the employee is considered to be a "key employee" as defined in the FMLA. In that case, the College is not required to return the employee to work so long as such return would cause the College substantial and grievous harm. At the end of leave for a health-related condition, the employee will be required to present a medical certification that the employee is able to return to work and perform the essential functions of their job.

1102. Unpaid Personal Leave

Administrative Employees may be granted a leave of absence without pay beyond the period allowed by the Family and Medical Leave Act (FMLA) for extended illness, childcare, as a reasonable accommodation for a disability, study, or for other appropriate reasons. The employee must exhaust all available paid time off benefits before requesting unpaid leave under this section. While on unpaid leave, no paid time off benefits will accumulate.

The Administrative employee requesting the leave shall make application in writing to the College President stating the reason for the request and the approximate length of time of the absence or engage the Human Resources Director in the process of defining and requesting an accommodation under the Americans with Disabilities Act (ADA). Generally, leave requests may be granted for 30 days or less. The decision whether to grant such additional leave is within the sole discretion of the Employer and is subject to such terms and conditions as determined by the Employer. The granting of such leave shall not be considered a guarantee of renewed employment at the conclusion of the leave, and the Employer may, in its sole discretion decline to re-employ the Employee, or may offer re-employment to the employee in another position and/or pay rate.

For leaves 30 days or less, employee health benefits (including medical, dental and vision coverage, Life and Long-term Disability insurance coverages) will continue during an unpaid leave provided the Employee continues to pay their portion of benefit premium contributions. If an employee does not return to work at the end of an unpaid leave, the employee will be required to reimburse the College for all benefit premiums at the COBRA rate.

If an unpaid leave longer than 30 days is granted, COBRA will apply and the entire cost of benefits continuation will be passed along to the employee.

1103. Military Leave

NCMC complies with State and Federal law including the Uniformed Services Employment and Reemployment Rights Act (USERRA) which grants certain rights and protections in employment to individuals involved in uniformed services and prohibits discrimination in hiring, promotion, reemployment, termination and benefits because of past or present membership in, application to or obligation to perform, such military service.

“Uniformed Services” includes any active or reserve unit of the Army, Navy, Marine Corp, Air Force and Coast Guard, the Army and Air National Guards, the Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency. USERRA doesn’t, however, cover state military call ups of the National Guard members for disaster relief, riots, etc.

An employee who enters the military service shall be granted a leave of absence for that period and at the conclusion of the leave of absence shall be reinstated in accordance with all applicable provisions of USERRA or other applicable laws then in effect. Leave will be without pay unless the employee chooses to use vacation time for this purpose.

While on leave, an employee may elect continued health insurance coverage for themselves and their dependents. For leave periods of up to 30 days, employees shall be required to pay only their normal share, if any, of the cost of coverage. For longer periods of leave, employees who elect

coverage shall pay 102% of the entire premium. Coverage ends on the day after the deadline for seeking reemployment or 18 months after the leave of absence began, whichever comes first.

Employees who are reinstated following their leave shall receive their accrued seniority as if continuously employed. This applies to other rights and benefits that are determined by seniority. Reinstated employees may also receive training (or retraining) and other accommodations in the event of a long period of absence.

Employees returning from military service may be re-employed under the following circumstances:

- the employee provided proper advanced notice of the military service obligation;
- the cumulative length of time that the employee was absent as a result of such service was not more than five years;
- the employee was not released from the service under conditions that were dishonorable, "other than honorable," or which involved a court martial, an absence in excess of three months without authority, or an imprisonment by a civilian court; and,
- the employee provided timely notice to NCMC of intent to return to work.

Employees desiring reinstatement generally must return to work promptly or provide notice of their intent to return to work as follows:

- where service was less than 31 days, the employee must report to work at the beginning of the first full regularly scheduled work-day after expiration of an 8-hour period following completion of military service;
- where service was 31 to 180 days, the employee must apply for reemployment within 14 days after completion of military service;
- an employee who served for more than 180 days must apply for reemployment not later than 90 days after completion of service.

The deadlines above may be extended where NCMC's offices are closed on the last day, where timely application is impossible or unreasonable through no fault of the employee and, generally, for up to two years if an employee is hospitalized or convalescing from an injury or illness that was incurred or aggravated during military service.

Following periods of military service in excess of 30 days, employees shall provide NCMC with proper documentation establishing the following:

1. that the length of time the employee served has not exceeded the service limitations under USERRA,
2. that their application for reemployment was timely, and
3. the conditions under which the discharge from military service was obtained.

