

GUILFORD
COLLEGE



Employee Handbook and Personnel Policies

Revised: August 2024

Section A

Introduction to Guilford College

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ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

Number: A-1

Revision Date: August 2024

Definitions:

- **At Will Employment:** North Carolina is an at-will employment state, which means that an employer may end the employment relationship at any time and for any reason as long as it is not an otherwise unlawful reason.
- **Title IX:** Title IX prohibits sex-based discrimination in any school or any other education program that receives funding from the federal government.

The Guilford College Employee Handbook may be found in the Policy Library at <https://www.guilford.edu/faculty-and-staff>. It is an important document and is intended to provide important information regarding your employment with Guilford College, including information about the College's policies and the many benefits and resources available to you as a Guilford employee.

Please read the following statement and sign below to indicate your acknowledgement of the electronic version of the handbook.

- I received directions to access the electronic version of the Guilford College Employee Handbook. I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it by the College.
- In particular, I acknowledge that I have read and understand all of the College's Policies, as well as, Title IX, Harassment and Intimidation, Confidentiality of Information and Privacy Protection, as well as, the Computing Resources, Network and Email Use Policy.
- I understand that the Policies, Rules and Benefits described in the handbook are subject to change at the sole discretion of Guilford College at any time. I understand that this handbook (2024 version) replaces (supersedes) previous Handbooks for Guilford College.
- Further, I understand that because the College may add, modify, delete or otherwise change provisions of the Handbook, I should contact the Office of Human Resources or the Provost Office to obtain current information regarding the status of any particular Policy, Procedure or Practice or questions regarding the Handbook.
- Guilford College is an at-will employer, meaning that continuation of employment is not guaranteed for any specific length of time, and either you or the College may end that employment relationship at any time and for any reason.
- I understand that Guilford College is an equal opportunity employer, and that I will abide by the College's non-discrimination, non-retaliation, and non-harassment policies.
- I have read the above statements and have received directions to access a copy of the Guilford College Employee Handbook.

Employee Name (Please Print)

Employee's Signature

Date

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ABOUT THIS HANDBOOK

Number: A-2

Definitions: None

This Handbook is intended as an explanation and description of Guilford College's Policies and Employee Benefits. It is not intended, nor should it be construed as, an Employment Contract, and it does not create any binding obligation. Guilford College is an "at-will" employer, and this Handbook in no way precludes, limits, alters or otherwise restricts the College's "at-will" employer status.

Employees have the right at any time to terminate their employment with or without good cause, and Guilford College reserves the same right.

This Handbook is a living document, subject to amendment and change at the College's discretion and the Office of Human Resources is responsible for maintaining and updating the Guilford Handbook. With respect to Benefits, the materials contained in this Handbook are only summaries and the terms of the actual Policies, Benefit Plans, or Plan Documents, must be governed by the actual terms of the more detailed Policies, Plans and Plan Documents. While every effort is made to keep this Handbook up-to-date, like any other compilation of general information, certain portions of the Handbook may become outdated. You should check with the Office of Human Resources or, for Faculty-specific Policies, with the Office of the Vice President and Provost, to be sure you have current information before taking action based on any specific information in this Handbook. It is your responsibility to confirm the status of Policies and other information.

The Employee Handbook contains employment-related Policies applicable to both Faculty and Staff Employees of Guilford College.

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EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

Number: A-3

Revision Date: August 2024

Definitions: None

At Guilford College, we are dedicated to fostering a diverse and inclusive community where every member of our campus is valued and respected. We believe that diversity enhances our educational environment and strengthens our mission.

Guilford College is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other characteristic protected by federal, state, or local law. This applies to all aspects of employment, including hiring, promotion, compensation, benefits, training, and termination.

Guilford College is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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NOTICE OF NONDISCRIMINATION

Number: A-4

Definitions:

- **Disability:** Physical or mental impairment that substantially limits life activities.
- **Discrimination:** Treating a person differently, or less favorably, for some reason.
- **Gender Identify:** Each person's internal and individual experience of gender. A person's gender identity may be the same as or different from their birth-assigned sex.
- **Genetic Information:** Protects individuals against discrimination based on their genetic information in health coverage and employment.

As an Institution that is grounded in the relentless pursuit of Core Values that include equality and justice for all, Guilford College adheres to Title IX, Title VII and to all other Federal and State Civil Rights Laws banning discrimination in Private Institutions of Higher Education.

Guilford College does not discriminate on the basis of sex, gender, age, race, color, creed, religion, national origin, sexual orientation, gender identity, disability, genetic information, military status, veteran status, or any other protected category under applicable Local, State or Federal Law, Ordinance or Regulation.

The prohibition on discrimination applies to any and all educational programs or activities that Guilford College operates, including but not limited to Admissions Policies; Educational Programs; Scholarships, Loans, and other Financial Aid; and Athletic and other School-administered Programs, Services and Activities. The prohibition on discrimination also applies to Applicants or Employees with respect to employment.

Guilford College complies with Title IX, which prohibits sexual discrimination and sexual harassment, including acts of sexual violence. It is required that all employees attend mandatory, Title IX training. It is the responsibility of every Employee and Student to bring to the attention of the appropriate Senior Administrator instances of discrimination, including sexual, racial or ethnic harassment. All complaints will result in prompt and thorough investigation and appropriate disciplinary action, if warranted. Complaints will be kept as confidential as possible. The College will not tolerate retaliation against Employees or Students who report incidents of discrimination or sexual harassment, or those who participate in College investigations of alleged discrimination or harassment.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/nondiscrimination>

Inquiries regarding this Policy or Title IX may be referred to the Title IX Coordinator:

Erickia Elbert
Title IX Coordinator
Director, Office of Human Resources and Payroll
Telephone: (336)316-2135
Email: eelbert@guilford.edu

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TITLE IX POLICY AND GRIEVANCE PROCEDURES

Number: A-5

Definitions:

- **Allegation:** A statement or claim that someone has done something illegal or wrong, typically without proof.
- **Complainant:** One who makes a legal complaint.
- **Respondent:** Someone who responds to a question or offer; the person against whom a case is brought.
- **Retaliation:** A deliberate action used to send a clear message that complaining is unwelcome and risky. It is employed to instill fear in others who might consider making a complaint in the future.
- **Witness:** A person who has seen or can give first-hand evidence of an event.

As an Institution that is grounded in the relentless pursuit of Core Values that include equity and justice for all, the College adheres to Title IX and to all other Federal and State Civil Rights Laws banning discrimination in private Institutions of Higher Education. Title IX prohibits sex discrimination and sexual harassment, including acts of sexual violence. The College views discriminatory conduct as a very serious matter, and any Employee or Student who violates this Policy will be subject to disciplinary action, up to and including dismissal, whether such conduct occurred on or off-campus.

This Policy applies to all members of the Guilford Community, including Students, Faculty, and Staff, as well as, Consultants, Volunteers, Vendors, and others engaged in business with the College. Visitors and Guests of Guilford College are both protected by this Policy and subject to its prohibitions. Visitors and Guests who are found in violation of this Policy may be restricted or permanently forbidden from entering any part of the Campus or prohibited from attending any Guilford sponsored events.

Other Related Policies, Regulations, Statutes and Documents:

https://www.guilford.edu/sites/default/files/2024-08/Guilford%20College%20-%202024%20Student%20Title%20IX%20Policy%20and%20Grievance%20Procedures_Final%20072624%28160938864.1%29-C.docx.pdf

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STATEMENT REGARDING THE AMERICANS WITH DISABILITIES ACT

Number: A-6

Definitions:

- **Reasonable Accommodations:** A modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process. These modifications enable an individual with a disability to have an equal opportunity not only to get a job, but successfully perform their job tasks to the same extent as people without disabilities. Reasonable accommodations cannot impose an “undue hardship” on the operation of the employer’s business.

It is the policy of Guilford College not to discriminate against qualified individuals with disabilities and to provide reasonable accommodations as required by law to otherwise qualified Applicants or Employees with disabilities in all employment practices, including job application procedures, hiring, advancement, job assignments, leaves of absence, transfers, layoffs, demotions, discipline, discharge, compensation, fringe benefits and job training.

Guilford College takes positive steps to employ and advance in employment qualified individuals with disabilities. Guilford College is committed to building a diverse community, it is the intent of the college to prevent discrimination affecting any Applicant or Employee as described in the Notice of Nondiscrimination.

The Americans with Disabilities Act is largely described in terms of accommodation that may allow an Applicant or Employee with a disability to perform the essential functions of the position desired or held, it is also applicable to accommodation involving the job application process and to accommodations that would enable an Employee with a disability to enjoy equal benefits and privileges of employment.

The term disability is very broad and it not only includes physical disabilities, but also other types of disabilities, e.g., mental, emotional, impaired disorders, and intellectual disabilities. The Applicant and Employee has the right to request reasonable accommodations for both physical and non-physical disabilities. Reasonable accommodations will need to be vetted through the Office of Human Resources.

Requesting an Accommodation: According to the EEOC (Equal Employment Opportunity Commission, an Employee would only have to let their employer know that they need an adjustment or change at work for a reason related to the medical condition or accommodation.

For additional information about the Americans with Disabilities Act in Employment and/or provisions related to reasonable accommodations for employees with disabilities, please contact the Office of Human Resources. For more information: [American with Disabilities Act](#)

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AMERICANS WITH DISABILITIES ACT (ADA)

Definitions:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities.
- **Qualified Individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position.
- **Reasonable Accommodation:** Any modification or adjustment to a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to perform essential job functions or enjoy equal employment opportunities.

Guilford College ADA Accommodation Request Procedure:

Guilford College is committed to providing equal employment opportunities and a supportive working environment for all employees, including those with disabilities. In compliance with the Americans with Disabilities Act (ADA), the College provides reasonable accommodations to qualified employees and applicants with disabilities to enable them to perform essential job functions, participate in the application process, and enjoy equal benefits and privileges of employment.

The purpose of this policy is to establish procedures for requesting, evaluating, and implementing reasonable accommodations for employees and applicants with disabilities.

Scope: This policy applies to all employees and applicants of Guilford College.

Procedures:

1. Requesting an Accommodation:

- **Employees:** Employees who require accommodation to perform their job duties should submit a written request or schedule a meeting with a member of the Human Resources (HR) department. The request should include:
 - Employee's name, position, and department.
 - Description of the ADA – recognized disability and the specific accommodation requested.
 - Any medical documentation supporting the need for the accommodation.
- **Applicants:** Applicants who require an accommodation during the application or interview process should contact the HR department to make their request.

2. Interactive Process:

- Upon receiving an accommodation request, the HR department will engage in an interactive process with the employee or applicant. This process may include:
 - Discussing the nature of the disability and the limitations it imposes.
 - Identifying potential accommodations and assessing their effectiveness.
 - Considering the preference of the employee or applicants, while also evaluating the feasibility of each accommodation.

3. Medical Documentation:

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- Employees or applicants may be required to provide medical documentation to support their accommodations request. This documentation should be from a qualified healthcare provider and include:
 - The nature of the disability.
 - The limitations it imposes.
 - The recommended accommodations.

4. Decision and Implementation:

- The HR Department will evaluate the accommodation request and make a determination based on the information provided and the needs of the College. Factors considered may include:
 - The effectiveness of the accommodation in enabling the employee or applicant to perform essential functions.
 - The impact of the accommodation on the operation of the department.
 - The cost and feasibility of the accommodation.
- If the request is approved, the HR Department will work with the employee or applicant and their supervisor to implement the accommodation in a timely manner.
- If the request is denied, the HR Department will provide a written explanation to the employee or applicant, including the reasons for the denial and any alternative accommodations considered.

5. Confidentiality:

- All medical information and accommodations requests will be kept confidential and only shared with individuals involved in the accommodation process on a need-to-know basis.

6. Retaliation:

- Guilford College prohibits any form of retaliation against employees or applicants who request accommodations. Any concerns about retaliation should be reported to the HR Department immediately.

Use of Service Animals on Campus: The College will determine, on a case-by-case basis, and in accordance with the Americans with Disabilities Act, whether the use of service animals on Campus is a Reasonable Accommodation for a qualified person with a disability. Guilford will make inquiries and request supporting documentation only as needed and appropriate to determine whether the animal qualifies as a service animal, in accordance with the Law. The College will try to balance the needs of the requesting individual with the impact of the animal on Campus Operation and Campus Constituents, and reserves the right to exclude a service animal from its Campus under the circumstances explained in this Policy.

Pets on Campus: <https://www.guilford.edu/policy/pets-campus>

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/sites/default/files/2020-07/Guilford%20College%20Disability%20Accommodations%20Employees%20and%20Students%20Updated%207-6-20.pdf>

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THE BOARD OF TRUSTEES

Number: A-7

Definitions:

- **Ad Hoc Committee:** A temporary or “as needed” group of people who are brought together to perform a specific task or solve a problem.
- **Quaker Business Procedures:** A form of group decision-making for seeking the “sense of the meeting,” through a process of communal discernment as opposed to voting.

Guilford College’s Board of Trustees is the governing body exercising ultimate Institutional Authority as set out in the Bylaws of Guilford College. This authority, upon the recommendation of the President of the College, includes: determining and periodically reviewing the College’s mission; monitoring the College’s financial condition and approving the annual budget, tuition and fees; approving institutional policies bearing on Faculty appointment, promotion, tenure and dismissal; reviewing and approving proposed substantive changes in degree programs; approving degrees as recommended by the Faculty; and authorizing the construction of new buildings, the major renovation of existing buildings and the purchase or sale of land. The Board of Trustees authority and responsibilities also include: participating actively in strategies to secure sources of support, contributing to fundraising goals, appointing the President and annually assessing the President’s performance and salary. Each year, the President informs the Board of salary and fringe benefit increases for Vice Presidents and Executive Leadership positions (Cabinet).

The Board of Trustees delegates much of its work to twelve standing committees: Academic Environment; Financial Resources and Management; Philanthropy, Trusteeship and Governance, Audit, Executive and Presidential Performance and Compensation. The members of the standing and any ad hoc committees (with the exception of the executive committee, which is comprised of Board officers and committee chairs) shall be members of the Board and appointed by the Chair of the Board, with the concurrence of the Board, at the annual or any regular meeting.

Only the Board of Trustees can adopt, amend, or repeal Bylaws or the Charter, or review and approve proposed substantive changes in the College’s Degree Programs and other major enterprises consistent with the College’s mission, and financial resources.

The Board of Trustees uses the Quaker Business Procedures in its business meetings.

The Board of Trustees can be found: <https://www.guilford.edu/office-president/board-trustees>.

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THE PRESIDENT'S CABINET

Number: A-8

Definitions: None

Led by the President, the President's Cabinet is responsible for the strategic oversight and management of the College and its Divisional Units.

For information on the President's Cabinet: <https://www.guilford.edu/office-president/presidents-cabinet>.

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MISSION OF GUILFORD COLLEGE

Number: A-9

Definitions: None

Guilford's longstanding mission is clear and distinctive. The **Guilford Mission** is:

To provide a transformative, practical and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, equality, integrity, peace and simplicity and emphasizing the creative problem-solving skills, experience, enthusiasm and international perspectives necessary to promote positive change in the world.

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THE GUILFORD COLLEGE CORE VALUES

Number: A-10

Definitions: None

Guilford College is grounded in the relentless pursuit of its seven Core Values. These enduring values are the basis of the College's mission and are guided by the Quaker testimonies. The College was founded by the Society of Friends (Quakers) in 1837, and their principles are reflected in the campus culture.

The **Core Values:**

- **Community:** We are committed to the cultivation of positive relationships between and common experience among, students, faculty, and staff.
- **Diversity:** We are committed to creating an academic institution where a variety of persons and perspectives are welcome. We are committed to providing an environment where students from all cultures and backgrounds may succeed.
- **Equality:** We are committed to creating an institution and a society where everyone is appreciated and judged based on their contributions and performance rather than gender, race, religion, physical abilities, sexual identity, or socio-economic condition.
- **Excellence:** We are committed to setting high standards of academic rigor in courses and creating high expectations for achievement by everyone. We seek the personal and intellectual transformation of our students through the liberal arts.
- **Integrity:** We are committed to creating a community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards, and dealing with everyone with respect.
- **Justice:** We are committed to the peaceful resolution of conflict, sharing of economic and natural resources and parity in educational opportunity.
- **Stewardship:** We are committed to making decisions that will ensure the long-term survival of this institution. We must maximize the value of our human, financial, and physical resources in ways consistent with our Quaker heritage.

The campus community identified these values through a participative and inclusive process in 2003. The pursuit of these Core Values is integral to the educational experience we offer, abundantly visible in Academic and Co-curricular Campus Life.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/weareguilford>.

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THE QUAKER TRADITION OF GUILFORD COLLEGE

Number: A-11

Definitions:

- **Learner-centered Approach:** Engages students in the hard, messy work of learning. It is teaching that motivates and empowers students by giving them some control over learning processes. It encourages students to reflect on what they are learning and how they are learning it.
- **Curriculum-centered Approach:** Focuses essentially on teaching the curriculum. The teacher determines what ought to be taught, when, how, and in what time frame. It encourages that the curriculum that must be covered throughout the year takes precedence.

Guilford College appreciates and recognizes its Quaker Heritage as central to its character, distinctiveness and quality. This Heritage informs and nourishes Guilford today; it inspires and shapes the College Community. We recognize that while our educational undertaking is academic and pluralistic in character, its essential qualities derive in large measure from the Quaker affirmation of underlying spiritual meaning and value in all of human endeavor. Indeed, we recognize that many of the specific concerns of the Quaker religion translate into good educational practice and that Quakerism itself is also a way of living in a Global Community. To think and act otherwise is to make Guilford one among many respectable Liberal Arts Colleges, but not one that stands apart as distinctive.

The Quaker way of living values commitment, courage, candor, empathy, integrity, tolerance in individuals and their community, peace, equality and simplicity. It assumes emergent truth and a search for the ideal. It stresses the importance of silence as a means of communal and individual centering and discovery. It depends on profound respect both for the individual and for the wisdom in the community. In this respect for the individual and for the belief that the spiritual dimension is in each person, the Quaker way of living promotes learner-centered rather than curriculum-centered approaches to education. It promotes social justice, world peace, service, ethical behavior and disciplined creative learning. It seeks to distinguish between the less significant and the significant and between self-interest and community well-being.

The College believes that mature individuality and healthy community depend on each other; that full individual development occurs through interaction with others; that connection to others gives individual uniqueness its meaning. Communities thrive in the longer run through the responsible exercise of their members' individuality. The responsibility to others inherent in these reciprocal ties provides both a focus for spontaneity and a powerful motivation to individual excellence; but the priority remains the education and benefit of the community.

GUILFORD

COLLEGE

QUAKER BUSINESS PROCEDURES “QUAKER DECISION-MAKING MODEL”

Number: A-12

Definitions:

- **Discernment:** The ability to make a smart judgment about something.
- **Ethos:** The character, credibility, and moral values a group or individual possesses. The characteristic spirit of a culture, era, or community as manifested in its beliefs and aspirations.

Many campus meetings are conducted according to Quaker Business Procedures. Meetings begin with silence in order to reach beneath individual preferences to a level of openness that will facilitate decision-making for the good of the whole and end in silence to affirm the unity of the whole. The gathering of a “sense of the meeting” normally involves two stages: a tentative exploration of the issue, information gathering, and raising questions of clarification, and then, a convergence toward decision, presenting considered judgments, and checking for “a sense of the meeting” (sometimes called consensus). This process is guided by a Clerk (or person leading the meeting), whose role is to remain completely neutral and simply guide the process, practicing deep listening and then synthesizing where they consider to be where the meeting is at that moment.

Members then add “I approve” in order to assist the Clerk in sensing how far the group has moved toward unity and to avoid repeating the same point just said by another.

In the process of reaching decision, employees have the responsibility to share their concerns with their colleagues during these meetings rather than afterwards in “parking lot sessions,” to listen carefully and consider the views of others, and to be willing to lay aside personal or group interest in order to allow a harmonious sense of the meeting to emerge. It is crucial that objections be raised in a timely, respectful and direct manner during the meeting. Decisions rest upon a general willingness of the group to go forward with the proposal. If an employee does not agree with the sense of the meeting, he or she may “stand aside” and allow the decision to proceed while not actually endorsing the action or policy:

- Ask to be recorded as opposed but allow the group to go forward; or
- Choose to delay the group’s decision when the issue is a matter of deep personal conscience.

In the latter case, the individual conducting the meeting will normally ask for further discussion or propose that a committee work with the dissenting member(s) to better understand the roots of the objection and continue discussion of the issue at another meeting. The convening group may move forward despite an individual’s objections if the individual conducting the meeting senses that the individual’s concerns are not rooted in the best tradition of Friend’s practice or do not spring from deep conscience. Once an issue is resolved, the decision is read back to the meeting and recorded in the minutes.

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For further clarification, see Howard Brinton's "*Guide to Quaker Practice*" and Michael Sheeran's "*Beyond Majority Rule: Voteless Decision in the Religious Society of Friends.*"

Queries for Reflections:

Are we holding in alignment Guilford's Quaker ethos with the active, continuing formation of the college as a community?

Are we as a community practicing discernment, being open to new Light from wherever it may come?

Are we creating a safe and brave space for others so that they may be fully present in this community?

As we consider any of our decisions, large or small, are we keeping the best interests of Guilford at the forefront?

Additional information about the Quaker Tradition and Guilford College's origin can be found: <https://www.guilford.edu/who-we-are/friends-center/history>.

Section B

Recruitment and Pay

GUILFORD

COLLEGE

RECRUITMENT PHILOSOPHY

Number: B-1

At Guilford College, a vibrant liberal arts institution, our recruitment philosophy is deeply rooted in our commitment to fostering a diverse, inclusive, and dynamic academic community. We actively seek to attract and retain a diverse body of faculty and staff who reflect the richness of the global community. We recognize that diversity enhances the educational experience, promotes innovation, and prepares our students to thrive in an interconnected world.

We are dedicated to recruiting individuals who are passionate about the liberal arts and who exemplify the highest standards of academic and professional excellence. We seek faculty committed to innovative teaching, impactful research, and meaningful student engagement, as well as staff who provide outstanding support and services. Our goal is to build a cohesive, supportive, and collegial environment where every member feels valued and empowered to contribute to the College's mission.

Our recruitment process is conducted with the utmost integrity, fairness, and transparency, adhering to ethical standards and best practices. We continuously assess and improve our recruitment strategies to attract top talent and meet the evolving needs of our institution. By embracing these principles, Guilford College strives to build a vibrant and inclusive community that supports the intellectual and personal growth of all its members, fulfilling our mission and upholding our values as a leading liberal arts institution.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/recruitment-and-selection>

GUILFORD

COLLEGE

AUTHORIZATION FOR RECRUITMENT

Number: B-2

Definitions:

- **Job Description:** A Job Description is a written explanation that outlines the essential responsibilities and requirements for a vacant position.

The Department Head contacts the appropriate Vice President or Provost to request a position to be filled. Once approval is obtained, the Hiring Manager creates a job description through Workday. Once the appropriate authorizations to search have been obtained, Recruitment can begin. All positions that become vacant will be reviewed to determine the relative need for the position, possible reductions in other areas, and flexible options by which the work might be accomplished. If there should be a new job description presented with an explanation of the changes in duties and responsibilities, it must be approved by the Office of Human Resources.

The President or Designee must review and approve all recruitment requests. No applicant search, neither internal nor external, will begin until the President/designee has approved the request and the position description and justification information are received in the Office of Human Resources. Once all approvals are received, the position will be posted and a search may begin.

GUILFORD

COLLEGE

NEW POSITIONS

Number: B-3

Definitions:

- **Workday:** Workday is a cloud-based software program for Human Resources and Finance and it is designed to simplify workforce management. The Workday products can be used to handle payroll, scheduling, employee onboarding, time tracking, learning, and talent management.

Requests for new positions will be considered as budget preparations begin for the next fiscal year. In cases where new hourly staff needs of the College emerge, either through priorities established during the planning process or through internal or external contingencies, it will be the responsibility of the Vice Presidents to justify personnel requests.

New positions (excluding temporary positions) are subject to the following requirements. An electronic job posting shall be completed and forwarded by the Manager/Department Head through the online job posting workflow. Guilford uses Workday for this process. For more information: <https://www.myworkday.com/quilford/login.html>.

The Manager will provide supporting information that includes the following (the same criteria can be used to justify refilling a vacant position):

- Rationale for filling the position along with an explanation of what will occur if the position is not approved;
- Mission of the area where the position is being requested, that also aligns with the overall Mission of the College;
- Reporting line of the new position with comments if they represent a change;
- Budget impact, salary requirements, computing needs, office space and furniture requirements;
- What kind of search is necessary to fill the position, e.g., scope, probable timetable, method, and estimated recruitment costs.

GUILFORD

COLLEGE

JOB DESCRIPTIONS

Number: B-4

Definitions:

- **Candidate:** A person who applies for a job and who may be considered for a position.
- **Essential Functions:** The fundamental responsibilities of a job that a person must perform in order to hold the position.
- **Explicit:** Fully revealed or expressed without vagueness, implication or ambiguity; leaving no question as to the meaning or intent.
- **Required Skills:** Minimum skills necessary to be considered to be a candidate for a job.

Recruitment searches begin with the development of a current job description. The job description is prepared by the Hiring Manager and submitted into Workday for approval. The criteria should be explicit and broad enough to attract qualified and diverse candidate pools.

The job description must include the following:

- Position Title
- Department/Office
- Division
- Name of the immediate supervisor
- Title of the immediate supervisor
- Essential functions
- Education
- Experience
- Required Skills
- Any other applicable requirements

The Office of Human Resources can assist in the development and/or revision of job descriptions.

GUILFORD

COLLEGE

SEARCH COMMITTEES

Number: B-5

Definitions:

- **Hiring Manager:** An employee who oversees the hiring process to fill available positions in an organization or company and chooses the top candidates to move forward the hiring process.
- **Search Committee:** The College Search Committee is responsible for overseeing the recruitment and selection process. The committee will ensure a thorough, fair, and transparent search to identify the best candidate for the position.
- **Stakeholders:** A person, group or organization with a vested interest, or stake, in the decision-making and activities of a business, organization or project.

All Search Committee Members must attend Bias Training before participating on a Search Committee. Stakeholders directly affected by a hiring decision are particularly valuable resources. Hiring managers should feel free to contact the Office of Human Resources for recommendations of committee members.

Executive level positions are required to go through a Search Committee, including the recruiting process, interviews, and the selection of the candidate to promote equal opportunity and ensure compliance with EEOC and NCAA regulations.

The hiring managers for exempt positions may (with the approval from Human Resources, the Vice President, or the Provost and the President) elect not to appoint a Search Committee. In this situation, hiring managers should consult with other stakeholders and individuals with whom the candidate will work with directly. Hiring managers for exempt positions must follow the recruiting process, including interviews and selection of the candidate to promote equal opportunity and ensure compliance with EEOC and NCAA regulations.

The hiring managers for non-exempt positions should include other stakeholders and individuals in the interviewing process with whom the candidate will work with directly. Hiring managers for non-exempt positions must follow the recruiting process, including interviews and selection of the candidate to promote equal opportunity and ensure compliance with EEOC and NCAA regulations.

Guilford College is committed to the recruitment and retention of a broad, inclusive student body, faculty and administration who represents a wide range of interests, abilities and cultures. Just as a vibrant liberal arts education in the classroom challenges attitudes, beliefs and accepted ways of thinking, the interaction outside the classroom of individuals with different perspectives strengthens our educational enterprise. Guilford College accepts applications for employment only in response to vacancies posted on [Guilford College Careers](#).

All hiring managers and Search Committee Members should review and follow Guilford's

["Best Practices for a Successful Search."](#) Additional information regarding faculty searches and hiring is included in the Faculty Handbook.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/recruitment-and-selection>

GUILFORD

COLLEGE

ADVERTISING

Number: B-6

Revision Date: August 2024

The Office of Human Resources will assist departments by writing and placing advertisements for specified open positions. The requesting Department's Budget should include funds for advertising on certain national websites and job boards. This process is done through Workday. Hiring managers are encouraged to post vacant positions with other industry-specific professional organizations and journals. Departments and divisions are responsible for covering the cost of advertising.

Hiring managers will work with the Office of Human Resources to identify the appropriate labor market to attract candidates (national, regional, or local markets) and advertising will be targeted accordingly.

Every effort will be made to expedite the search process. The Hiring manager should keep in mind that many publications have deadlines for placing advertisements. These deadlines should not be a deterrent to conducting a competitive search to reach a diverse applicant pool.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/nondiscrimination>

GUILFORD

COLLEGE

INTERNAL PROMOTIONS

Number: B-7

Internal promotions of qualified candidates will be permitted without a search where it is clearly evident to the department manager that a current employee of the department is qualified to fill an open position in that department. In such cases, the manager may either promote or transfer from within the department. The procedure requires the department manager to consult with the Office of Human Resources. If the decision has been made to promote internally, the process must be entered into Workday by the manager.

The expectation and policy remains that searches will be conducted when vacancies occur and that internal promotion or transfer is an exception to the policy.

GUILFORD

COLLEGE

REFERENCE CHECKS AND OFFER OF EMPLOYMENT

Number: B-8

The Hiring manager will submit the selected candidate in Workday and will obtain references for the selected candidate. Once references are checked, the hiring manager will submit the reference information in Workday and contact the Office of Human Resources to discuss a starting salary and start date. A verbal offer can be made with the approval of the Office of Human Resources. The hiring manager will advise the Office of Human Resources if the verbal offer has been accepted by the candidate, so they can proceed with the new hire process. Workday will generate an offer letter that includes all of the necessary contingencies. New hires cannot begin work until they have completed all the necessary employment processing with the Office of Human Resources.

Workday will generate an email to all candidates who are not selected for the position to thank them for their interest in Guilford College and that the position has been filled.

All notes and records related to the job search should be sent to Human Resources.

GUILFORD

COLLEGE

BACKGROUND CHECKS

Number: B-9

Guilford College works to ensure a safe and productive environment for Faculty, Staff, Students and Visitors. To accomplish this goal, the College performs background checks for all positions, as outlined in this policy: <https://www.guilford.edu/policy/background-checks>.

The background checks may include, but are not limited to, criminal history, sex offenses, financial credit checks, degree and employment verification and motor-vehicle license checks.

All Background Checks performed by outside agencies will conform to the Fair Credit Reporting Act. The College will conduct and utilize these background checks as they relate to the fitness of duty for a particular position, in accordance with the law. A relevant job-related conviction may be grounds for termination of employment or non-selection of the candidate or applicant.

Falsification of application materials, including failure to disclose misdemeanor or felony convictions (as required during the hiring process or during employment), is grounds for termination of employment or non-selection of the candidate.

Background checks are administered by the Office of Human Resources and if the candidate does not enter the position that the background check was conducted for within one year, another Background Check will have to be conducted.

Background checks are administered by the Office of Human Resources for contingent workers.

GUILFORD

COLLEGE

MOVING EXPENSES

Number: B-10

Guilford College recognizes the competitive nature of the hiring process and departments may reimburse certain expenses incurred in moving household goods and personal effects on behalf of a faculty or staff member who has accepted a position at the College. For additional information: <https://www.guilford.edu/policy/moving-expenses>.

The College pays up to a maximum of \$2000.00 of the expenses of moving household goods for newly-appointed faculty, directors and administrators. Any deviation from this policy must be approved by the President in advance of the employment offer. The following items will be considered as reimbursable by the College:

- Moving van company charges
- Truck rental charges
- Miscellaneous moving equipment rentals, e.g., hand trucks, boxes, tape; storage of household items
- Meals and lodging in route to Greensboro and mileage for the candidate's private car while traveling to Greensboro.

Reimbursement request should be initiated in Workday and must be accompanied by expense vouchers and/or receipts through Workday.

Eligibility: Depends on the department funding, administrators, directors and faculty.

Eligible Mileage for Relocation: Matches the standard IRS mileage.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/moving-expenses>

GUILFORD

COLLEGE

THE FAIR LABOR STANDARDS ACT (FLSA)

Number: B-11

Definitions:

- **Non-exempt Status:** Hourly staff positions that the law defines as non-exempt, the College is required to keep hourly time records and to calculate pay on an hourly basis. Non-exempt positions are entitled to overtime pay at 1.5 time the employee's regular pay rate for all hours physically worked beyond 40 hours in a work week.
- **Exempt Status:** Positions that are exempt from certain provisions of the Fair Labor Standards Act (FLSA and are not entitled to overtime pay). These positions are generally administrators, managers, faculty and other professionals. Exempt positions receive a fixed salary, which is paid on a monthly basis. Exempt employees are expected to work all hours necessary to complete their assignments.

Guilford College is committed to compliance with all terms of the Fair Labor Standards Act (also known as the Federal Wage and Hour Law), including the payment of minimum wages and overtime pay. This law and its implementing regulations establish the criteria for determining which positions are non-exempt (eligible to receive overtime pay), and which are exempt (not eligible to receive overtime pay). The Office of Human Resources is responsible for overseeing compliance with such laws, including the determination of exempt and non-exempt status. Please contact the Office of Human Resources with questions concerning exempt and non-exempt status of positions.

GUILFORD

COLLEGE

WORKING AT GUILFORD COLLEGE (EMPLOYMENT CATEGORIES)

Number: B-12

Guilford College has several employment categories, they are:

- **Full-time:** Employees who work in established positions that are approved for 40 hours per week, during a scheduled work year.
- **Regular Part-time:** Regular part-time (non-temporary) employees are those who work between 30 – 40 hours per week, during the scheduled work year.
- **Coaching Staff:** Unless otherwise specified at the time of the initial letter of appointment, neither faculty rank nor tenure is granted to coaches of various sports at Guilford College. Some coaches may have academic and classroom responsibilities and other coaches have only activity responsibilities. Coaches who teach academics may be appointed with faculty rank and should be granted the academic rank commensurate with their background and responsibilities. These coaches will be reviewed and promoted upon the recommendation of the appropriate departmental chairperson and the Director of Athletics, with the approval of the Provost and with the consent of the President and the Board of Trustees. Academic Coaches are also entitled to all the rights attached to their faculty rank. Coaches currently holding rank and tenure through previous appointments and advancement at Guilford College are afforded all the rights and privileges accompanying their status.
- **Temporary Employees:** Temporary employees are employees who are expected to retain their positions for a limited period.
- **Contingent Workers:** A contingent worker is someone who works/volunteers for an organization without being hired as their employee. Contingent workers may provide their services under a contract, temporarily, or on an as-needed basis.
- **Faculty:** Faculty is all the teaching staff of a university or college.

GUILFORD

COLLEGE

NEW EMPLOYEE ORIENTATION

Number: B-13

Guilford College welcomes new employees through a formal orientation program. Orientation programs are conducted by the staff in the Office of Human Resources. In addition, the supervisors of our new employees will ensure that the necessary workplace orientation is provided. All new hires must complete required employment forms and processes on or before their first day of work.

New hires must attend new employee orientation. Employees cannot report to work until all of the onboarding processes are completed.

GUILFORD

COLLEGE

EMPLOYEE PROBATIONARY PERIOD

Number: B-14

All new employees are hired under an initial 90-day probationary period. During this probationary period, the employee will be closely supervised and his or her abilities and skills in learning the work will be evaluated. Adaptation to the work environment will also be closely monitored. During this time of intensive training, the employee should not hesitate to talk with his or her supervisor regarding any problems or concerns that may be encountered. If the new employee's work performance is satisfactory at the end of the probationary period, they will become a regular, full-time or part-time employee. On an exception basis this probationary period may be extended for an additional thirty days, if necessary and must be approved by the manager and the Office of Human Resources.

A probationary employee is ineligible for salary increases. During the initial 90-day probationary period, Guilford College can terminate the employment relationship for any reason.

If an employee does not successfully complete their probation period and their employment has ended, they will not receive a vacation payout.

GUILFORD

COLLEGE

ONBOARDING: 90-DAY TRANSITION PLAN FOR GUILFORD LEADERS

Number: B-15

Definitions:

- **Leader:** A leader is an employee who is in charge of people, projects or processes. A leader can be an individual contributor or supervise other leaders/employees.

The Onboarding: 90-day Transition Plan for Guilford leaders is intended to provide the leader with useful information and resources to assist with a successful onboarding experience. Onboarding, including New Leader Orientation, begins with the first day of employment and ends when the leader feels knowledgeable of Guilford's culture, expectations, policies and procedures.

Onboarding is important for:

- Increased retention
- Acclimation to the work environment
- Integration into the campus culture
- Increased collaboration and networking

Onboarding Phases – The Onboarding Transition Plan for Guilford leaders is broken down into five phases with key activities over the course of 90 days and beyond:

- Phase 1 – Pre-Arrival
- Phase 2 – Days 1 – 30
- Phase 3 – Days 31 – 60
- Phase 4 – Days 61 – 90
- Phase 5 – Days 91 and Beyond

GUILFORD

COLLEGE

QUAKER CARD (ID)

Number: B-16

A Guilford College ID (Quaker Card) is issued to each new employee and should be carried at all times while on campus. This card allows electronic access to buildings across campus that are controlled by the electronic door access system and department funds access for use on the College's printers/copiers.

Faculty and staff may put money on their Quaker ID Card to use at locations on campus, e.g., dining services, bookstore, personal printing, etc. and employees may receive discounts from some local vendors.

If an Employee's Quaker Card is lost or stolen, please contact Information Technology and Systems (IT&S and Public Safety, immediately). The fee to replace the Quaker Card is \$25.00.

Staff and Faculty will obtain keys to offices and laboratories through the facilities office by submitting a Requisition Form signed by the department chair. When the assigned keys are no longer needed, the keys must be returned to the facilities office.

It is the responsibility of the department chair and the manager to inform the facilities office when a change in office space occurs so that new keys can be issued.

GUILFORD

COLLEGE

PARKING

Number: B-17

All faculty and staff vehicles must be registered with the Public Safety Department and must have the Guilford College parking permit on the lower left of the front or rear window.

Parking spaces for faculty and staff are marked and located throughout the campus. Faculty and staff may be issued parking tickets for parking in an area other than the spaces where their parking permits are valid. Areas that are reserved and marked "Handicap," and "Fire Lanes" are tow away zones and are clearly marked. Towing is strictly enforced on the Guilford campus in reserved areas.

GUILFORD

COLLEGE

KEYS

Number: B-18

Staff and Faculty will obtain keys to offices and laboratories through the facilities office by submitting a Requisition Form signed by the department chair. When the assigned keys are no longer needed, the keys must be returned to the facilities office.