Upon reemployment, employees may enjoy certain other protections and rights in their employment under USERRA including 'just cause' employment for a limited period based on the length of leave. Baker College strongly supports its employees who provide service to their country

and will comply with all of the requirements of USERRA and other such laws.

You are expected to notify NCMC of military orders or a call to service by providing your Manager with a copy of your Orders as soon as possible. Notice is not required if precluded by military necessity or if the giving of such notice is otherwise impossible or unreasonable.

If you have any questions about this law or your rights, please discuss them with the Human Resource Manager.

SECTION 1200: INSURANCE BENEFITS

1201. Medical, Dental and Vision Insurances

Medical, Dental and Vision insurance is offered to all eligible regular full-time staff and their dependents including probationary and full-time faculty, full time support staff, full time administrative staff and excluding part time staff, student workers and volunteer workers.

Coverage is effective on the first day of employment and continues until the last day of the month in which employment ends. Participants may elect to have single, two person, or family coverage for medical, dental and/or vision coverage. For information on specific benefit plans and costs offered please contact Human Resources for an Employee Benefits Guide.

Enrollment for the all medical, dental and vision benefits will occur annually during benefits open enrollment as defined by the College and at time of hire. The cost sharing of premium for coverage for group health, dental and vision coverage may be deducted from the employee's paycheck on a pre-tax basis. Contact Human Resources for rate information.

If an employee experiences a qualifying event outside the benefits open enrollment period such as: marriage, birth, death, divorce, loss of other coverage or adoption and wishes to change benefits coverage outside of open enrollment, documentation of change must be submitted to Human Resources and the benefits change completed within thirty (30) days of the date of the event.

When an employee and spouse are both employed by the College, pursuant to their eligibility, the couple may select any of the benefits insurance plans offered; but they shall not receive double insurance coverages.

If the employee is not in need of medical coverage, proof of other medical insurance or group health plan coverage will be required and the employee may receive a cash in lieu medical benefits payment outlined in the Employee Benefits Guide. Employees must complete a waiver of medical coverage and provide proof of other health insurance coverage annually in order to qualify for the cash in lieu of benefits payment. Employees who have health insurance through a spouse who is also a College employee are not eligible for cash in lieu of benefits payment.

1202. Health Savings Account

Full-time eligible employees who elect a High Deductible Health Plan (HDHP) and meet the eligibility requirements, will be provided a Health Savings Account (HSA) contribution option to set aside pretax funds for use towards IRS qualifying medical, dental and vision expense through a vendor that aligns with the College's medical health plan.

Unused HSA funds carry over into future years and are retained by the employee after employment with the College ends. Employees are responsible for tracking their purchases and maintaining records that HSA funds are used for IRS qualifying expenses. IRS regulations will be used in ensuring contributions to employee's HSA's do not exceed the IRS annual limits.

Once an employee becomes eligible for Medicare coverage, future HSA contributions must cease. However, employee may contribute to a Flexible Spending account as outlined in the following section.

1203. Flexible Spending Accounts

Medical, Dental and Vision Expenses - Employees may contribute through pretax payroll deduction to a Flexible Spending Account to offset employee incurred out of pocket eligible expenses for medical, dental, or vision. Examples of eligible expenses include office visit co-pays, deductibles, prescription co-pays and out of pocket dental and vision expenses. Reimbursement will be made through a vendor used by the College. Employees who have enrolled in a Health Savings Account (HSA) are ineligible to participate in the flexible spending account for medical expense.

Dependent Care Expenses - Employees may contribute through pretax payroll deduction to a Flexible Spending Account to offset employee incurred expense for dependent care at a qualified car provider.

Enrollment for all flexible spending account types will occur annually during benefits open enrollment as defined by the College and at time of hire.

If there are unused funds in any flexible spending account at the end of the benefits plan year, those funds are forfeited. Guidelines for reimbursement and forfeiture will be in accordance with IRS rules and laws governing flexible spending accounts.

1204. Group Term Life Insurance, Long and Short-Term Disability, and Accidental Death and Dismemberment (AD&D)

Group Term Life Insurance, Long Term disability and AD&D insurances are offered to all eligible regular full-time staff including probationary and full-time faculty, full time support staff, full time administrative staff and excluding part-time staff, student workers and volunteer workers.