It is the responsibility of the department chair or manager to inform the facilities office when a change in office space occurs so that new keys can be issued.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/keys>

GUILFORD

COLLEGE

HOURS OF WORK

Number: B-19

Full-time employees work 40 hours per week throughout the regularly scheduled work year. The hours for full-time employees may vary, but the standard schedule for exempt employees is 8:00 a.m. – 5:00 p.m. (Monday – Friday) with an unpaid hour for lunch. Non-exempt (hourly) employees have regular standard work hours (8:00 a.m. – 5:00 p.m.) Monday – Friday with two 15-minute breaks. They also get a 30-minute unpaid lunch break. The lunch and breaks cannot be combined.

Lunch schedules within a department must be established to assure the department is adequately staffed at all times. Employees are strongly encouraged to have lunch away from their work area.

In departments where hours deviate from the regular work day of 8:00 a.m. – 5:00 p.m. and/or work week of Monday – Friday, e.g., shift work, evening hours, weekend work, etc., the manager will establish work schedules for the staff. If it is necessary to make changes in the work schedule, the manager will give a two-week notice before the employee is expected to work a different schedule. The College reserves the right in an emergency situation to ask employees to work hours other than their regular hours temporarily without notice.

Adjustments can be made to break and lunch schedules at the manager's discretion.

GUILFORD

COLLEGE

PROFESSIONAL DEVELOPMENT/RELEASE TIME

Number: B-20

Definitions:

- **Pro-Rata:** Salary that is paid to employees who work less than the full pay period, e.g., less days or hours when compared to full-time employees.

Professional Development: Guilford College is committed to continuous learning. We believe that professional development is a shared responsibility and collaboration among the employee, the supervisor and the College. Remaining current in the field and keeping up with changes and new technology is a normal job responsibility. Needs and priorities change over time, and employees should be prepared to acquire new skills to remain competitive and successful in their current position. The College endeavors to support employees' professional development through a number of on-campus programs, e.g., Breakfast Briefings, Lunch and Learns and through a partnership with UNC-Greensboro's Human Resources Department.

Release Time: Release time is that time where a regular employee is released from normal working duties and compensated at regular pay while participating in training, staff development programs, or community gatherings. Release time is intended to provide an opportunity for employees to participate in training and development, for the purpose of improving skills and job performance and increasing promotional opportunities, or for attending campus gatherings and events. All full-time employees are eligible for 30 hours of release time per calendar year for attendance at these programs. Employees with less than a 100% appointment participate on a pro-rata basis. Employees who are not scheduled to work during the time an event is occurring may participate in the event; however, no compensatory time off or additional compensation will be allowed.

Additional release time may be provided at the discretion of the supervisor, and is always appropriate for mandatory training. The decision to provide or not provide release time shall be made by the supervisor in accordance with these guidelines. Supervisors are responsible for monitoring the annual release time for their employees.

The Office of Human Resources offers leadership training several times a year.

GUILFORD

COLLEGE

PAY DATES AND TIME ENTRY

Number: B-21

Guilford College requires all new employees to sign up for direct deposit. Exempt employees (salaried) are paid on the last business day of each month. Employees are able to access their pay slips electronically by logging on to Workday.

Non-exempt employees (hourly) are paid bi-weekly on alternate Fridays. Time entry for hourly employees must be completed in Workday by 5:00 p.m. on Friday. Supervisors have until 10:00 a.m. on Monday to approve their employee's time entries. Any time entered after the deadline, will be paid on the following pay period.

Employees should enter their time daily to prevent falsification of time entry. Falsification of time could result in disciplinary actions up to termination.

For Payroll Schedules: <https://sites.google.com/guilford.edu/humanresources>.

GUILFORD

COLLEGE

EMPLOYEE ATTENDANCE

Number: B-22

To maintain a productive work environment, Guilford College expects all employees to be reliable and punctual in reporting to work and remaining in the office throughout the scheduled workday. Unscheduled absences, tardiness, and unscheduled early departures (whether excused or unexcused), failure to provide appropriate notification, or abuse of emergency leave or other paid time off creates a hardship for departments and a burden on co-workers and may result in corrective action.

An employee is expected to notify his or her supervisor as soon as possible, no later than 8 hours before the shift, prior to any absence or tardiness. Definitions related to attendance are:

- **Absence:** Failure of an employee to come to work during the hours they are scheduled to work.
- **Corrective Action:** A fundamental process that is used to address and resolve issues and problems that occur in the workplace. It involves identifying the root cause of the problem, developing and implementing a plan to address it, and monitoring progress to ensure that the problem does not continue.
- **Tardiness:** Failure of the employee to report to work or return to work at the time he or she is normally scheduled.
- **Excused Absence or Tardiness:** An absence or tardiness that occurs when an employee notifies his or her supervisor of an upcoming absence or tardiness. If the employee is unable to notify the supervisor in advance (due to emergency reasons), they should notify the supervisor as soon as possible. The supervisor must approve the absence or tardiness in order for it to be excused.
- **Unexcused Absence or Tardiness:** An absence or tardiness that occurs when an employee fails to obtain prior approval from his or her supervisor before the absence or tardiness occurs. If the employee chooses to be absent or tardy after the supervisor refuses to grant an excused absence or tardy, it is also considered unexcused.

If an employee is away from the department for three or more days due to personal illness, injury or other personal reasons, the employee is required to provide appropriate documentation to support their absence to the Office of Human Resources. Documentation should indicate the expected duration of the absence and a note before returning to work.

Any employee who is absent for three consecutive working days without an excuse or contacting their supervisor will be considered as have voluntarily resigned. In the case of serious illness or serious family matter where the employee cannot call the supervisor directly, a family member may call to report the reason for the absence.

GUILFORD

COLLEGE

EMPLOYEE REHIRE

Number: B-23

A former employee who resigned from the College in good standing may re-apply for employment and will be considered along with other qualified Applicants. Former employees who were involuntarily dismissed will not be considered for re-employment.

Employees who leave the College and are rehired within one year of the termination date will be fully reinstated under the benefit plan to include continuation of vacation and emergency leave accrual at the pre-resignation level.

GUILFORD

COLLEGE

EMPLOYMENT OF RELATIVES - NEPOTISM POLICY

Number: B-24

Definitions:

- **Nepotism:** Favoritism shown to relatives or close personal friends in employment decisions, including hiring, promotion, and other employment-related activities.
- **Relative:** A spouse, domestic partner, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, in-law, or any individual with whom the employee has a close personal relationship.
- **Employment Decisions:** Actions related to hiring, promotion, demotion, transfer, compensation, benefits, work assignments, performance evaluations, discipline, and termination.
- **Prohibited Practices:** No employee shall participate in or influence any employment decision involving a relative. Relatives of current employees may not be employed in positions where a conflict of interest could arise. Specifically, a relative shall not be placed in a position where they would directly supervise or be supervised by another relative.
- **Disclosure Requirements:** All employees must disclose any familiar or close personal relationships with any current or prospective employees upon hire or when such relationships arise. Disclosure forms must be submitted to the Office of Human Resources and will be appropriate measures to eliminate the conflict. This may include reassignment, restructuring of duties, or other actions to ensure compliance with the policy.
- **Management of Conflicts:** In cases where a conflict of interest is identified, the Office of Human Resources, in consultation with relevant department heads, will take appropriate measures to eliminate the conflict. This may include reassignment, restructuring of duties, or other actions to ensure compliance with the policy.
- **Enforcement:** Violation of this policy may result in disciplinary action, up to and including termination of employment. Employees who believe this policy has been violated are encouraged to report their concerns to the Office of Human Resources or use the Institution's established grievance procedures.
- **Contact Information:** For questions or further information regarding this policy, employees should contact the Office of Human Resources.

This Nepotism Policy aims to uphold fairness and meritocracy within the Institution, ensuring that all employment decisions are made based on qualifications and performance rather than personal relationships.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/employment-relatives>

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DUAL ASSIGNMENT PROCEDURE ON CAMPUS

Number: B-25

The Dual Assignment Procedure at Guilford College establishes guidelines for exempt full-time and part-time employees with dual roles, ensuring that primary responsibilities are prioritized. This procedure is designed to support employees in managing multiple assignments effectively while maintaining the integrity of their primary roles.

Employees with dual assignments must have clearly defined primary and secondary positions. For example, an employee may hold an administrative role as their primary position while teaching a class as their secondary role. The primary full-time position requires the employee to work 40 hours per work week. The secondary assignment should not take away from the 40-hour work week on your primary role. Schedules for dual assignments must be approved in advance by the supervisors of both positions, and any changes to the schedule must be communicated and re-approved.

Before beginning a dual assignment, employees must obtain written approval from both supervisors. This approval must include details of the agreed-upon schedule and responsibilities and be documented and filed with the Office of Human Resources. Employees are required to create a weekly schedule outlining their commitments for both roles, which must be reviewed and approved by the supervisors of both positions.

Performance monitoring is essential to ensure that primary duties are not compromised. Supervisors will regularly monitor the employee's performance and provide feedback on their ability to manage both roles. In case of conflicts between the primary and secondary positions, the supervisor of the primary position has the final say in resolving the issue. Employees must immediately notify both supervisors if their primary responsibilities are impacted by their secondary duties.

The dual assignment arrangement will be reviewed quarterly to ensure compliance with the procedure. Non-compliance may result in the termination of the secondary position and potential disciplinary action. This procedure ensures that dual assignments for exempt employees at Guilford College are managed effectively without compromising primary responsibilities.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/outside-concurrent-employment>

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OUTSIDE CONCURRENT EMPLOYMENT

Number: B-26

Definitions:

- **Avail:** Make use of or to take advantage of an opportunity.
- **Conflict of Interest:** Occurs when an individual's personal interests, e.g., family, friendships, financial or social factors, could compromise his or her judgment, decisions, or actions in the workplace.
- **Direct Competition:** Refers to two more businesses offering the same products or service to the same target market, e.g., two Colleges competing for the same students, faculty, or staff.

Guilford College employees are expected to devote their work efforts and energies toward the accomplishment of Guilford College obligations and commitments. Full-time or part-time employees cannot undertake or engage in any outside employment that might interfere with their abilities to fulfill their obligations to or conflict with the interests of the College.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/outside-concurrent-employment>

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INTERIM STAFF POSITIONS/APPOINTMENTS

Number: B-27

Definitions:

- **Interim Position:** A temporary appointment to a vacant staff position, usually for a specified period or until a permanent appointment is made.
- **Interim Appointee:** An individual appointed to temporarily fill a vacant staff position.

Purpose: The purpose is to establish guidelines for the appointment and management of interim staff position within the College. This policy aims to ensure that interim appointments are conducted fairly, transparently, and in the best interest of the Institution.

Scope: Interim staff within the College.

Policy Statement:

- **Identification of Need:** Interim staff position may be created when a vacancy occurs unexpectedly, during a transition period, or when there is an urgent need for continuity in a specific role.
- **Selection Process:** The selection of an interim appointee will be based on qualifications, experience, and the ability to perform the duties of the position effectively. The selection process may include internal or external candidates, depending on the needs of the college and the availability of qualified individuals. The process will be overseen by the Office of Human Resources in collaboration with relevant department heads.
- **Appointment Criteria:** Candidates for interim staff positions must meet the essential qualifications and demonstrate the ability to fulfill the responsibilities of the role. Preference may be given to internal candidates who have demonstrated excellence in their current roles and have the potential for leadership. The President has the authority to appoint interim staff members.
- **Duration and Terms:** Interim appointments are typically for a defined period, usually ranging from a few months to one year, but can be extended, if necessary. The terms of the interim appointment, including compensation and benefits, will be clearly outlined in the appointment letter.
- **Responsibilities and Authority:** Interim appointees will have the same responsibilities and authority as permanent incumbents in the position. They are expected to maintain the standards and goals of the College and to work towards a smooth transition to a permanent appointee.
- **Evaluation and Support:** Interim appointees will receive support and resources necessary to perform their duties effectively. Their performance will be evaluated periodically to ensure they are meeting the expectations of the role.
- **Transition to Permanent Appointment:** The College will conduct a formal search process to fill the position permanently as soon as feasible. Interim appointees may be considered for the permanent position if they apply and are found to be the best qualified candidate through the established selection process.

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- **Communication:** The appointment of an interim appointee may be communicated to all relevant stakeholders, including staff, faculty, students, and external partners, to ensure transparency and continuity.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/recruitment-and-selection>

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OVERTIME WORK AND PAY

Number: B-28

Definitions:

- **Non-Exempt Employee:** An employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).
- **On Call:** When an employee is ready to go to work at any time if they are needed, especially if there is an emergency.
- **Overtime:** Time worked beyond the standard 40-hour work week.
- **Work Week:** A seven-day period beginning on Saturday and ending on Friday.
- **Work Week Definition:** The College defines its work week as a seven-day period starting on Saturday and ending on Friday.
- **Overtime Eligibility:** Non-exempt employees are eligible for overtime pay for hours worked over 40 in a work week.
- **Overtime Compensation:** Non-exempt employees will receive one and one-half times their regular pay rate for hours worked over 40 in a work week.
- **Holiday Work and Compensation:** If employees are required to work on an official holiday due to emergency reasons, they will receive their normal holiday pay plus additional pay for the hours they actually work. For departments that must remain operational during the College's official holidays, the department manager can require that employees take these holiday hours at another time during the same pay period.
- **Authorization of Overtime:** All overtime must be approved in advance by the employee's supervisor or department manager. Unauthorized overtime may result in disciplinary action.
- **Record Keeping:** Employees must accurately record all hours worked, including overtime hours. Electronic timekeeping systems must be used to ensure precise tracking of hours worked.
- **Emergencies and Operational Requirements:** In emergency situations or when operational requirements necessitate, employees may be required to work overtime, including on Holidays.
- **Enforcement:** Violations of overtime work and pay rules may result in corrective action, up to and including termination of employment. Employees who believe the overtime work and pay rules have been violated are encouraged to report their concerns to the Office of Human Resources or use the College's established grievance procedures.

Establish guidelines for the accrual and compensation of overtime for non-exempt employees. This guidelines ensures fair compensation for overtime work and compliance with applicable labor laws.

Applies to all non-exempt employees within the College. All overtime requests must be submitted and approved through Workday.

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Overtime may be due to either emergency or non-emergency circumstances. Non-exempt employees will receive one and one-half (1.5) times their regular rate of pay for any hours worked over 40 hours, in a weekly pay period. This includes permitted break times of fifteen minutes or less, but excludes time spent “on call” but not worked, meal periods, leave of absence, etc.

During weeks when there is a holiday or the employee takes a vacation day, the employee should count the actual hours they would normally have worked on the holiday or vacation day when determining whether or not overtime has occurred for that week.

When calculating hours worked for overtime purposes, employees who are required to work on an official holiday due to emergency reasons, will receive credit for the normal hours that they would have worked plus the hours they actually worked.

For departments that must be operational during the College’s official holidays, the department manager can require that the employee(s) take these days at another time during the same pay period.

This overtime rules aims to ensure fair compensation for non-exempt employees working beyond their regular hours and to maintain compliance with labor regulations, promoting a balanced and transparent working environment.

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COMPENSATORY TIME

Number: B-29

Compensatory time (Comp Time) is the practice of saving or holding extra hours worked in the same pay period to be exchanged for time off or paid at a later time. Payment of Comp Time is not permitted by law. All hours worked must be reported in the period they are worked and will be paid on the standard bi-weekly pay cycle. With supervisory approval, adjustments may be made to an employee's weekly work schedule to accommodate the need for time off and/or to make up hours missed.

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ON-CALL, CALL-BACK PAY

Number: B-30

An Employee not at work or on-call and called back for emergency service will receive compensation at the rate of time-and-one-half (1.5) of their base hourly rate. Guaranteed minimum pay for call back to a work site is three hours at 1.5 times the hourly rate. An employee who is on-call, but not called back for emergency repair will receive three hours pay at the regular rate per week of on-call duty.

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DEDUCTIONS FROM EXEMPT EMPLOYEES' SALARY

Number: B-31

Guilford College is committed to complying with the Fair Labor Standards Act, which limits deductions that can be made from the salary of exempt employees other than authorized deductions and mandatory federal and state payroll deductions. Exempt employees are paid on a salary basis, and may not have their pay reduced for variations in the quantity or quality of work performed. Employees who believe their pay has been improperly reduced should contact the Office of Human Resources.

Exempt employees routinely receive their full salary for any week they perform any work, without regards to the number of days or hours worked. Deductions from the pay of exempt employees is permissible in the following circumstances:

- Absences of one or more full days for personal reasons when the employee has exhausted all available paid time off or the employee has requested leave without pay.
- Absences of one or more full days due to sickness or disability when the employee has exhausted all paid leave benefits.
- Unpaid disciplinary suspensions of one or more full days in accordance with College policies.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family Medical Leave Act (FMLA).
- Deductions for the first and last week of employment, when only part of the week is worked by the employee.

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COMPENSATION

Number - B-32

It is the policy of the College to provide pay and benefits to all employee that are consistent with Guilford's values, competitive with our market, consistent with available fiscal resources, and with federal, state, and county laws and regulations.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/compensation>

Employee Compensation Program: https://www.guilford.edu/sites/default/files/2020-11/Guilford%20Compensation%20Program_V5_Approved%20May%202024%2C%202019-edit%20Nov20.pdf.

Section C

Benefits

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BENEFITS DEFINITIONS

Number: C-1

The availability of certain benefits to spouses, committed partners or dependent children may be affected by changes in circumstances or determined by certain policy, statutory or regulatory provisions. For this reason the definitions that follow should be reviewed to determine if certain benefits will or will not apply to the employee's situation.

- **Spouse:** One to whom the employee is legally married. In the event of legal separation or divorce, certain College benefits, e.g., health, dental and vision Insurance will no longer be available through the group plan to the individual who is not employed by the College. Dependent children are those children who are recognized by the IRS as dependents for tax reporting purposes. Dependent children must also meet the plan requirements for health, dental and vision Insurance coverage. These plans state age limitations and address full-time student status. Also, dependent children may be on their parent's insurance plan up to age 26 regardless of their marital status.
- **Committed Partners:** Two individuals who are:
 - Living together and declaring themselves responsible for one another's welfare to the same extent as spouses are responsible for each other's welfare.
 - Not related by blood closer than would permit marriage under state law.
 - Neither married to anyone else nor, whether currently or within the previous twelve months, declared domestic partners of anyone else.

In addition to the above, committed partners should submit documentation by meeting three out of four of the following conditions (the documentation needs to be uploaded into Workday):

- They must hold a joint mortgage, lease or rental agreement.
- The employee must designate the partner as primary beneficiary on the group life insurance plan and/or retirement plan.
- The partner of the employee must be designated in the employee's will as the primary beneficiary of the employee.
- The partners must jointly own a bank account, credit card or a car.

Committed partners will have available to them all of these benefits: health and dental insurance; dependent life insurance; family leave spouse/partner benefit for serious illness of the partner; tuition remission for the partner who is pursuing his/her initial undergraduate degree.

In the event of a termination of a marriage or a committed relationship, it will be the employee's responsibility to inform the Office of Human Resources of that termination. The ex-spouse or committed partner who is not an employee of the College will no longer be entitled to any benefits of the College that he or she received prior to dissolution of the marriage/relationship.

- **Dependent Child:** A child until the end of the month of their 26th birthday, who is either:
 - The employee's biological child, stepchild, legally adopted child (or child placed with the employee and/or spouse or domestic partner for adoption), foster child.

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- A child for whom legal guardianship has been awarded to the employee and/or spouse or domestic partner.
- A child whom the employee and/or spouse or domestic partner has been court-ordered to provide coverage. The spouse or children of a dependent child are not considered dependents.

Per the Department of Labor, the Affordable Care Act requires plans and issuers that offer dependent child coverage to make the coverage available until a child reaches the age of 26. Both married and unmarried children qualify for this coverage. This rule applies to all plans in individual market and to all employer plans.

Change in Status:

- Generally, you may enroll in the plan, or make changes to your benefits when you are first eligible. However, you can make changes or enroll during the plan year if you experience a change in status. As with a new enrollee, you must submit your paperwork within 30 days of the change or you will be considered a late enrollee. Examples of change in status:
 - You get married, divorced, or legally separated;
 - You have a baby or adopt a child or foster child;
 - You or your spouse takes an unpaid leave of absence;
 - Your or your spouse has a change in employment status;
 - Your spouse dies;
 - You become eligible for or lose Medicaid/Medicare coverage; or
 - Significant increase or decrease in plan benefits or cost.

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INSURANCE BENEFITS

Number: C-2

Medical Insurance: The College provides medical insurance for full-time staff who work thirty hours (30) or more a week on a regular basis or are considered full-time faculty and their dependents. Employees and the College share in the cost and premiums are reviewed each year.

Coverage begins following thirty (30) days of full-time service, provided the employee is actively employed on that date and has completed the necessary steps in Workday. If you miss the 30 day enrollment period, the employee will have to wait for open enrollment.

HealthJoy: HealthJoy is the free, virtual access point for all your healthcare navigation and employee benefits needs. HealthJoy provides 24/7 access to a dedicated healthcare concierge team, telemedicine visits, and care navigation tools.

HealthJoy helps Guilford employees locate in-network doctors, find extra savings on prescriptions and spot errors in medical bills. It is a mobile app and it connects employees and their families with the right benefits at the right moment.

For more information, download the HealthJoy App or call 877.500.3212.

The employee can review their benefits coverage in Workday.

Wellness Insurance offers discounted employee medical premiums to employees and covered spouses/committed partners who receive a routine physical with applicable lab work. Proof of the physical exam must be submitted to the Office of Human Resources or entered into Workday to receive the benefit. Wellness eligibility is updated once per year at open enrollment for the upcoming plan year.

Reimbursement Accounts: Full-time employees are eligible to participate in health care and dependent care reimbursement accounts that allow the employee to pay for certain eligible expenses with pre-tax dollars, thus eliminating federal and state income taxes and social security tax on their expenses. The amounts in each account must be decided at the beginning of each plan year and elections cannot be changed during the year except in certain circumstances prescribed by law. For further details, consult the Office of Human Resources.

Dental Insurance: The College provides dental coverage for full-time employees (employees who work thirty hours (30) or more a week on a regular, continuing basis or are considered full-time Faculty). Premiums are reviewed each year. The College pays a portion of the premium for employee coverage under the core plan. Employees may choose between a core plan and a buy-up plan and can cover eligible dependents at an additional expense.

Coverage begins after thirty (30) days of full-time service, provided the employee is actively employed on that date and has completed the necessary enrollment form. If the employee is

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not at work on that date due to health reasons, then the employee will be eligible for dental insurance when they return to full-time employment.

Vision Plan: The College provides vision coverage, at the employee's expense, for full-time employees (employees who work thirty (30) or more hours a week on a regular, continuing basis or are considered full-time faculty). Coverage begins after thirty (30) days of full-time service, provided the employee is actively employed on that date and has completed the necessary enrollment form.

Group Short-Term Disability Insurance: Guilford College provides short-term disability insurance protection for all employees classified as full-time, regular employees and who work a minimum of thirty (30) hours a week on a regular and continuing basis. There is a one-year waiting period from the date that full-time employment begins for short-term disability coverage to be effective. In order to be covered under the plan, the employee must be actively employed at Guilford College on the day that they are to become eligible for coverage. This is no cost to the employee for this coverage. FMLA paperwork and documentation must be provided before short-term disability is approved.

Short-term disability coverage will begin after the employee has exhausted all of his or her accrued emergency leave. Exception: If the employee notifies the Office of Human Resources in writing before the beginning of the short-term disability period, they may choose to preserve up to three (3) days of emergency time. The College will pay 80% of the regular base pay of an employee to a maximum of \$5000.00 per month for up to 180 days of disability. Once the maximum coverage period has been reached, the College's obligation to pay short-term disability will terminate.

If the employee returns to work on an abbreviated schedule (less than 80%), they will still receive at least 80% of their base pay regardless of the number of hours he/she actually works, up to the maximum 180 days.

If an employee returns to work on their regular schedule for over three (3) continuous months and then goes out on disability again for the same medical condition or illness, a new short-term disability period begins. Otherwise, the condition is considered an extension of the previous disability period.

The other benefits of employees who are out of work due to short-term disability will continue during the period in which they are covered under the short-term disability plan. The College will continue to provide employee health and dental premiums at the rates currently in effect during the period of the disability. Employer paid retirement contributions will continue, as well.

In order to be covered under the short-term disability plan, the employee must request from their physician a letter to be sent to the Office of Human Resources. The letter should contain the following information:

- A brief description of the nature of the disability and when the disability began.
- A statement as to the approximate length of the disability, if known.

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The College reserves the right to request additional opinions from other physicians of its own choosing regarding the employee's claimed disability before the short-term disability coverage begins.

An employee who is returning to work after short-term disability must present a letter from their physician releasing the employee to return to work. This release to return to work should also list any work restrictions that may apply to the individual on their return. If the College cannot accommodate the work restrictions, the employee may not be able to return to work until the restrictions have changed.

Group Long-Term Disability Insurance: Partial salary continuation during long-term total disability is provided for all employees classified as regular, full-time and who have completed twelve (12) months of continuing full-time employment with the College.

An employee must be actively employed on the day they become eligible. Long-term disability insurance will provide monthly income benefits – including any income from social security, worker's compensation, unemployment insurance, or other source arising out of said disability – equal to 60% of the employee's former, regular monthly salary up to a maximum of \$7500.00. Employees who have exhausted short-term disability will need to provide adequate documentation to apply for long-term disability. Further details regarding total disability coverage are available from the Office of Human Resources. A new employee has the option to purchase Voluntary Long-Term Disability Insurance within the first 12-months of employment.

Group Life Insurance: The College provides, at its own expense, term life insurance for all employees classified as full-time or those who are working a minimum of thirty (30) hours a week on a regular basis. Part-time faculty and part-time staff are not covered. Life insurance coverage begins after thirty (30) days of employment, provided the employee is considered to be actively employed on that date.

The Benefit amount is equal to the yearly base salary of the employee, rounded up to the next \$1000.00. A double indemnity clause is included for accidental death and dismemberment. The employee's insurance coverage amount is re-calculated each time the employee's salary changes.

Upon the death of an insured employee, the current life insurance carrier will pay to the designated beneficiary(s) the current life benefit of the deceased employee. Also, in the event of the death of the employee, the College will pay salary and fringe benefits for the calendar month that the death occurs.

Please contact the Office of Human Resources for further information regarding optional life insurance.

Taxation of Health, Dental and Life Premiums: The employee's portion of the premium cost for health, dental and life Insurance under \$50,000.00 is paid with pre-tax dollars. This means that an employee will not pay federal or state income taxes or social security (FICA) tax on

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these premiums, thereby reducing the taxes paid by the employee. In the case of committed partners who are not considered spouses under federal law, premium costs are taxable.

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TUITION REMISSION

Number: C-3

Revision Date: January 2023

Tuition Remission: Tuition remission for graduate and undergraduate courses taken at Guilford College is granted to regular (non-temporary) full-time employees under the conditions listed below. Qualifying employees and their dependents who meet the normal admission requirements of the College will be eligible for tuition remission equal to the amount of tuition less any other grant(s) available through the Financial Aid Office (federal and state grants, institutional grants and scholarships, etc.). The benefit will not be reduced by scholarships from sources outside the College (ex: scholarships from high schools, service organizations, churches, etc.). Room and board charges, class and lab fees and other miscellaneous charges such as health insurance and activity fees are not covered by tuition remission. Additionally, textbooks and class supplies are not covered. Individuals receiving tuition remission are held to the same academic requirements as all other financial aid recipients. To continue receiving this benefit, the individual enrolled must maintain satisfactory academic progress as defined in the College Catalog.

Tuition Remission for Employees: Tuition Remission application forms are available in the Office of Human Resources. The completed form must be submitted by the first day of classes. Processing of the form will be coordinated with the Office of Student Financial Services. Employees who are classified as regular (non-temporary) full time (working 6 or more months in a calendar year on a regular and continuous basis (at least .8 FTE) and have been employed for six (6) months or longer may apply for and be granted tuition remission for two course per semester at Guilford College. Employees may either take the course on a for-credit basis or may audit the class on a space-available basis. Activity fees, books, laboratory fees and other related costs will be the responsibility of the employee.

It is expected that employees who participate in the tuition remission program will schedule their classes outside the regular work day if possible. If a class must be taken during the work day, it requires preapproval of the employee's supervisor. The supervisor will make an approval decision based on whether or not the work can be rescheduled and/or adjusted with other employees to assure appropriate staffing at all times. Employees taking courses during regular work hours will be expected to use their lunch hours for that purpose. No more than one hour per day is to be taken away from the office for this purpose. If a class period is longer than one hour, the employee will make arrangements with the manager to make up the additional time that must be missed.

All regular (non-temporary) full-time employees after six (6) months of continuous full-time employment may apply for tuition remission for two courses per semester as long as there are no current disciplinary actions.

Summer School sessions are eligible for the tuition remission program.

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10-month Full-time regular (non-temporary) employees other than faculty who work only during the academic year and have been with the College a minimum of six (6) months may participate in tuition remission program.

Eligible employees are entitled to 100% Tuition Remission as long as they maintain satisfactory academic progress as defined in the College catalog good academic standing policy. (2 courses per semester)

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/tuition-remission>

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RETIREMENT BENEFITS

Number: C-4

Definitions:

- **Social Security:** The mandatory Social Security Tax (FICA) deducted from an employee's paycheck is matched by the College.
- **Tax-Deferred Annuity Plan:** Employees cannot elect a tax deferred contribution plan with TIAA.
- **Defined Contribution Retirement Plan:** The College strongly encourages its employees to participate in the Guilford College Defined Contribution Retirement Plan.

All regular Employees who work a minimum of 1000 hours or more during a consecutive twelve (12) calendar month period commencing with the date of employment will be eligible for participation in the Guilford College Defined Contribution Retirement Plan after twelve (12) months of employment. Enrollment in the plan is automatic once an employee meets eligibility requirements. Guilford College will contribute 4% (calculated using the employee's base salary) to the plan for eligible employees. There is no additional contribution required from the employee in order to receive the College's contribution.

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OTHER BENEFITS AND RESOURCES

Number: C-5

Definitions:

- **Bryan Series:** Series of Educational and Cultural Presentation Events for students, faculty, staff and residents in the Guilford College and Greensboro area.

Employee Discounts: Employees and their family members are eligible for discounts at selected vendors. Membership fees can be payroll deducted and any up-front fees are waived.

College Housing: Refer to Housing Policy.

Tickets to College Events: All Employees are eligible to receive complimentary tickets to most Guilford College Intercollegiate Athletic Events and many other On-Campus Cultural Events including the Bryan Series.

Campus Dining Options: Guilford and its dining partner, Meriwether Godsey, offer a variety of dining options at three On-Campus locations, e.g., Founders Dining Hall, the Grill, and Rachel's Rose Cottage. Diverse menus allow the dining staff to provide meals to everyone, including faculty, staff and students, with special dietary needs and restrictions. Faculty and staff receive discounted meal pricing and can further reduce cost by signing up for a faculty/staff meal plan through the Office of Human Resources.

Bookstore: Located in the lower level of Founders Hall, the Guilford College bookstore carries textbooks for purchase or rent, apparel, supplies, technology and gifts. Faculty and staff receive a 10% discount on purchases (excluding food/beverage and textbooks).

Athletic Facilities and Events: Guilford's Athletic Complex includes the Armfield Athletic Center, home to our football, men's soccer, women's soccer, men's and women's lacrosse teams, and the physical education center, a \$4 million complex housing the Mary Ragsdale Fitness Area, locker room facilities, team rooms, dance/yoga/tai chi studio, outdoor sand volleyball and basketball courts and a fully equipped training room. Adjacent to the P.E. Center are tennis courts and the alumni gym.

Employees are able to use the fitness center, basketball and tennis courts and can attend all athletic games for free with their Quaker ID Card.

Guilford Farm: Guilford Farm is a learning laboratory that produces fresh, locally grown produce for the community in an economically viable framework. It's just one of many ways the College shows its commitment to the core value of sustainability.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/multimedia/videos/2017/05/farm-guilford-college-video>.

Section D

Paid Time Off and Leaves

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VACATION POLICY

Number: D-1

Vacation: All new full-time employees or those who move from a part-time status to full-time status will accrue ten (10) days of vacation based on a full year of employment. (For vacation accrual purposes, the year begins with hire date.) After five full years of service, all full time employees will receive fifteen (15) days of vacation. After ten full years of service, full-time employees will accrue twenty (20) days of vacation.

Employees who go from a part-time status to a full-time status will begin accruing vacation as a full-time employee when they begin full-time status.

Employees hired prior to January 1, 1996, and who are considered full-time but who work for a period of less than twelve months will receive prorated paid vacation time calculated by the number of months they work and the above criteria of years of service.

Employees who work a part-time, twelve-month schedule have their vacation allocation prorated as a percentage of the total vacation accrued by full-time employees.

Effective January 1, 2000, new employees who are hired full-time, or part-time, as ten month employees will not accrue vacation.

It is the policy of Guilford College to grant paid vacations to provide qualifying employees with periods of rest and recreation in recognition of services performed. Below are the key points of the policy:

1. Vacation Calculation:

- Vacation time is calculated from the anniversary date of employment.
- Vacation cannot be taken if not yet earned.
- Vacation time does not accrue during unpaid leaves of absence.

2. Notice Requirements:

- **Salaried Exempt Employees:** Must provide written notice four weeks in advance of the actual departure date.
- **Hourly Non-Exempt Employees:** Must provide written notice two weeks in advance of the actual departure date.

3. Resignation and Vacation Payout:

- Employees are expected to work their full notice.
- After six months of employment, employees who resign with proper notice will be eligible to be paid for their total days of unused, accumulated vacation.
- Employees who resign with less than proper notice will not be eligible for rehire and will not receive payment for accrued vacation.
- If the employee is separated from employment for cause forfeits any payment of accrued vacation time.

Example of Vacation Payout:

- **Employee A:**
 - **Anniversary Date:** February 1
 - **Employment Duration:** 1 years

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- **Vacation Accrued:** 10 days per year
- **Total Vacation Accrued:** 10 days
- **Proper Notice Not Given:** (only 1 week notice)
- **Last Day Worked:** March 31
- **Unused Vacation:** 7 days

Since the employee did not give proper notice, they will not receive a payout for the 7 unused vacation days and will not be eligible for rehire.

- **Employee B:**

- **Anniversary Date:** February 1
- **Employment Duration:** 1 years
- **Vacation Accrued:** 10 days per year
- **Total Vacation Accrued:** 10 days
- **Proper Notice Not Given:** Yes
- **Last Day Worked:** March 31
- **Unused Vacation:** 7 days

Since the employee did give the proper notice, they will receive a payout for the 7 unused vacation days and will be eligible for rehire.

By adhering to this policy, Guilford College ensures fair and consistent treatment of employees regarding vacation accrual and payouts, while maintaining operational efficiency. Guilford College reserves the right to refuse to approve vacation time if it will interfere with Guilford's operations.

Vacation days may accrue without any applicable maximum until December 31 of each calendar year. At that time, the maximum carryover into the next vacation accrual year will be the maximum amount of hours the employee was eligible to accrue in the previous fiscal year. The employee must either use or lose vacation days that have been accrued beyond the maximum carryover.

GUILFORD

COLLEGE

HOLIDAYS

Number: D-2

Definitions:

- **Pro-rata:** Distributed in proportion or in equal portions.

All individuals classified as full-time employees will have fifteen (15) holidays during the calendar year, they include:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving (two days)
- Winter Holidays (five days to be determined) by the President each year, including Christmas Eve through New Year's Day)
- Two floating holidays to be taken at any other time during the calendar year

Any of the floating days are to be scheduled with the supervisor's approval. New employees serving in initial 90-day probationary period will be paid for any holidays during which the College is officially closed. New employees hired between January 1 and June 30 will receive credit for one floating holiday. New employees hired July 1 and after will receive no floating holidays during the remainder of the calendar year.

Official holidays are to be taken when they occur and may not be taken at other times unless necessary to the operations of the department involved. For departments that must be operational during College defined official holidays, the department supervisor can require that the employee(s) take these days at another time during the same pay period. Regular part-time employees receive Holiday pay on a prorated basis.

Employees who because of work schedules have a regular day off that coincides with a holiday shall have an additional day off, during the same pay period, with pay during one of their normally scheduled workdays. Employees will not get paid for the holiday and an additional day.

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EMERGENCY LEAVE WITH PAY

Number: D-3

Definitions:

- **FTE:** Full-time Employee.

All non-Faculty, full-time employees earn one day of emergency leave per month. Emergency leave may be accumulated up to a maximum of 36 days. It may be used for illness or injury that may prevent an employee from performing his or her usual duties. It may also be used for:

- Medical appointments;
- Illness/death of a member of the employee's immediate family, e.g., spouse/partner, child/step child, parent/parent-in-law, sibling, grandparent/grandparent-in-law, grandchild. This provision may be extended to additional family members subject to the approval of the manager and/or the Director of Human Resources;
- Personal leave for emergency reasons;
- Court attendance;
- Inclement weather;
- Maternity leave;
- Up to six days may be taken for the birth, or adoption of a child, by the employee and/or spouse/partner.

Upon retirement or resignation from the College, or the termination of employment, no compensation will be provided by the College for accumulated emergency leave. Part-time employees (less than 1.0 FTE) are eligible for emergency leave and will receive prorated hours based on job FTE.

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ARMED FORCES LEAVE

Number: D-4

Definitions:

- **Period of Service:** The period beginning on the date in which a service member enters military service and ending in the date on which the service member is released from military service or dies while in military service.

An employee who returns from service in the armed forces of the United States will be re-employed in accordance with federal law in effect at that time. An employee who is a member of a military reserve unit or a member of the national guard of North Carolina, and who attends a regular military training Camp will be given necessary time off to attend. Accrued vacation time will not be affected in any way because reserve training.

Full-time employees of Guilford College who are called up for military service under federal or state law (which necessitates their immediate departure from the Campus but who do not intend to separate from employment with the College) are granted the following privileges:

- The position occupied by the employee will be held for that person's return immediately following the period of service.
- For the pay period (semi-monthly or monthly) in which the call-up occurs, normal pay and benefits will be paid by the College.
- If the individual chooses, certain benefits provided by the College may be continued while in service, with the employee paying the cost of these benefits. Arrangements should be made through the Office of Human Resources.
- Should the person return during a pay period, pay and benefits, as appropriate, will be pro-rated within that pay period based on the actual date of return.