Employees at time of hire may purchase supplemental life insurance or short-term disability insurance as offered by the benefits provider. For information on specific benefit plans and costs offered please contact Human Resources for an Employee Benefits Guide and Optional Coverage information.

Employees must elect a beneficiary of the Group Term Life insurance benefits or the default beneficiary will be the employee's estate.

1205. Employee Assistance Program

College employees should exercise due care to protect the mental and physical safety of themselves and others.

The College has partnered with an Employee Assistance Program to provide its employees with a range of useful services designed to help employees, their spouse or significant other and/or covered dependent(s) cope with the many personal/work challenges encountered from time to

time. The EAP provides many services, which include short-term counseling, coaching, crisis intervention, personal and community resources.

Other examples of areas of assistance include:

- Relationship and family concerns
- Death of a loved one
- Stress, anxiety and depression
- Substance Abuse
- Eldercare or childcare resources

Financial or legal referrals for supervisors:

- Goal setting
- Management skill development
- Time management
- Organization skills
- Addressing conflict in the workplace
- Guidance for difficult employee evaluations and giving feedback

The Employee Assistance Program is confidential, and no cost to employees, spouses/partners or covered dependents, including 24/7 crisis assistance.

To access the Ulliance Life Advisor Employee Assistance Program call **1-800-448-8326** or access the Ulliance portal that hosts life resources and on-demand webinars by entering the *Employer Name* and the *City of Employment* to login into <https://lifeadvisorwellness.com/UserLogin/EAPLogin/>

1206. Workers' Compensation

It is the College's expectation that all employees will adhere to any and all safety rules and mechanisms set forth by the College to avoid injury.

For medical emergencies, call 911 immediately.

An employee who is injured on the job, or whose injury or illness is directly related to the performance of job duties, regardless of severity of the injury or illness must report the work-related injury or illness per the workers' compensation guidance as listed under the Human Resources heading on SharePoint. Workers' compensation is the appropriate insurance coverage for medical expenses and lost work time due to work related incidents.

Injured workers and their supervisors must:

- Report the occurrence to their immediate supervisor
- Seek medical attention using an authorization for treatment form
- Complete a College incident report and workers' compensation incident reports providing details of the occurrence.
- Report the occurrence to the Human Resources department and submit any medical

invoices and doctor's recommendation for lost work time.

All incidents should be reported immediately, or as soon as the employee becomes able, as outlined above. If lost work time is involved, the employee's worker's compensation lost time will be paid through the worker's compensation carrier per their policy and will be required to run concurrently with Family Medical Leave.

When workers' compensation pay commences, if the employee has mandatory payroll deductions, such as retirement contributions and insurance premiums co-payments, the employee shall submit the employee share of benefits premiums and retirement funding directly to the College payroll department to ensure continuation of coverages and retirement funding.

Workers' Compensation benefits will be supplemented by accrued sick leave credits (until the sick leave benefits are exhausted) to maintain regular gross income. When accrued sick leave hours are exhausted, the employee may elect to use accrued vacation and/or personal leave hours, or apply to the sick bank when qualified, to supplement Workers' Compensation benefits. When the employee has a serious medical condition and qualifies for FMLA, Workers' Compensation will run concurrent with FMLA.

1207. Benefits Termination and COBRA - Continuation of Health Insurance

When an employee is no longer employed, all benefits coverages cease per benefit plan documents. Benefits including medical, dental vision and flexible spending accounts may, however, be voluntarily continued by the employee as described in this section.

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows covered employees and their dependents to the continuation of current health insurance coverage (including medical, dental vision and flexible spending account) at their own expense, in the amount of the premium plus a 2% administrative fee, when the following qualifying events occur:

Qualifying employee or dependent events:

- Termination of employment for reasons other than gross misconduct
- A reduction of hours of employment that results in the loss of coverage
- Military call-up for active duty for more than 31 days.

Qualifying dependents only events:

- Death of the employee
- Divorce or legal separation
- The employee enrolls in Medicare and drops employer coverage
- A dependent child ceases to be a dependent child of the employee

Under COBRA, the employee or a family member must notify the College within thirty (30) days of the occurrence of a divorce, legal separation, or a child losing dependent status under the College's health insurance benefit. Once the college receives this notification and in instances of the employee's death, termination of employment, reduction in hours, or Medicare entitlement, eligible employees and dependents will be offered the choice to continue any of the coverages for

any of the individuals currently on the policy through timely response to a letter mailed to the home address on file with the College payroll administrator. COBRA eligible individuals will have sixty (60) days from the loss of coverage date to choose continuation of coverage and remit the insurance premium so there is no discontinuation of coverage. Failure to timely elect will cancel coverage. Failure to timely pay premiums once coverage is elected will cancel COBRA coverage. Please direct COBRA related questions to Human Resources.