If an employee is called to active-duty military service, the College will afford all re-employment rights, compensation and benefits provided for by the uniformed services employment and rights acts of 1994, (USERRA) and other applicable federal or state law.

An employee who is on leave for the annual two-week reserve training will receive from the College a reduction of his or her base salary for that period. The reduction in pay will be only for the amount that the reservist receives in pay for completion of his or her reserve training.

Department managers have authority to grant a leave of absence to an employee to allow them to attend an armed forces training camp for not more than two weeks, plus necessary travel time.

For leaves in excess of two weeks, excluding travel time, department managers must secure approval from the Provost or his or her designee before granting the leave.

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JURY DUTY

Number: D-5

Definitions:

- **Summons:** A form prepared by the plaintiff and issued by a court that informs the defendant that they are being sued or are required to appear in court. It may be served by a sheriff or other authorized person.

An individual summoned to jury duty will be paid their full salary and benefits for a maximum of two weeks while serving on the Jury. The employee will also be allowed to retain the jury duty pay he or she received while serving. The employee must provide to their supervisor a copy of the jury summons or a statement from the court that the individual has served on a jury. This documentation must be uploaded in Workday. Time away from the job or jury duty will not count against accrued vacation or emergency leave.

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ELECTION DAY TIME OFF FOR VOTING

Number: D-6

Any employee who is registered to vote and who is scheduled to work on any national or local election day during the hours the polls are open may be eligible to take a maximum of two hours of paid time off to allow time to vote. This provision is applicable for those individuals who would otherwise not have sufficient time to vote outside regular working hours.

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PERSONAL LEAVE WITHOUT PAY (STAFF)

Number: D-7

Personal leave without pay may be granted for a period of a minimum of five working days to a maximum to thirty (30) calendar days (per rolling calendar year). A written request with approval from the immediate supervisor and senior administrator, is required. This request must be submitted to the Director of Human Resources at least two weeks before the requested leave is to begin. During personal leave without pay, the employee must pay their benefits premiums and any other premiums which have normally been deducted from the employee's pay.

If the employee does not return after the approved personal leave without pay, you will be dismissed.

Faculty members should refer to the Faculty Handbook for this policy.

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FAMILY AND MEDICAL LEAVE ACT (FMLA) (Guilford College aligns with Federal Government Guidelines)

Number: D-8

Definitions:

- **Child:** A biological, adopted or foster child, stepchild, or under the FMLA, the child of a person having day-to-day care and financial responsibility for the child who is under age eighteen (18). Child includes a person eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability. For qualifying exigency leave or service member family leave, the child does not have to be a minor (under the age of eighteen (18) and can be of any age.
- **Chronic Condition:** A condition that lasts for a long period of time and places limitations on a person.
- **Exigency:** Urgency, demanding or requiring, emergency situation.
- **Family Medical Leave Act (FMLA):** Family Medical Leave Act provides certain Employees with up to twelve (12) weeks of unpaid, job-protected leave per year for specified family and medical reasons.
- **Incapable of Self-Care:** The child requires active assistance or supervision to provide daily self-care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities, e.g., care appropriately for one’s grooming and hygiene, bathing, dressing, eating, or instrumental activities, e.g., shopping, taking public transportation, maintaining a residence, etc.
- **Intermittent Leave:** Leave taken in separate blocks of time due to a single qualifying reason, rather than for one continuous period of time.
- **Next of Kin:** Nearest blood relative of that individual, other than the spouse (or partner), parent or child.
- **Parent:** A biological parent or an individual who provides or provided day-to-day care and financial support to the employee when the employee was a child. This includes foster parent, adoptive parent, step-parent, and legal guardian, but not parent-in-law.
- **Physical or Mental Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual.
- **Protected Leave:** A period of authorized and unpaid leave that an employee can take for medical reasons associated with themselves or an immediate family member.
- **Serious Health Condition:** Illness, injury, impairment or physical or mental condition that involves:
 - Inpatient care in a hospital, hospice or residential medical care facility.
 - A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
 - Treatment two or more times within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a health care provider, or
 - Treatment by a health care provider on a least one occasion which results in a regimen of continuing treatment under the supervision of a health

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care provider. The first (or only) visit must occur in person within seven (7) days of the first day of incapacity.

- Any incapacity due to pregnancy or for prenatal care.
 - Chronic condition requiring periodic treatment by or under the supervision of a health care provider that continues over an extended period of time and may cause an episodic rather than a continuing period of incapacity, e.g., asthma, diabetes, epilepsy, etc.
 - Permanent/long-term conditions requiring supervision for which treatment may not be effective, e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease.
 - Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) calendar days in the absence of medical intervention or treatment, e.g., cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).
- **Serious Injury or Illness:** In the case of a member of the armed forces, national guard or reserves, an injury or illness incurred by the member in the line of duty or active duty in the armed forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
 - **Spouse (or Partner):** A husband or wife, as defined or recognized under state law for purposes of marriage in the state where the employee resides.

To be eligible for FMLA Leave, you must be employed for at least twelve (12) months. In addition, in the 12 months immediately preceding the beginning of the leave, you must have worked at least 1250 hours to qualify for FMLA.

Types of Leave Available			
Leave Type/Details	Details	Non-Continuous Leave	Certification Process
Birth or Placement for Adoption or Foster Care	Family Leave is available to eligible employees for the birth of a child or placement of a child with the employee for purposes of adoption or foster care. Family leave must be completed within 12-months of the birth or placement.	Family leave may be taken intermittently	The need for leave must be documented by the employee's treating healthcare provider through the medical certification process or documented proof of placement of a child.
Serious Health Condition of Employee	If, as an eligible employee, you experience a serious health condition, as defined by federal law, you may take medical leave under this policy. A serious health condition	Medical leave may be taken all at once or, when medically necessary, or intermittently.	The need for leave must be documented by the employee's treating healthcare provider through the medical certification process.

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	<p>generally occurs when you:</p> <ul style="list-style-type: none"> ○ Receive inpatient care in a hospital, hospice or nursing home; ○ Suffer a period of incapacity accompanied by continuing outpatient treatment/care by a healthcare provider, or ○ Have a history of a chronic condition that may cause episodes of incapacity 		
<p>Fitness-for-Duty Statement</p>	<p>A Fitness-for duty statement will be required in order for the employee to return from a medical leave. Failure to provide the statement will result in a delay in returning to work. Documentation needs to come from the health care provider.</p>		
<p>Serious Health Condition of Immediate Family Member</p>	<p>If, as an eligible employee, you need family leave in order to care for your son, daughter, spouse (or partner) or parent who experiences a serious health condition, as defined by federal law, you may take medical leave under this policy.</p>	<p>The need for leave may be taken all at once or when medically necessary, or intermittently.</p>	<p>The need for leave must be documented by the employee's treating healthcare provider through the medical certification process.</p>
<p>Active Duty Because of Any Qualifying Exigency</p>	<p>If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse (or partner), son, daughter, or parent is on active duty, or has been notified that they will be called or ordered to active duty in the armed forces in support of a contingency operation, you may take</p>	<p>Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently.</p>	<p>The need for leave must be documented by certification in a form and in such a manner as the US Department of Labor and the Secretary of Defense prescribe.</p>

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	family leave under this policy.		
Service Member Family Leave	If, as an eligible employee, you need family leave to care for a covered service member who is your spouse (or partner), son, daughter, parent or next of kin and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retire list, for serious injury or illness incurred in the line of duty on active duty, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy.	Service member family leave may be taken all at once or, when medically necessary, intermittently.	The need for leave must be documented by the family member's treating healthcare provider through the medical certification process.

Notifying Guilford College of the Need for Family or Medical Leave: Generally, an application for leave must be completed for all leave taken under the Family Medical Leave Act Policy. The need to take non-emergency leave should generally be requested from the Office of Human Resources at least 30 days, or as soon as practical, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is the employee's responsibility to notify their manager and the Office of Human Resources of absences that may be covered by FMLA.

The employee must provide sufficient information regarding the reason for an absence for Guilford College to know that protection may exist under the FMLA Policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy.

Breastfeeding/Lactation Policy: <https://www.quilford.edu/policy/breastfeedinglactation>

Other Related Policies, Regulations, Statutes and Documents:
<https://www.quilford.edu/policy/family-and-medical-leave-fmla>

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PREGNANT WORKERS FAIRNESS ACT POLICY (Guilford College aligns with Federal Government Guidelines)

Number: D-9

Effective Date: June 30, 2024

Purpose: Guilford College recognizes the importance of supporting pregnant employees to ensure their well-being, safety, and continued contribution to the workplace. The Pregnant Workers Fairness Act Policy aims to provide reasonable accommodations, promote equality, and prevent discrimination against pregnant workers.

Scope: This policy applies to all Guilford College employees who are pregnant, have recently given birth, or have a related medical condition.

Definitions:

- **Non-Discrimination:** Guilford College prohibits discrimination against employees based on pregnancy, childbirth, or related medical conditions. All employment decisions, including hiring, promotion, termination, and compensation, shall be made without regard to an individual's pregnancy status.
- **Reasonable Accommodations:** Guilford College is committed to providing reasonable accommodations to pregnant employees to enable them to perform their job duties effectively. Reasonable accommodations may include, but are not limited to, modified work schedules, temporary transfers to less strenuous or hazardous positions, access to lactation facilities, and ergonomic adjustments.
- **Communication and Confidentiality:** Employees who require accommodations due to pregnancy or related conditions are encouraged to communicate their needs with their supervisor or the Office of Human Resources. All information regarding an employee's pregnancy or medical condition will be treated confidentially, in accordance with applicable laws and regulations.
- **Health and Safety:** Guilford College will ensure that pregnant employees are not exposed to workplace conditions that may jeopardize their health or the health of their unborn child. This includes providing necessary protective equipment, modifying job duties as needed, and offering access to prenatal care resources.
- **Training and Awareness:** Guilford College will provide training and education to supervisors, managers, and employees to raise awareness about the rights and responsibilities outlined in the Pregnant Workers Fairness Act Policy. This training will emphasize the importance of maintaining a supportive and inclusive work environment for pregnant individuals.
- **Compliance:** Guilford College will comply with all applicable federal, state, and local laws pertaining to pregnancy discrimination and accommodation, including the Pregnant Workers Fairness Act and Title VII of the Civil Rights Act of 1964.
- **Implementation:** This policy shall be disseminated to all employees through online employee handbooks, orientation programs, and other appropriate channels. Supervisors and managers will receive additional training on how to implement and uphold the provisions of this policy effectively.

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- **Review and Revision:** This policy will be reviewed periodically to ensure its effectiveness and compliance with evolving legal requirements and best practices. Any necessary revisions will be made in consultation with relevant stakeholders, including employees and legal counsel.
- **Conclusion:** Guilford College is committed to fostering an inclusive and supportive work environment where all employees, including pregnant individuals, are treated with dignity, respect, and fairness. By implementing the Pregnant Workers Fairness Act Policy, Guilford College reaffirms its dedication to promoting equality and protecting the rights of pregnant workers. Employees can request ADA (Americans with Disabilities Act) accommodations by sending an email to HR@guilford.edu.

Additional Information:

What You Should Know about the Pregnant Workers Fairness Act | U.S. Equal Employment Opportunity Commission (eoc.gov).

<https://www.eoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>

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ADMINISTRATIVE STAFF AND PROFESSIONAL LIBRARIAN STUDY LEAVE

Number: D-10

Administrative Staff and Professional Librarian Study Leave: Recognizing that Administrative Staff and Professional Librarians need periodic occasions for strengthening academic and professional resources that are essential to effective work, a policy of eligibility for study leaves has been established for these groups. Specifically, this includes the Professional Library Staff and the Professional Administrative Staff (exempt employees). The length of Leaves will depend on the required adjustment of responsibilities and the character of the Study Leave Proposal, but will not exceed the equivalent of one semester. Failure to return back on agreed upon date will result in Voluntary Termination.

Leave proposals may be considered following a minimum of six (6) years of full-time service to the College in a professional capacity. They are granted by the President, on the basis of written proposals submitted during the fall term of the academic year prior to leave requested. The proposals should be submitted to the department head by September 1ST, and to the senior administrator by September 10TH. The proposal should include:

- The time and duration of the requested leave;
- A description of the intended activities and their potential contribution to areas of professional importance and individual growth;
- A recommendation for coverage of the regular work assignments of the individual requesting the leave;
- At the end of the leave, a written evaluation of the progress of activities during the leave and copies of any writings or professional programs developed during the leave, shall be submitted to the senior administrator.

Administrative leaves are granted for a period equivalent to one semester with full compensation. Recipients will continue to be covered under the benefit plan to include continued accrual of emergency leave and vacation during the leave period.

Whenever possible, work allocations should be adjusted internally in order to sustain the activities and responsibilities of the person on leave. It is recognized that in some cases this will add an additional burden to colleagues with the College, but these individuals may be afforded the same opportunity at another time.

Leaves may be requested during the sixth (6) year and awarded in the seventh (7) year of continuous full-time service to the College in a professional capacity. After a study leave, another period of at least six (6) years must elapse before another leave can be taken.

Individuals granted study leaves are legally obligated to return to the College for at least twelve (12) months in a full-time capacity. Should the recipient choose to leave the college within one (1) year following the study leave, repayment of the monies will be required to include salary and benefits and other monies during the leave.

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SAGE (STEWARDSHIP ACTIONS BY GUILFORD EMPLOYEES) LEAVE

Number: D-11

SAGE Hours create a path for work-life balance and guided self-discovery/well-being for employees of Guilford College. It is intended to promote creativity and innovation on a personal and professional level.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/sage-hours>.

Section E

EMPLOYEE RECOGNITION AND DEVELOPMENT

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COMMUNITY SERVICE AWARD

Number: E-1

In a similar manner to the Excellence in Teaching Award for Faculty, an Award of up to \$1000 may be given on an annual basis to an individual other than faculty who has promoted Excellence in Service to the College Community.

Funding for this Award and the selection process is similar to the process that is defined in the faculty handbook. A selection committee representing the board of visitors, the past three winners, and the College Administration, chooses the recipients from nominations that are submitted by secret ballots from students, faculty and staff, using criteria, e.g., quality of work, capacity to challenge students, commitment to the total college program, campus community life, and the ability to develop good relationships with students.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/news/2022/01/2022-bruce-b-stewart-teaching-community-service-awards>.

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EMPLOYEE SERVICE AWARDS

Number: E-2

Each year Guilford College recognizes and honors staff who have reached certain service milestones. Awards are presented to employees in recognition for years of service beginning at five (5) years and at every five-year milestone beyond. In the fall, a special luncheon is held in their honor, if funding is available.

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PERFORMANCE MANAGEMENT

Number: E-3

At Guilford College, we believe that performance development should be a continuous cycle of measurement, feedback and development designed to result in the highest levels of excellence and to recognize, develop and reward top performers.

Annual Performance Reviews: Supervisors should complete a written annual performance appraisal for each direct report and to meet with each employee to discuss the review. This process is designed to encourage communication in the work place. The job description is used as the source document for evaluating and measuring effective performance.

Completed performance reviews must be submitted to the Office of Human Resources for inclusion in the employee's Workday file.

Job Descriptions: The work that is performed in a particular position may evolve and change over time. For this reason, managers are asked to review each job description on an annual basis to ensure that the description continues to describe the work to be accomplished in a particular position. Managers are asked to submit a job description with the annual performance appraisal for each employees.

If a position description is changed significantly, it may be necessary to reevaluation the responsibility level of the position and the corresponding salary range. The salary range for the position is consistent with the duties and responsibilities as described by the position description. The College participates in various local, regional and national surveys each year. The results of these surveys are used to determine both comparable positions and comparable ranges for positions.

Performance Improvement: If the supervisor determines that current employee performance requires improvement, the supervisor should discuss the performance deficiency with the employee and establish a remedy. Under most circumstances the action that is taken with the employee will begin with a verbal coaching session.

If the performance does not improve, the manager may decide to issue a formal, written counseling statement that will include the following information:

- A statement of the problem(s) regarding rules, policies, standards, practices, unsatisfactory performance, etc.
- A statement of prior discussions or warnings on the subject.
- A statement of the College policy or rule on the subject, if applicable.
- A summary of the corrective action to be taken to correct the problem.
- A statement of the consequences of the employee's failure to improve the performance or correct the behavior.

The employee is able to make a written statement in response to the counseling statement.

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In addition, the manager may choose to create a performance improvement plan to supplement the written counseling statement. Human Resources can provide additional information including sample plans and templates.

The written counseling statement or performance improvement plan should be reviewed with the Office of Human Resources and the senior administrator prior to discussions with the employee. The manager should then ensure that the employee understands the expectations.

An employee who has a written counseling statement on file or is on a performance improvement plan is ineligible to receive salary increases. Also, the employee may not apply for other positions on campus (unless the senior administrator and the director of Human Resources determine the other position could be a better fit for the employee). The manager will meet with the employee periodically to discuss the employee's progress towards meeting the expectations that have been set.

If these steps do not result in improved performance, further disciplinary action up to and including termination of employment may be taken.

Section F

COLLEGE WIDE COMMITTEES

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COMPENSATION AND BENEFITS COMMITTEE

Number: F-1

The compensation and benefits committee makes recommendations to the President and has the responsibility for evaluating all policies related to employee compensation and benefits and recommending changes, when appropriate.

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DIVERSITY AND INCLUSION COMMITTEE

Number: F-2

Guilford College is a diverse and accepting community of people from every corner of the country and world. As stated in our Core Values, we're welcoming of all cultures and beliefs. We also strive to create opportunities for people to share their views, ideas, and perspectives. Much of this is done through a variety of programs, initiatives, and events that raise diversity awareness both on and off campus.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/life/diversity>

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CONVOCATION AND CELEBRATIONS COMMITTEE

Number: F-3

The convocation and celebrations committee is responsible for logistics and organization of various Campus events connected to the academic program. The committee has the responsibility for planning the following events:

- May commencement
- July candidates for graduation reception
- December candidates for graduation reception
- Dean's list reception
- Opening convocation
- Spring awards convocation

In addition to these recurring events, the convocation and celebrations committee receives proposals for Campus theme years and is responsible for forming a theme year subcommittee if a theme year is approved by the committee and the senior staff. The commencement invited speaker subcommittee selects and invites the May commencement speaker. The subcommittee includes faculty, staff, students and alumni from outside the committee, as well as, assistance from several members of the convocation and celebrations committee. The committee budget is allocated to cover the costs of these events and is currently managed by the Dean of Student's Office.

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INSTITUTIONAL EFFECTIVENESS COMMITTEE

Number: F-4

The institutional effectiveness committee was formed to ensure that Guilford College can demonstrate effectiveness in working toward its strategic priorities in all facets of its work and to bring expertise, continuity, advice and accountability to the institutional effectiveness endeavor.

Other Related Policies, Regulations, Statutes and Documents:

[https://www.guilford.edu/search?q=institutional%20effectiveness%20committee.](https://www.guilford.edu/search?q=institutional%20effectiveness%20committee)

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RETIREMENT PLAN OVERSIGHT COMMITTEE

Number: F-5

The primary objective of the Retirement Plan Oversight Committee is to provide strategic oversight and governance for the organization, retirement plan, ensuring it operates efficiently, effectively, and in compliance with applicable laws and regulations. The Committee's responsibilities include:

- **Plan Administration:** Overseeing the administration of the retirement plan to ensure that it is managed in accordance with the plan's documents and regulatory requirements.
- **Fiduciary Responsibility:** Ensuring that the plan is managed with the highest standards of fiduciary responsibility, including acting in the best interest of plan participants and beneficiaries.
- **Investment Oversight:** Reviewing and approving the plan's investment options, performance, and associated fees, ensuring that investment choices are appropriate and aligned with the plan's objectives.
- **Compliance Monitoring:** Ensuring that the retirement plan adheres to all legal and regulatory requirements, including periodic audits and compliance reviews.
- **Participant Education:** Promoting and facilitating participant education and communication to enhance understanding and engagement with the retirement plan.
- **Plan Design and Enhancements:** Evaluation and recommending changes to the plan design to better meet the needs of participants, improve plan features, and ensure competitiveness.
- **Reporting and Documentation:** Ensuring accurate and timely reporting of plan performance, changes, and compliance status to relevant stakeholders.

By fulfilling these objectives, the Committee aims to support the long-term financial security and well-being of plan participants while safeguarding the organization's interests.

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POLICY COMMITTEE

Number: F-6

The Policy Committee was established by the President to create a central repository for all Guilford College policies, and to develop a system of best practices for developing and maintaining those policies. Additional information, including the Committee Charge, can be found on the Guilford College Policy Library website.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/college-policy-library#%23>.

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INSTITUTIONAL REVIEW BOARD

Number: F-7

Anyone conducting research involving human subjects has an ethical, as well as, a professional obligation to ensure the safety, protection and rights of participants. All research involving human participants that is conducted by Guilford College employees or students must be reviewed by the Institutional Review Board. No matter how seemingly benign, the proposed research project must be reviewed by the IRB before work begins.

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STAFF COUNCIL

Number: F-8

Purpose: The purpose of the Guilford Staff Council (GSC) and the creation of the All-Staff Meeting is:

- to help make Guilford College an excellent place to work;
- to formalize staff participation in creative and collaborative shared governance in support of the work of other committees whose outcomes include or affect staff members;
- to foster an environment of respect and fairness and to help build a meaningful culture of caring and collaboration by facilitating effective communication among staff and the College administration and faculty.

The council strives to promote visibility and appreciation of staff as valuable members of the Guilford College community and celebrate their impactful contributions to the community.

Section G

COLLEGE POLICIES AND PROCEDURES

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ALCOHOL AND DRUG POLICY STATEMENT

Number: G-1

Definitions:

- **Alcoholic Beverages:** Includes any beverage that may be legally sold and consumed and has an alcohol content in excess of three (3) percent by volume.
- **Drugs:** Refer to substances other than alcohol that are capable of altering an individual's mood, perception, pain level, or judgment.
- **Prescription Drugs:** Substances prescribed for the individual's consumption by a Licensed Medical Practitioner.
- **Illegal Drugs:** Any drug or controlled substance for the sale or consumption of which is illegal.

The drug-free schools and campuses regulations act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a drug and alcohol prevention program and has established policies and procedures to support the program.

Guilford College encourages an enlightened viewpoint toward alcohol, drug, and other dependencies as treatable behavioral and medical problems. However, the College also intends to provide an alcohol, smoke/vaping and drug-free, safe environment and expects all employees to report to work fit to do their jobs. Any employee who is unfit for work because they are under the influence of alcohol or drugs will be subject to certain appropriate disciplinary action by the College which may include rehabilitation programs, probation, or termination.

All new employees are given the College policy and procedure statement regarding drug and alcohol abuse among employees and are required to read that statement and acknowledge by their signatures that they have done so. All signed acknowledgements are retained in the personnel files of these individuals.

The use, possession, manufacture, sale, or transfer of illegal drugs or alcoholic beverages on College property, in college vehicles, or while engaged in College work or other official College activities is strictly forbidden. Being under the influence of drugs or alcohol while engaged in College work or other official College activities, while on College property or while in College vehicles also is prohibited.

The one exception to this policy relates to College-sponsored business and social functions where the use or possession of alcohol for a specified event has been authorized by the President or the Provost.

Employees who must possess and consume drugs prescribed by a doctor for medical purposes may be asked to submit a physician's statement that explicitly states that the use of the drug will not impair the individual from doing their work.

Employee's use of alcohol while conducting business away from Campus, attending a College-sponsored business or social functions away from Campus, or otherwise representing the

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College at outside functions is permitted only to the extent that it does not lead to impaired performance or inappropriate behavior; or endanger the safety of any individual, or violate applicable law.

The College considers alcoholism and drug addiction to be medical problems and treats them as such. Any employee may voluntarily seek help for a drug or alcohol problem from the Office of Human Resources. All such requests for information will be treated as confidential. Employees will be referred to appropriate counseling or medical facilities for assistance and may submit bills for payment in accordance with the employee health insurance plan. Employees seeking in-patient rehabilitation or intensive out-patient treatment may take College sick and/or disability leave to cover the treatment time away from the office.

In certain situations, the College may require medical evaluation and treatment of the employee as a condition of continuing employment if the employee's drug or alcohol problem is significant enough to be affecting his/her work performance or is creating a dangerous, intimidating or unprofessional work environment for others. In some cases, the College may require that the employee take a leave of absence from the College in order to seek treatment.

As with other types of medical leave, the College will require documentation from the physician or treatment center to support the employee's absence and will require a medical release when the employee returns to work.

In accordance with federal law and regulations governing the receipt of federal monies, an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Guilford College must notify the appropriate federal granting agency within ten (10) days after receiving notice from an Employee or otherwise receiving official notice of such a conviction. Within thirty (30) days of a conviction, the College will take appropriate personnel action regarding the employee, up to and including dismissal, or require such employee to participate satisfactorily in drug abuse or assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. In addition, when there is suspicion of illegal activity, repeated serious offenses or denial of violation on the part of the employee, the College will cooperate voluntarily with local law enforcement personnel who seek information concerning an employee's illegal involvement with drugs.

Guilford College has designated areas for smoking.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/alcohol-and-drugs>

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SMOKING ON CAMPUS

Number: G-2

Revision Date: October 9, 2018

Smoking on campus property is prohibited in any area that is not specifically designated as an approved smoking area.

Purpose/Reason for Policy: To promote the health and wellness of the Guilford College community by limiting smoking to specifically identified areas.

Scope/Covered Persons: All members of the Guilford College community and visitors to campus.

The Policy: Smoking is only permissible in designated approved smoking areas on campus.

In designated smoking areas where a smoking shelter such as a bench or picnic table is provided, the approved smoking area is within that shelter. Waste from smoking (cigarette butts) must be completely snuffed out and disposed of in appropriate waste or ash receptacles.

Compliance:

- Any smoking outside of the designated/permitted areas is considered a violation of College policy and subject to disciplinary action as outlined in the Faculty, Staff and Student Handbooks.
- Students found responsible for violating this policy will incur an automatic \$25.00 fine for either smoking or possession or use of the items listed above.

Approval Authority: College President

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/smoking-campus>

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BACKGROUND CHECKS

Number: G-3

Guilford College seeks to provide a safe and productive environment for faculty, staff, students and visitors. To accomplish this goal, the College performs background checks for all positions. The background checks may include but not limited to such reviews as:

- Criminal history
- Sex offender
- Credit checks
- Degree and employment verification
- Motor-vehicle license checks
- Financial checks

All background checks performed by outside agencies will conform to the fair credit reporting act. The College will conduct and utilize these background checks as they relate to the fitness for duty for a particular position, in accordance with law. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Falsification of application materials, including failure to disclose misdemeanor or felony convictions as required during the hiring process or during employment, is grounds for termination of employment or non-selection of a candidate. Background checks are administered by the Office of Human Resources through a third party.

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CONFIDENTIALITY OF INFORMATION AND PRIVACY PROTECTION

Number: G-4

Increasingly, confidential information about employees, students, and others reside in Guilford's information and business systems to assist with overall operations. Laws and regulations dealing with information and data privacy and security obligates employers and institutions of higher education to take affirmative steps to safeguard confidential information and deal with the risks of information security and privacy breaches.

The purpose of this policy is to inform employees, student workers, and volunteers of their duty to protect and safeguard all confidential information acquired during the course of employment, or service to the College. Guilford College considers personnel information to be highly sensitive and confidential, and it will not be disclosed to a third party absent a compelling legal need or the permission of the employee to do so. This policy applies to all faculty and staff, student workers and volunteers of Guilford College. Confidential information includes, but is not limited to:

- Any personally-identifiable student and parent records
- Financial records (including social security and credit card numbers)
- Health records
- Alumni and donor records (other than an individual's own personnel records)
- College financial data
- Computer passwords
- College proprietary information/data
- Any other information for which access, use, or disclosure is not authorized by: 1) federal, state or local law; or 2) College policy or operations.

The following Principles govern confidentiality at Guilford College:

- Documents and files (both electronic and hardcopy) containing confidential information are to be accessed, used, and disclosed only with explicit authorization and only on a need-to-know basis for either an employee's job functions or volunteer's service.
- All employees, student workers, and volunteers have a duty to use available physical, technological, and administrative safeguards, in accordance with College policies and procedures, to protect the security of all confidential information in whatever form or medium.
- Violation of this policy may result in disciplinary actions being taken against the responsible employee, student worker, or volunteer. Disciplinary actions may include, but is not limited to:
 - Suspension
 - Termination of employment, and/or
 - Possible criminal or civil prosecution under federal or state statutes.

Upon conclusion of an employee's employment or of a student worker or volunteer's service, or upon request of a supervisor, these individuals must return originals and copies of all

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documents and files (whether electronic or hardcopy) containing confidential information to the College and relinquish all further access to and use of such information

Faculty and staff who need to access, use or disclose personally identifiable student information in the course of their work duties should contact the College Registrar with questions about the laws governing the protection of student records.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/confidential-information>

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APPROPRIATE USE OF INFORMATION AND TECHNOLOGY RESOURCES

Number: G-5

Revision Date: November 28, 2022

Definitions:

- **Information and Technology Resources:** Information Technology and Services (ITS), Library and Learning Technologies, Quaker Archives and other Guilford College Information System resources include computers, mobile devices, networks, servers, software, online information systems, databases, eBooks and other academic online resources, audiovisual and streaming media, electronic communications and messaging systems, College social media accounts, other digital and analog information sources, and the means by which these resources are accessed.

Policy Statement: Guilford college upholds standards of good digital citizenship and stewardship through the use of technology and information resources in compliance with campus policies; applicable laws, rules and regulations; and in support of the mission, values, and operational stability of the institution.

Purpose/Reason for Policy: Information and technology resources are critical assets of Guilford College for fulfillment of its educational mission. It is essential that all members of the Guilford Community access and use these resources appropriately with understanding and respect for individual and collective rights and responsibilities. Policies governing access to these resources are made with the guiding principle that providing responsible, reliable, and ethical service to the Community as a whole is of the highest priority.

The Policy: Individual Responsibilities and Rights: Individuals must observe the following principles when accessing and using Guilford College information and technology resources:

- Be aware of the shared nature of the College's information and technology resources and your potential impact on the ability of others to use these resources effectively.
- Be mindful of the academic mission associated with these resources.
- Respect the college's identity and values in your use of electronic communications.
- Practice good citizenship in your compliance with local, state, and federal laws; as these laws apply to copyright and fair use, intellectual property, and the college's contractual and licensing obligations and related policies.
- Understand that Guilford College information systems and electronic resources exist to conduct College business. Although reasonable and limited personal use is not prohibited by this policy, such use must be in accordance with College policies and other applicable policies, laws, and regulations, and must not interfere with the educational mission of the college or the security and operational integrity of information and technology resources.

Roles and Responsibilities: All employees, students, affiliates, volunteers, guests and visitors have a duty to abide by the Information and Technology Resources Appropriate Use Policy and abide by all laws and regulations applicable to use of College information and technology resources. Information Technology Services and Library and Learning Technologies, with other

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campus offices as appropriate, will investigate suspected violations of this policy and take appropriate actions to address violations.

Compliance: Violation of this policy may result in disciplinary action being taken against the responsible employee, student worker, affiliate, volunteer, guest or visitor. After investigation, if it is found that an employee intentionally violated this policy, disciplinary action may be taken.

Disciplinary Action: Disciplinary action may include, but is not limited to, revocation of information system accounts and access privileges, access to College-owned technology assets and facilities, demotion, suspension, termination of employment, and/or possible criminal or civil prosecution under federal or state statutes.

Other related Policies, Regulations, Statutes and Documents:

- [Access to Student Records — FERPA](#)
- [College Telephones](#)
- [Confidential](#)
- [Digital Millennium Copyright Act \(DMCA\), the U.S. Copyright Act, and the Higher Education Opportunity Act \(HEOA\) Compliance](#)
- [Identity Theft Prevention](#)
- [Policy Violation Report Form: Appropriate Use of Information and Technology Resources](#)
- [Protection of Social Security Numbers](#)
- [Social Media](#)

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/appropriate-use-information-and-technology-resources>

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USE OF GUILFORD COLLEGE PROPERTY

Number: G-6

Use of College Property: Guilford College will provide its employees with the equipment, supplies and materials necessary for performance of their assigned jobs. Equipment, vehicles, tools, materials and supplies that belong to the College shall not be used or removed from College property except when used for College business.

Equipment assigned to employees shall be maintained and kept in good working condition by the employees. If it is found that the equipment is being abused or use in an unsafe manner, the employee will be subject to disciplinary action up to and including termination. If it is determined that the employee is negligent in the proper use or storage of tools, equipment, vehicles, materials or supplies, or if they are abused, misplaced or stolen, the employee may be required to repair or replace them and/or the employee will be subject to discipline up to and including termination.

Employees are required to return all College equipment upon separation from employment:

- Vehicles
- Supplies
- Material
- Keys
- Uniforms
- ID Cards
- Purchasing Cards
- Other College-owned Property

Failure to return College property may result in a charge to the employee which may be deducted from any final payment due to the employee. In addition, employees who fail to return property upon separation from employment will not receive payment of accrued leave.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/use-college-property>

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CONFLICT OF INTEREST – EMPLOYEES

Number: G-7

Revision Date: December 11, 2019

Definitions:

- **Actual Conflict of Interest:** An actual conflict of interest exists were [1] an individual takes part in a decision in which he or she is unlikely to remain impartial or maintain objectivity in choosing between the interests of the College and their own economic or other personal interests, [2] an employee uses their authority as a College employee for personal gain, or [3] an employee's efforts on behalf of a competing entity runs counter to that employee's role as a Guilford employee.
- **Potential or Perceived Conflict of Interest:** A potential or perceived conflict of interest is a circumstance that appears to a reasonable observer to be improper, whether or not such a circumstance is an actual violation of policy or law.

All members of the Guilford College community share a responsibility to serve as stewards of the resources and traditions of the College. Therefore, consistent with our values and legal obligations, the College requires all employees to perform their duties in good faith, with reasonable care, and in the best interests of the College. To that end, employees must not allow personal affiliations or interests to interfere with decisions they may make, or have influence over, regarding the business and operations of the College, to use their authority as a College employee for personal gain at the expense of the College, or to engage in outside activities that directly compete with the College.

Procedures: Employees should promptly notify the appropriate Cabinet member in their area if any of the following apply, or appears to apply, so they together can determine whether or not there is a conflict that needs to be resolved:

- The employee is an executive officer, director, member of a governing body, partner, or owner of any non-profit or for-profit organization or company.
- The employee has a financial interest in an organization or company with which the College is contemplating a transaction or business relationship or has a business relationship, assuming the employee is aware of the transaction or business relationship. This includes a financial interest in any organization or company that serves as, or is being considered to serve as, a vendor, supplier, or contractor to the College.
- The employee stands to gain financially or in other substantial ways as a result of a decision they are authorized to make on behalf of the College by virtue of their role at the College.
- The employee is employed or volunteers in a specific capacity that is in competition with the College.

Approval Authority: The Guilford College President.

Responsible Office: Meredith Summers, Chief of Staff & BOT Secretary, 336.316.2131, summersm@guilford.edu.

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Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/conflict-interest-employees>

<https://www.guilford.edu/policy/employment-relatives>

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DESTRUCTION OF RECORDS CONTAINING SOCIAL SECURITY NUMBERS

Number: G-8

Definitions:

- **Electronic Record:** Records created or stored by electronic means, including but not limited to, computer files and optically scanned files on tapes, disks, cd-roms or internal memory.
- **Erasure:** To remove electronic information so that it cannot be retrieved from the media that the information was stored on.
- **Shredding:** A means of destroying paper records by mechanical cutting.

These policies are needed to curb the growing problem of identity theft. Identity theft occurs when a criminal uses another person's personal information to take on that person's identity. The intent of these policies is to protect individuals from identity theft by eliminating unauthorized access to social security numbers in college records.

Purpose: All departments are obligated to protect social security numbers that may be contained in College records to prevent the misuse of personal information. Any College records, regardless of media, that contain social security numbers are to be destroyed in a manner that protects the confidentiality of the information. These records are to be destroyed, made undecipherable or erased so that the social security numbers are unreadable.

Procedures:

- **Paper Records:** There are several accepted methods to destroy paper records containing social security numbers. The acceptable methods of hardcopy records destruction are as follows:
 - **Shredding:** Shredding involves the use of a mechanical cutter to cut the paper so that it is unreadable.
 - **Pulping:** Paper is macerated, mixed with water and turned into mash of paper fibers and liquids.
 - **Incineration:** Placing the paper into a furnace and destroying it completely by burning.
- **Electronic Records:** Unlike a paper record where you can visibly determine if the document is unreadable, electronic records require special handling to make the information unreadable. The decentralization of computer-based information also results in information being store on multiple computers, on back-up tapes and portable media. In addition to discrete electronic documents, social security numbers may also be contained as a field(s) in databases or other files. In such cases, the issue is removing the data contained within a field as well as the disposition of the entire file. Processes to protect and destroy social security numbers in electronic format and stored on information or record-keeping systems must be established.
 - **Security:** Access to information containing social security information must be restricted to those with a need to know or use. Security parameters of information systems must be established to restrict access to data to only the

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employees who legitimately work with this information. If the information system is connected to the Internet, it must be protected by a firewall, at a minimum and with encryption, secure socket layer (SSL) preferred.

- **Control:** Limit the number of places where social security numbers are stored in information system, and limit the locations within each system. Limit the amount of information that is retained on local computers; identify back-up tapes and what is done with them. If tapes, CDs, or other removable media are used to store information containing social security numbers, the removable media must be retained in a secure location.
- **Records Retention:** Determine if the social security numbers are required as part of the records series. If not, do not retain this data. Determine if the records are covered by a records retention schedule and that the retention schedules are being followed:
 - **Destruction:** When the records retention period has expired and the information needs to be destroyed, choose an appropriate method to protect the social security numbers.
 - **Files on a Personal Computer:** Requires that the information is not only deleted but also overwritten to prevent the information from being reconstructed. "Shredder" programs are available that overwrite the data with meaningless data multiple time to totally obliterate the original data.
 - **Back-up Tapes:** Requires that they be overwritten at the earliest possible time. These tapes should not be held longer than the retention period for the information retained on them.
 - **Floppy Disks, Tapes and other Magnetic Storage Devices:** The data on these should be overwritten to protect the social security numbers stored on them. These materials can be shredded in a shredder to insure that the information is totally destroyed. These devices may be exposed to a powerful magnetic field several time to disrupt the information stored on them or they could be incinerated. If magnetic media is used, the data must be reviewed to ensure that the social security numbers are not retrievable and unusable. If possible, they should be shredded.