SECTION 1300: EDUCATION BENEFITS

1301. Continuous Learning

NCMC recognizes the substantial value of continuous learning for each employee to the College. To assist employees in attaining their professional and educational goals, maintaining up-to-date knowledge of their field, and in pursuing higher education opportunities, the College offers both a North Central Michigan College Tuition Waiver and a Tuition Reimbursement Program to defray the costs of tuition for employees and their families.

If an employee desires to enroll for credits or engage in continuous learning offered during the employee's standard working hours, advance approval and arrangements must be made with the employee's supervisor. Working hours requests may be denied if approval would interfere with employees' obligations, hinder employees' work performance, shift the employee's work to co-workers and/or cause operational problems. Alternative scheduling arrangements made during times of continuous learning are granted on a temporary basis and the employee's standard work schedule shall resume once the temporary continuous learning approval ends.

The College does not automatically offer increased compensation contingent upon completion of a program or degree unless such compensation increase is included in the Collective Bargaining Agreement between North Central Michigan College and the Association of Faculty and Professional Staff NMEA/MEA/NEA. Furthermore, completion of an advanced degree or achieving a number of qualifying credits for a program does not automatically entitle an employee to instruct at the College. Rather, the employee needs to apply through the standard application process as full-time or adjunct faculty who wish to teach at the College.

1302. North Central Michigan College Tuition Waiver

The College grants active employees a benefit which is a waiver of payment of North Central Michigan College tuition hours per academic year for use by an actively employed employee and their family defined as; the employee, and employee's spouse and IRS income tax designated dependent children. Calculation of the credit hours to be waived will begin with each fall semester and continue in the spring and then in the summer semester, in that order. If multiple family members work for the College, the family will qualify for tuition waiver based upon the employee who will earn the highest amount of tuition waiver credits to apply towards the entire family and no tuition waiver grants can be earned by other employees within the family. Tuition waiver grants do not apply to student workers.

Amount of tuition waiver credits awarded per each active employee per the qualifying academic year as follows:

- 30 credits for Full time active employees
- 6 credit hours for Part time active employees working an average of 10-21 hours per week
- 15 credit hours for Part time active employees working an average of 22 hours per week or more

- 15 credits for PT Adjunct faculty who teach a minimum of two courses per semester and a minimum of two semesters during the academic year.

Unused tuition credit waivers do not accumulate nor carry over to subsequent academic years (Fall, Winter, Summer).

If an employee or qualified family members drops a class during the Drop and Add Period, no charge will be made against the credit hours granted, but fees may apply in accordance with stated College refund policy. If an employee or qualified family members drops a class outside the Drop and Add Period, credits dropped will be deducted from the employee's tuition waiver balance.

Employee's dependents who are dual enrolled or have concurrent credits and have been awarded sufficient funding sources, including financial aid awards, will not be granted tuition waivers. In no circumstance will an employee tuition waiver benefit result in funds paid to an employee in the form of a refund nor funds in excess of the cost of the tuition bill.

When employment ends for any reason other than layoff, the tuition waiver ends and tuition payment becomes the responsibility of the ex-employee for the current and all future semesters. In the event of layoff, the tuition waiver will be honored through the current semester enrolled.

1303. Tuition Reimbursement at Other Institutions

Funding for tuition reimbursement from Higher Educational Institutions other than North Central Michigan College is available through an application process, must be approved by the employee's supervisor and Vice President, and then is reviewed by the College's Staff Development Committee. Funding may be denied if funds are not available during the time period of the application or if the application is not submitted for consideration in time. Preapproval for tuition reimbursement is required prior to the beginning of the start of the course which the tuition reimbursement is to fund.

The following eligibility and qualifications apply:

- Applicants must be an active full-time employee.
- Reimbursable courses are those that are not offered at North Central Michigan College.
- Reimbursable courses are seen as useful to and related to the employee's chosen career at the College (in some instances a degree program may relate to the employee's work, but a specific course within the degree program may not and therefore will not qualify for reimbursement).
- Reimbursable course work is performed outside of the employee's regular work hours.
- Tuition is reimbursed only after official confirmation of a final grade of a "c" or higher and a receipt of actual tuition cost is submitted to the Staff Development Committee Chair.