When disposing of computers that contain social security numbers or other privacy-protected information, care should be taken to protect the information that was stored in them. The hard drives should be wiped clean and inspected to make sure no privacy protected data remains. It may be necessary to remove the hard drive and dispose of it separately. Alternatively, the system can be programmed to change all social security numbers to 999-99-9999 before deleting files to make the data useless even if the file is captured.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/protection-social-security-numbers>

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EMERGENCY OPERATIONS PLAN

Number: G-9

In the event of a natural, technological or human-related disaster, Guilford College has special procedures in place to address the needs of mitigation, preparedness and response and recovery management called the All-Hazard Emergency Operations Plan (EOP). This plan establishes policies, procedures and guidelines allowing Guilford to save lives, minimize injuries, protect property, preserve a functioning administration and maintain essential activities. Guidelines are in place to conduct effective and coordinated emergency operations on Campus and beyond.

Drills are conducted on Campus to ensure emergency preparedness. In an emergency, Guilford will attempt to communicate with the Community through numerous methods, including public postings, information hotlines and an emergency alert system integrating telephone, text messaging and email.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/news/2022/10/emergency-operations-plan-about-preparedness>.

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EQUIPMENT MAINTENANCE

Number: G-10

Maintenance work is normally scheduled based on on-line work orders. If the request is for new work, faculty and staff should submit a "Request for Maintenance Form (Work Order)" through the department chairperson or supervisor. If the request is for repairs, the Work Order Form should be sent directly through Campus Mail to Physical Facilities in the Maintenance Building. Telephone or data requests are communicated to the IT&S Help Desk in the Bauman Telecommunications Building. Emergency requests for maintenance, e.g., requests to avoid personal injury or damage to buildings or grounds, should be transmitted by telephone to the Physical Plant – x2900.

All College employees are expected to be concerned with the care of College equipment. Damage to equipment in any College building should be reported immediately to Maintenance.

For more information or to submit a Work Order: [Submit a Work Order](#) or [IT&S Help Ticket](#).

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DISCIPLINE PROCESS FOR GUILFORD COLLEGE

Number: G-11

The purpose of this discipline process is to maintain a productive, respectful, and compliant environment at Guilford College. This process outlines the steps to address employee misconduct or performance issues, ensuring fairness and consistency.

This process applies to all staff and administrators at Guilford College.

Guilford College is committed to addressing employee misconduct or performance issues promptly and fairly. The discipline process consists of three warning levels, followed by potential termination for repeated offenses or severe violations. Guilford College reserves the right to skip a warning level based on the severity of conduct in its discretion.

Discipline Levels:

1. Level 1: Verbal Written Warning:

- a. **Purpose:** To address minor misconduct or performance issues.
- b. **Procedure:**
 - i. The supervisor meets with the employee to discuss the issue and the failure to improve after the verbal warning.
 - ii. A documented verbal warning is issued by the supervisor and the Office of Human Resources, detailing the misconduct or performance issue, previous verbal warnings, and required improvements.
 - iii. The employee is given a specific timeframe to improve or correct the behavior.

2. Level 2: Written Warning:

- a. **Purpose:** To address on-going or more serious issues that were not resolved by a verbal warning.
- b. **Procedure:**
 - i. The supervisor meets with the employee to discuss the issue and the failure to improve after the verbal written warning.
 - ii. A formal written warning is issued by the supervisor and Office of Human Resources, detailing the misconduct or performance issue, previous verbal written warnings, and required improvements.
 - iii. The written warning is signed by both the supervisor and the employee, acknowledging receipt.
 - iv. The employee is given a specific timeframe to improve or correct the behavior.

3. Level 3: Final Written Warning:

- a. **Purpose:** To address continued or severe issues that were not resolved by previous warnings.
- b. **Procedure:**
 - i. No final warning until consultation takes place with the Office of Human Resources and the appropriate senior administrator.

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- ii. A final written warning is issued, clearly stating that failure to improve will result in termination.
- iii. The final written warning is signed by both the supervisor and the employee, acknowledging receipt.
- iv. The employee is given a last opportunity to improved or correct the behavior within a specified timeframe.

Documentation:

- All disciplinary actions, including verbal documentation, must be documented and retained in the employee's personnel file in the Office of Human Resources.
- Documentation should include the nature of the issue, actions taken, dates, and the employee's acknowledgment of receipt.

Employee Response:

- Employees have the right to provide a written response to the warning.
- A response must be submitted in writing to Human Resources within five business days of receiving the disciplinary action.

Confidentiality:

- All disciplinary actions will be handled with strict confidentiality to protect the privacy of all parties involved.
- Employees are expected to maintain confidentiality related the disciplinary process.

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GRIEVANCE PROCEDURE

Number: G-12

Guilford College wishes to provide the best possible working conditions for its employees. As part of its commitment to employees, the College encourages an open and frank atmosphere where any problem, complaint, suggestion, or question can be discussed fairly and without bias. The College shall provide a grievance process that resolves problems quickly and effectively.

A grievance exists when a regular staff employee is dissatisfied with an aspect of employment where the employee has no control and on which remedial action is desired. Dismissal, demotion, suspension without pay, and reduction in force cannot be grieved pursuant to this procedure.

If an employee feels unfairly treated or has a complaint, the employee should first discuss it with the immediate supervisor. It may be a case of misunderstanding, which can be straightened out by a discussion.

All employees have the right to present grievances to their supervisors or department heads and are assured freedom from discrimination, coercion, restraint or reprisal in presenting grievances.

Disciplinary action may be taken against any person found to have willfully falsified a grievance claim.

At each step of the grievance procedure the employee may be represented by another Guilford College employee of the employee's choosing. Neither the grievant, nor the person against whom the grievance is directed, may be represented at any stage of the grievance process by an attorney.

All references to work days should be to actual days worked at the normal work site by the person required to respond.

Grievances should be presented and advanced as follows:

- **Step 1:** An employee shall explain a grievance to their immediate supervisor, in writing. The written grievance will include the cause of the grievance and provide a suggested remedy. A grievance must be brought within fourteen (14) working days from the act causing the grievance unless a longer period of time is provided by law or written agreement. The supervisor, either alone or in collaboration with their supervisors, shall reach a decision or communicate it in writing to the employee within ten (10) working days of their receipt of the written grievance. Every effort should be made to settle grievances at this stage. If the grievance is against the employee's immediate supervisor, the employee may begin the grievance with the next level of supervision.
- **Step 2:** If the grievance is not settled at Step 1, the employee should advance a written grievance to the next level of supervision within five (5) working days. The supervisor should make a written reply to the employee's grievance within ten (10) working days.

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- **Step 3:** If the grievance is not settled at Step 3, the employee should advance the written appeal to the department head within five (5) working days. The department head should obtain the facts of the case up to this point from the department's file and may hold a conference with all the parties concerned. Within ten (10) working days of receipt of the appeal, the department head should notify the employee, the supervisor and the President or designee, of the decision, in writing.

Staff employees are encouraged to exhaust other administrative remedies, e.g., mediation, prior to setting in motion the procedures that involve establishing a grievance committee; however, this is not a requirement of the policy.

- **Step 4:** If the grievance is not settled in Step 3, a grievance committee will be established to consider and resolve the issue.

Grievance Committee: A grievance committee is an ad hoc committee chosen to hear just one case. The staff grievance committee will be an appointed committee of three regular members and an alternate. The senior officer for the division where the charged party works, with the advice of the Office of Human Resources, will have responsibility for appointing this committee. All grievance committee members must be full-time employees who have been with the College on a full-time basis for a minimum of five (5) years. At least one committee member must be from outside of the senior officer's division. The committee will be responsible for appointing its own chairperson.

Training in Conflict Resolution will be provided to each participant, if required. Committee member will be required to treat all proceedings as confidential and will observe the confidentiality of all documents and statements presented to it. Any violation of confidentiality should be deemed a breach of trust and professional ethics. Appropriate disciplinary action and removal from the committee will be immediate, should violation of confidentiality occur.

The grievance committee will consider the written grievance, all written responses to the grievance, any other relevant materials, and will interview the persons directly involved in the grievance. The committee will immediately seek to mediate and to resolve the issue to the satisfaction of those directly involved. The committee will report its findings within twenty (20) working days of appointment.

If mediation fails, the matter will be reported to the President. All relevant materials and a brief report by the grievance committee of its efforts to resolve the issue will be forwarded to the President or designee. The President or designee shall determine and set forth the College's position and any requisite action with respect to the grievance. The President or designee will respond, in writing, to those directly involved within (10) working days of receipt of the grievance from the chairperson of the grievance committee. The President's or designee's decision shall be final.

Any disposition, which is not appealed by the employee within the time allowed at each level, shall be considered settled and binding on the employee and the Institution. At any level, the employee and the appropriate supervisor may agree, in writing, that additional time is required

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after the grievance has been filled. A copy of this agreement must go to the Office of Human Resources, and they will keep official records of the progress of a grievance regarding specified time limits.

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HARASSMENT

Number: G-13

It is the intent of Guilford College to prevent discrimination affecting any job applicant, Employee or student, based on race, creed, color, religion, national or ethnic origin, gender, sexual orientation, age or disability. The College further intends for the environment of this community to be free of any intimidation or sexual or other discriminatory harassment of job applicants, employees or students. The College views discriminatory conduct as a very serious matter, and any employee or student who violates this policy will be subject to disciplinary action, up to and including dismissal, whether the conduct occurred on or off-campus.

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WORKPLACE BULLYING/INTIMIDATION

Number: G-14

Definitions:

- **Bullying:** Repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:
 - Threatening, humiliating or intimidating behaviors.
 - Work interference/sabotage that prevents work from getting done.
 - Verbal abuse, either in person or on-line.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.
- **Gesture Bullying:** Nonverbal gestures that can convey threatening messages.
- **Intimidation:** Inducing fear or a sense of inferiority into another person.
- **Physical Bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Verbal Bullying:** Slandering, ridiculing or maligning a person; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Workplace bullying leads to intimidation and the following examples may constitute or contribute to evidence of bullying and/or intimidation in the workplace:

- Negatively singling out of one person.
- Shouting or raising one's voice at an individual in public or private.
- Using obscene or intimidating gestures.
- Not allowing a person to speak or express themselves, e.g., ignoring or interrupting
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do their work, e.g., overloading, under loading, withholding information, setting deadlines that cannot be met.
- Taking credit for a co-worker's ideas.
- Deliberately excluding an individual or isolating them from work-related activities or meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or the individual's property, e.g., defacing or marking up.

Employees who feel they have experienced bullying or intimidation should report it to their supervisor, manager or the Office of Human Resources.

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SEXUAL HARRASSMENT

Number: G-15

Definitions:

- **Explicit:** Fully revealed or expressed without vagueness, implication or confusion, leaving no question as to the meaning or intent.
- **Implicit:** Implied though not directly expressed.

Sexual Harassment or other discriminatory harassment is prohibited by federal and state law. Sexual harassment is prohibited and could result in disciplinary action up to and including termination. Sexual Harassment of job applicants, employees or students at Guilford College is defined as unwelcome sexual advances, requests for sexual favors or other physical or verbal conduct of a sexual nature when:

1. Submission to sexual conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education.
2. Submission to or rejection of sexual conduct is used as a basis for academic or employment decisions or assessments affecting the individual.
3. Sexual conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, offensive or demeaning work or educational environment.
4. In third-party situations, the third party is offended by the conduct or communications that occur between others that a reasonable person would find offensive.

Individuals wishing to file a complaint about sexual harassment should refer to the Title IX policy.

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TYPES OF HARASSMENT

Number: G-16

There are two basic categories of sexual harassment, they are:

1. **Quid Pro Quo Harassment (This for that):** Any action in which submission to conduct of a sexual nature is made either explicitly or implicitly. A term or condition of an individual's education or employment, or in which submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that individual.
2. **Hostile Environment Harassment:** Any action, verbal expression, repeated or persistent or series of actions or expressions that is reasonably perceived as creating an intimidating, offensive, hostile, or demeaning educational, employment or living environment for a student, College employee, by focusing on that person's gender or sexual orientation. A hostile environment is one that interferes with an individual's ability to participate in all and any aspects of academic, professional, or residential Campus Life.

Prohibited acts of sexual or other discriminatory harassment may take a variety of forms. Sexual or discriminatory harassment can range from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct prohibited by this Policy includes, but are not limited to:

Verbal: Sexual advances or threats or intimidation for sexual relations or sexual contact that is not welcome:

- Sexually explicit derogatory statement or verbal abuse of a sexual nature, including graphic commentaries about a person's body
- Using sexually degrading words to describe an individual
- Propositions of a sexual nature
- Unwanted comments or inquiries about dating, marital status, sexual activities, or sexual orientation
- Patronizing remarks, e.g. little girl, boy, referring to an adult as "girl," "boy," "hunk," "doll," "honey," "sweetie," "women's work"
- Starting or spreading rumors
- Whistling, hooting, kissing noises

Visual:

- Gestures that are insulting or belittling
- Circulating or displaying written or pictorial material that is offensive or belittling (pictures, jokes, cartoons, posters, or reading material)
- Offensive manner of communication (leering, lewd gestures, body positioning – blocking a person's path, eye contact that is intimidating, ogling or staring at body parts, making facial expressions)
- Notes and letters of a personal nature that are sexist, degrading, intimidating, or offensive

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Physical:

- Unwanted physical contact, e.g. hugging, kissing, patting, stroking, pinching or grabbing, rubbing one's self around another person, brushing against a person
- Touching the person's clothing, hair or body
- Giving a massage around the neck or shoulders
- Revealing parts of the body in violation of common decency
- Persistent following (stalking)
- Persistently disrupting an individual's work, work space, or equipment, or interfering with his or her personal property
- Flirtation between a superior and subordinate which is disruptive to the work environment (See Policy on Consensual Relationships)
- Physically forcing sexual activity on someone including any form of assault or rape
- Physical violence or any means of intimidation to discourage employees from pursuing complaints including retaliatory acts based on an employee having filed a charge of harassment.

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CONSENSUAL RELATIONSHIPS

Number: G-17

Definitions:

- **Redress:** To correct or adjust.

Consensual sexual relationships outside of a marital or committed partnership are prohibited when they occur between individuals where one holds power or authority over the other in their respective roles.

Ignoring harassment does not make it go away. Any employee who believes that he or she has been the victim of sexual or other discriminatory harassment or who has witnessed such behavior has a duty to report the matter immediately. The College cannot take steps to solve the problem if they are not aware of it.

All complaints and related information will be investigated promptly. To the fullest extent practicable, the College will keep complaints and the nature of the resolution of complaints confidential. However, under the College's policies and procedures, such complaints may be subject to review by an appropriate hearing committee. Any form of retaliation against an employee who has in good faith complained about sexual or discriminatory harassment is strictly prohibited.

Any employee who believes that they have been the victim of sexual or discriminatory harassment should report the conduct to their supervisor or the appropriate person under the College's grievance procedure.

In cases involving faculty or professional staff members, any complaints regarding violations of these policies should be brought to the appropriate senior administrator, e.g., President, provost, Dean of Students, any cabinet member or Human Resources.

Other staff members who wish to seek redress may do so through the Office of Human Resources.

Cases involving students are brought to the dean of students (who may, if the case involves faculty members, refer it to the Provost. If it involves an administrator or staff person, the dean may refer it to the senior administrator or Office of Human Resources.) Students are encouraged to select an advocate for fellow students, faculty or staff if the advocate can be supportive to the student in the process.

If the complainant is not satisfied with the response to the complaint, they should report the problem to a higher level manager or administrator.

The charging party in a harassment complaint may withdraw their complaint if it is determined during the initial phase of the investigation that no harassment has occurred. In the event that the situation is not resolved during the process which is described above, the individual is entitled to file a formal complaint. A complaint filed against a student will be heard by the appropriate judicial board as is outlined in the Student Handbook.

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A complaint filed against a faculty member will be heard by an appointed committee composed of three faculty member and an alternate. The nominating committee of the faculty will have responsibility for appointing this committee on an as needed basis. All grievance committee members must be tenured faculty members, and they shall not serve on the clerk's committee or faculty affairs committee during the appointment. The committee will be responsible for appointing its own chairperson.

A complaint filed against a staff member other than faculty will be heard by a hearing committee composed of five (5) individuals appointed by the President or designee convened by the Office of Human Resources.

Parties involved in such hearings shall be entitled to bring with them a Guilford staff or faculty member to aid in the presentation and defense of their positions.

Documentation of matters involving alleged sexual or discriminatory harassment shall be maintained as follows:

- All records involving faculty members will be maintained in the Provost Office;
- All records involving professional or other staff will be maintained in the Office of Human Resources;
- All records involving students will be maintained in the Dean of Students Office.

Harassment or intimidation of job applicant, employees or students will result in disciplinary action which may include verbal or written warnings, probation, suspension or dismissal. The severity of the discipline will be determined by the seriousness of the incident.

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SOLICITATION

Number: G-18

Definitions:

- **External Parties:** Individuals or organizations not officially affiliated with Guilford College.
- **Internal Parties:** Faculty, staff, visitors and external organizations.
- **Solicitation:** Any attempt to promote, sell, or distribute products or services, or to gather information or contributions for any purpose.

Guilford College strictly prohibits unauthorized solicitation on campus. This includes, but is not limited to, the distribution of literature, canvassing, sales, fundraising activities, and recruitment efforts.

Internal Parties: All solicitation activities by internal parties must be approved in advance by the Office of Student Leadership and Engagement or Office of Human Resources. Approval activities must not disrupt academic activities, impede access to campus facilities, or interfere with the operations of the College. Solicitation is limited to designated areas on Campus as specified by the Office of Student Leadership and Engagement.

External Parties: External parties are not permitted to engage in solicitation on Campus under any circumstances without written authorization from the Office of Student Leadership and Engagement or the Office of Human Resources. Unauthorized external solicitation will result in immediate removal from Campus and potential banning from future access.

Enforcement: Internal parties who fail to follow this process may face disciplinary action, including but not limited to warnings, fines, suspension of privileges, or dismissal. External parties will be asked to leave Campus immediately and may be banned from future access.

Exceptions: Exceptions to this request may be granted on a case-by-case basis by the Office of Student Leadership and Engagement or Office of Human Resources. Requests for exceptions must be submitted in writing and include a detailed explanation of the need and purpose for the solicitation.

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NON-RETALIATION

Number: G-19

In the workplace, retaliation involves an intentional act on the part of a supervisor, employee or any member of the College community that amounts to mistreatment or that adversely affects an employee's employment, the employee has in good faith, reported an action that violates law, established policy, and/or acceptable employment behavior. Guilford College has no tolerance for acts of retaliation. If the College should learn of an incident of retaliation, immediate corrective action would be taken, up to and including termination of employment of anyone committing acts of retaliation.

Any employee who believes they have been the victim of retaliation should report any retaliatory conduct to the Office of Human Resources, as soon as possible.

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WORKERS COMPENSATION

Number: G-20

Guilford College is committed to maintaining a safe working environment for its employees but recognizes that on occasion employees may be injured in the course of their employment. If an employee is injured on the job, they may be entitled to workers compensation benefits.