Tuition reimbursement benefits exclude reimbursement for fees, books or other related expenses, and shall not exceed \$3,000 per employee, per fiscal year.

1304. Administrative Professional Development Plan

Associate Deans, Deans and Directors receive \$900 annually in order to enrich administrative skills and knowledge; whereas Vice Presidents receive \$1,400. Professional development must be directly related to their role at the College. The funds may be spent at one time or piecemeal; in conjunction with other travel monies or independently and are for individual employee expenses only. Unspent balances do not carry over into future years. Use of funds for professional development require supervisor pre-approval. Monies will be spent according to the same rules as all other monies spent through the College.

SECTION 1400: RETIREMENT

1401. Michigan Public School Employee's Retirement System (MPSERS)

Direct hire College employees, excluding student employees, are offered retirement benefits based on retirement laws and allowances mandated by the Michigan Public School Employee's Retirement System (MPSERS) rules and guidelines.

Eligible College employees are automatically enrolled in the Michigan Public School Employee's Retirement System (MPSERS) as required by law unless the employee is a full-time administrator or faculty and has elected to opt out of MPSERS in favor of an Optional Retirement Plan (ORP). Opting out of MPSERS can only be done at time of hire or transfer into a Full Time Administrator or Faculty position. Failure to opt out of MPSERS at new hire or transfer creates an irrevocable enrollment into the MPSERS retirement plan during the course of College employment.

At the date of this employee Handbook publication, the two options for retirement within the Michigan Public School Employee's Retirement System (MPSERS) are a Pension Plus 2 and a Defined Contribution Plan. Please access the Michigan Office of Retirement Services web page for plan details by visiting PickMiPlan.org to learn more about the plans.

Go to Michigan.gov/ORSmiAccount to make your retirement plan election.

As options for retirement within the Michigan Public School Employee's Retirement System (MPSERS) are subject to change, please see <https://www.michigan.gov/orsschools> for most up to date retirement options.

1402. Optional Retirement Plan

Full-time administrators and full-time faculty members may opt out of MPSERS (as outlined in the preceding paragraph) in favor of the Optional Retirement Plan (ORP) at time of hire.

At the date of this publication, the College's contribution to the ORP is 11% of gross salary, while the employee contributes 4%. Both the employee and the employer contribution are immediately vested.

- New hires have a 75-day enrollment period from the initial start date of their full-time administrator or faculty position during which they can elect to legally opt-out of the MPSERS retirement plan through the State of Michigan and opt into the Optional Retirement Plan (ORP).
- Transfers into full-time Administrative or Faculty Positions from the Michigan Public School Employee's Retirement System (MPSERS) may elect to change to the ORP within 90 days of their effective transfer date.

1403. Voluntary Supplemental Retirement Saving Options

All College employees may participate in a 403(b) or 457(b) tax deferred retirement plan(s). Both programs are a voluntary tax-deferred retirement savings program offered through IRS Code Section 403(b) and 457(b). Under these provisions, the amount deposited to either a 403(b) or 457(b) are not taxed as current income. Taxes on earnings and payroll deductions are deferred until a later date, usually retirement. Taxes are due at current income tax rates upon withdrawals. Penalties may apply to 403(b) withdrawals prior to age 59 ½. Please note contributions to a Roth 403(b) are taxed as current income but also grow tax-free for retirement.

The College offers a 403(b), Roth 403(b), and 457 plans to all classification of College pay-rolled employees. All plans are offered exclusively through TIAA. Employees may make contributions by written authorization, and sums will be remitted bi-weekly to TIAA. Any changes to contributions must be submitted by written authorization, email, or via the TIAA website. Please visit the North Central Michigan College TIAA website at <https://www.tiaa.org/public/tcm/ncmich/retirement-benefits/plan2> for additional information, research investments, and to enroll in either 403(b) or 457(b) plan(s).

1404. Early Retirement

Associate Deans, Deans and Directors may be eligible to participate in the Early Retirement Incentive Program as defined in (at time of this publication; Article XVI, Section 74 and future versions) the Collective Bargaining Agreement between North Central Michigan College and the Association of Faculty and Professional Staff NMEA/MEA/NEA (and its future contract versions as negotiated) during periods when the College President decides inclusion of Administrators is appropriate.



[Sign off sheet.]