If an employee is injured on the job, the following steps must be followed:

- The employee must report the job-related injury to the supervisor immediately or as soon as practical, regardless of the severity, including minor sprains and strains.
- The supervisor is responsible for working with Human Resources to arrange immediate medical treatment, investigating the incident, and completing and forwarding all pertinent documentation.
- Workers Compensation claims must be authorized by the Office of Human Resources.

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WHISTLEBLOWER PROTECTIONS

Number: G-21

The Policy: Members of the Guilford college community are expected to maintain ethical standards in the performance of their responsibilities. These standards are particularly critical in the business and financial operations of the College. To this end, the College conducts regular audits, and has established effective internal controls to detect and prevent or deter improper activity.

It is also important that members of the community are aware of the ways in which they can report conduct or suspected conduct that is illegal, fraudulent or in violation of College policies or procedures or ethical standards. Early identification and resolution of ethical issues that might arise is critical to maintaining sound business, including be not limited to sound financial practices.

Members of the College community are encouraged to come forward in good faith with reports or concerns about suspected violations of College policies, illegal practices, or unethical behavior. An individual who makes a report in good faith will be protected from retaliation of any kind. Any individual with a question about the propriety of any practice under the College's policies and procedures should seek guidance from their supervisor or the College official who has responsibility for overseeing compliance with the particular policy or procedure.

This policy does not protect individuals who make unsubstantiated, malicious, or false allegations of wrongful conduct, and it cannot be used to avoid employment or academic consequences that would otherwise occur.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/whistleblower-protections>

Section H

HEALTH/SAFETY AND ADVERSE WEATHER

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HEALTH AND SAFETY

Number: H-1

Guilford College is committed to the health and safety of its students, employees and visitors. It is essential that the entire Campus Community accept responsibility for developing and practicing safety awareness. Every employee is responsible for complying with College and Governmental Safety and Health Standards in the work area, using protective equipment and promptly reporting hazardous conditions and job-related injuries.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/health-and-safety-policy>

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INCIDENT REPORTING

Number: H-2

Employees should immediately report incidents and accidents on Campus, as well as, concerns about unsafe health, safety or environmental conditions to Public Safety and Office of Human Resources, as needed.

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WEATHER EMERGENCY/ADVERSE WEATHER

Number: H-3

It is the policy of Guilford College to cancel classes and close the campus when significantly adverse weather renders the conditions on and around the campus as unsafe.

Purpose/Reason for Policy: To provide policy guidance for weather-related emergency operations, detailing specific responses for all students, staff, and faculty of Guilford College.

Scope/Covered Persons: All faculty, staff, officers, and students of the College.

Definitions:

- **Adverse Weather:** Bad weather that could cause harm or damage, e.g., thunderstorms, tornadoes, floods, lightening, hail, damaging winds, winter weather.
- **Weather Emergency:** A change in local weather conditions disrupts the normal course of business and College activities. This can include sudden, dangerous winds, rain and other conditions related to tornadoes, hurricanes and other extreme weather events.
- **Winter Weather Emergency:** Heavy snow and/or ice make roadways and walkways on the campus impassable and employees and students are prevented from getting to, leaving, or traversing the campus in order to work or attend classes. This is over and above the occasional snow and ice typical of the winter months in the Greensboro area.
- **Essential Personnel:** Essential Personnel includes those responsible for aspects of the Residential Program that must continue to operate while students are in residence. Certain administrative functions may also be designated as essential. When the college is closed for weather emergencies, senior staff have designated specific essential personnel who must report for work. The offices are:
 - Public Safety
 - Maintenance
 - Housekeeping
 - Information Technology and Services (IT&S)

Policy Provisions: Guilford is a residential college and as long as students are in residence, the college will attempt to keep student services open.

Decision: In the event of a weather emergency, the Vice President and Provost will consult with the Director of Facilities and Campus Services and decide before 6:00 a.m. whether to:

- Delay or cancel day and/or evening classes;
- Delay opening of the College;
- Close the College before the end of the scheduled day; or
- Close the College for the entire day or an identified period of time

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Classes can be canceled for the entire institution only by the Vice President/Provost. Very rarely will daytime classes be canceled because of bad weather.

In the event of extreme situations, the President may declare a state of emergency and activate the Emergency Operations Plan (EOP) including Emergency Operations Center (EOC).

Timeframe:

- A delay/closing/cancellation decision for day classes will ordinarily be made by 6 a.m.
- A closing/cancellation decision for evening classes will ordinarily be made by 3 p.m.
- All delays/closings/cancellation decisions will be made by the Vice President and Provost and they will consult with the Director of Facilities and Campus Services.

Developing weather conditions may require that the decision and announcement be made later than the times indicated above.

If the College is closed, only essential personnel in open departments (detailed below) will need to report to work.

Developing weather conditions may require that the decision and announcement be made later than the times indicated above.

Notifications: Once a decision to delay opening or close the College and delay or cancel classes has been made:

- The Vice President and Provost will notify Communications and Marketing who will:
 - A text alert to every phone number listed in the College's Emergency Notification System (staff, faculty and students should keep emergency contact information up to date)
 - Commercial media will be alerted to notify the public
 - An announcement will be posted on the front of the College's Website
 - An announcement will be posted on the College's official social media platforms

Emergency contact information for students is stored in the College's data system according to the information provided by students at the beginning of the school year. To update student emergency contact information, or to sign up to receive emergency notifications, contact campuslife@guilford.edu. Faculty and staff emergency contact information should be updated in Workday.

Extreme Situations: In the event of extreme situations, the President will convene an Emergency Team, e.g., loss of heat or power on Campus.

- **The Core Team** (the Vice President or Director of the Following departments):
 - President
 - Vice President and Provost
 - Finance and Administration
 - Facilities and Campus Services

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- Enrollment and Campus Life
- Campus Life
- Public Safety
- College Relations
- IT&S
- Dining Services
- Student Involvement
- Safety Manager
- Human Resources

Commuting Students: If commuting students reasonably believe that safety considerations prevent attendance at classes that are not cancelled during adverse weather, they should refrain from undue risk and will receive an “excused absence.” Whenever possible, students should leave a message on voicemail for the relevant faculty person.

The procedures for adverse weather should be announced to the students at the beginning of the semester by the faculty member.

Pay Guidelines for Staff:

When the College is Closed:

- All employees will be compensated for the hours they would normally work during a weather emergency.
- If an employee is on vacation or has previously scheduled emergency leave during a weather emergency, any time off will be charged to their vacation or emergency leave as originally planned.
- Hourly-paid [Non-Exempt] staff who are required and have been approved to work overtime during a weather emergency will receive overtime pay in accordance with our standard practices.
- Hourly-paid [Non-Exempt] staff designated as Essential Personnel, who are properly authorized to work during a weather emergency closure, will receive additional pay for the hours working during the official closing.

When the College is Open:

- **Essential Personnel Overtime:** Employees who are required to work during a weather emergency will receive overtime pay according to normal practices (if the employee is eligible for overtime).
- **Non-Essential Personnel:** All other or non-essential employees will be granted leave with pay for the hours they would normally work during a weather emergency. All hourly-paid employees authorized to work will receive additional pay for hours worked during the College closing. When the institution remains open during adverse weather, employees who are unable to report to work may either:
 - Use earned vacation time or emergency leave;
 - Make up the time on other days with the same week, or:
 - Take leave without pay.

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It is important for these employees to coordinate closely with their direct supervisors in these situations.

Roles and Responsibilities:

The following pertains to various campus areas and departments once a decision to close the College has been made:

- **President's Cabinet:**
 - Designate specific Essential Personnel within their areas of responsibility who would be required to report for work when the College is closed.
 - Make individual determinations about requirements for personnel in their areas when they are not specifically assigned a role in this policy.
 - Make individual determinations about requirements for personnel in their areas when they are needed to serve students and the campus in unusual situations that cannot be addressed or anticipated within a policy.
- **Essential Personnel:** Essential personnel are required to report to work on their regular schedule, unless notified differently by their direct supervisor or manager within their department.
- **Staff who are not designed Essential Personnel:** Should not report for work until the closure is lifted.
- **Academic Affairs:** When the College; is closed while classes are in session:
 - **Faculty:** Classes will not meet and faculty should not report to Campus. Faculty should announce procedures regarding weather emergencies to students at the beginning of each semester.
 - **All Academic Support Offices (Academic Skills Center, International Center, Multicultural Affairs, Career and Community Learning, Registrar, etc.):** These departments will close. Hege Library (<https://www.guilford.edu/library>) may open on a full or limited bases as conditions permit, and will notify the campus of their status.
 - **Individual Classroom Instructors:** Even in situations when classes are not cancelled for the Campus, individual instructors are permitted to cancel their individual classes if they reasonably believe they are unable to come to Campus safely. In such cases, those faculty are responsible for notifying their students. It will normally be necessary to make arrangements to make up work missed on such occasions later in the term.
- **Life on Campus:** When the College is closed while students are on campus:
 - **Vice President/Provost:** Will communicate with the Director of Facilities and Director of Public Safety to ensure safe conditions for students in the residence halls and on Campus.
 - **Live-on Residential Staff:** All live-on staff will be present on Campus in the residence hall and considered on duty.
 - **Office of Student Leadership and Engagement:** Will coordinate on-campus programming and event with and for students.

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Dining Services: When the campus is closed, Dining Services (<http://guilforddining.com>) will operate on its weekend schedule. In the case of a delay in opening, Dining Services will operate on its regular schedule.

Public Safety: Public Safety (<https://www.guilford.edu/life/health-and-safety/public-safety>) will remain open at all times.

Individual Departments and/or Buildings: Neither Academic nor Administrative Departments may declare themselves closed on days when the College is open. Any decision to close a department or building will be made by the department manager only after consultation with their senior administrator and the Director of Public Safety, and only in extraordinary circumstances when there is an unusual work interference.

Certain departments must remain open, regardless of a work interference. It is the department manager's responsibility to plan and implement a program to assure that necessary coverage is always in place and that all employees within the department understand their roles in providing this coverage.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/weather-emergency>

[Emergency Operations Plan:](#)

https://drive.google.com/file/d/1fzHkR93SzXR8W5H_ZLN2pwLDINZCrn0H/view

[Study Abroad Emergency Operations Plan](#)

<https://guilford->

[sa.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=5A6559C6-5056-BA1F-73268E2462E71DF9&Link_ID=21582AE5-5056-BA1F-7368B2FE1D37BB5F](https://guilford-sa.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=5A6559C6-5056-BA1F-73268E2462E71DF9&Link_ID=21582AE5-5056-BA1F-7368B2FE1D37BB5F)

Approval Authority: Guilford College President

Responsible Office: The Director of Public Safety is the person responsible for administering and updating the policy.

Revision History:

- 05-24-2018: The Adverse Weather from Staff Handbook, December 2017 and the Weather Emergency Policy of 2014 were combined. The policy was reformatted to align with standard policy structure.
- 10-24-2018: Decision maker and notification procedures revised per Committee recommendations; Corrections made to position titles/office names.
- 10-24-2024 – Clarified terminology and removed names and replaced with departments.

Section I

Information Technology and Services

GUILFORD

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LIBRARY LENDING POLICIES

Number: I-1

Building Access:

[Building hours are available on our website.](#) **NOTE:** A current and valid Quaker Card is required for entry by holding the card up to the reader at the main or Commons Ground entrance to swipe in. **IMPORTANT: DO NOT swipe others in as you are entering or otherwise enable others to enter at either entrance, especially individuals you don't know.**

Borrowing Materials:

Current students, faculty, and staff may borrow books using their Quaker Card. You may come to the front information desk or use one of the self-check machines located on the Commons Ground or Second Floor. Borrowing information is available on our [guide here](#). All current students, faculty, and staff may also borrow materials in person from any of the [Triad Academic Library Association \(TALA\) libraries](#) and from libraries around the U.S. using the [Interlibrary Loan \(ILL\)](#) service. Please contact library@guilford.edu with any questions.

NOTE: for materials in the Quaker Archives:

Some books are available to check out but there are many more that require an appointment. See website at library.guilford.edu/archives or contact archives@guilford.edu for more information.

Finding & Accessing Materials:

To search the library catalog, please go to library.guilford.edu/homepage. A search box appears at the top of the page for searching the library catalog for books, articles, journals, and streaming video.

To access research databases, please use the [Library's AZ Database list](#) to access databases including streaming video. While off-campus you will be prompted to login with your network username and password. These are the same ones you use for campus Wi-Fi and Workday. Please see our [off-campus guide](#) for more information.

Technology Lending Services:

There are 6 PC laptops available in the laptop kiosk on the Commons Ground, which is accessible 24/7 to students. These machines may be used for 3 hours only within the building.

Library & Learning Technologies also has a limited number of long-term loan laptops for students in need. **NOTE:** Students must have a faculty member submit a request on their behalf, as it is not possible for students to make direct requests for long-term laptop loans.

Current students, faculty, and staff may request technology aside from laptops for checkout using [this request form](#). The form provides more information and detailed item descriptions.

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Reserving Spaces:

Please see this [guide on reserving spaces](#). The Glassed Conference Room on the Commons Ground can be booked directly by [using this link](#). Some spaces are only available to faculty, while other spaces require a faculty or staff sponsor to make requests on students' behalf.

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TECHNOLOGY AND MEDIA SERVICES

Number: I-2

The following equipment can be made available for special academic events and presentations; projector, upright screen, laptop, microphones, and amplified sound. Requests are handled through the ITS Help Desk ticketing system located at <https://itshelp.guilford.edu>. College-owned digital media is available through the Library and Learning Technologies Information Services Desk in the Hege Academic Commons (library@guilford.edu). For consultation on fair use and public performance, including new acquisitions, contact Discovery, Systems, and Digital Strategies Librarian (wadeej@guilford.edu/x2368). Sufficient lead time of up to one full business week may be required to accommodate your needs. For information on reserving spaces within the Hege Academic Commons, [consult this page](#).

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MEDIA POLICIES AND PRACTICES

Number: I-3

The News Media provides an important communication channel to the citizens of Greensboro, the region, state and nation. Public understanding and support of Guilford College's programs can be enhanced through the maintenance of good working relationships with the media and the provision of information in a cooperative, coordinated fashion.

Guilford's media policy and practices are based on a commitment to supplying information where the Media has a just and reasonable claim. Policies and practices take into account Guilford's status as a private, higher education institution and federal laws governing the release of information. With that in mind, there may be limitations to protect the rights of students or employees.

Contact with the Media: It is expected that direct contact between the College and the media will only be initiated by or through the Office of Communications and Marketing. Having a reliable "One-Stop Shop" fosters Media confidence in the Institution and ensures that the College speaks with "one voice," especially on sensitive issues.

Student contact information will not be released by the Office of Communication and Marketing without permission of the student. In most cases, staff will ask a student to return the media call. The College switchboard does not release student contact information.

Occasionally, there will be a need for the media to contact a member of administration, faculty or staff at home after regular business hours. The Office of Communications and Marketing will handle the media requests with appropriate sensitivity.

Crisis Communications: The College has established a separate crisis communications policy that is part of the Emergency Operation Plan.

The VP of Communications and Marketing is a member of the College's Crisis Management Leadership Team and is responsible for working with public safety, facilities and campus services and other offices to assess the situation and prepare the College response(s).

The Office of Communications and Marketing coordinates release of all information to the media and other internal and external constituents in the event of a major crisis.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/media-relations>

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PERSONNEL RECORDS

Number: I-4

The College respects the wishes of its employees to maintain the confidentiality of personnel matters. The College has the right to obtain certain confidential, work-related information about prospective and current employees. The College maintains a personnel file on each employee. This file is located in the Office of Human Resources and Workday contains all information relevant to his/her employment, including but not limited to, employment application, evaluations, leave records, pay, benefits, etc. Personnel records shall be maintained at all times in a confidential and secure manner and shall be released only in accordance with North Carolina Law.

The Provost Office will maintain files for all faculty members.

Effective 7/1/2023, all staff personnel records are maintained in Workday.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/personnel-records>

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EMPLOYEE ACCESS

Number: I-5

Employees may review their personnel files by appointment with a representative from the Office of Human Resources. No documents can be removed or added to the personnel file.

Employees can make notes from documents contained in the personnel file. If the employee disagrees with items contained in the file, then he or she may provide a written statement of the disagreement to the Office of Human Resources Representative.

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MANAGER ACCESS TO EMPLOYEE FILES

Number: I-6

Access to information about employees in College Files is restricted to those Administrators and Managers who have a legitimate need-to-know. Managers who are evaluating an employee for the purpose of promotion or transfer are authorized to review the files. The Legal Counsel of the College is permitted access to the records as authorized by the Director or Human Resources. New managers of departments may review the files of the employees in their departments. The senior administrator of each division has access to the files of all employees in that division. The President has access to all employee files.

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PERSONNEL RECORDS (PERSONAL DATA)

Number: I-7

It is the Employees responsibility to keep personnel data up-to-date and accurate since this information can affect benefit entitlements and other personnel actions.

Employees are expected to submit changes into Workday and supply proper documentation.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/personnel-records>

Section J

Rentals of College Facilities

GUILFORD

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RENTALS OF COLLEGE FACILITIES

Number: J-1

Definitions:

- **Denigrate:** To defame or say that someone or something is not good or important.

College Facilities can be rented to community groups or institutions for special events, through the facilities coordinator. The Special Events have to be consistent with fundamental testimonies of Guilford College and the Society of Friends, which includes:

- Concerns for the peaceful resolution of conflict;
- The integrity of individuals and the common humanity of all persons;
- Equal opportunity for women and men;
- Justice and equality among the races and nations of the world.

An implication of these testimonies is that the College will not make its facilities available to groups whose philosophies or activities discriminate on the basis of race, color, religion, age, sex, sexual orientation, disability, or national and ethnic origin, or denigrate the full respect of individuals.

Normally these principles will be interpreted by the facilities coordinator. In cases where there is uncertainty in the interpretation of these principles, the matter should be brought to the President or designee.

Other Related Policies, Regulations, Statutes and Documents:

<https://www.guilford.edu/policy/rental-college-facilities>

Section K

Telecommuting Policy

GUILFORD

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TELECOMMUTING POLICY FOR GUILFORD COLLEGE

Number: K-1

Definitions:

- **Remote:** Short-term work arrangement that allows an employee to temporarily work from an alternate location.
- **Telecommuting:** A work arrangement that allows employees to perform their job duties from a location other than the primary workplace.
- **Telecommuter:** An employee who has been approved to work remotely under this policy.

Approval Process:

- Employees must submit a formal Telecommuting Request to their immediate supervisor, outlining the proposed telecommuting schedule and how job duties will be managed remotely.
- Supervisors will review the request in consultation with Human Resources (HR) and make a recommendation.
- Final approval is subject to HR and Departmental Leadership.

Telecommuting Agreement: An official Telecommuting Agreement must be signed by the employee, the supervisor and the Office of Human Resources. The Agreement will detail the terms of the Telecommuting arrangement, including work hours, communication protocols, performance expectations, and duration of the arrangement.

Responsibilities:

- **Employee Responsibilities:**
 - Maintain regular work hours and be available during those times.
 - Meet performance expectations and deadlines.
 - Ensure a secure and safe work environment that protects College data and equipment.
 - Regularly communicate with supervisors and colleagues.
- **Supervisor Responsibilities:**
 - Clearly communicate performance expectations and provide regular feedback.
 - Facilitate regular check-ins to discuss work progress and address any issues.
 - Ensure that telecommuting arrangement does not hinder team collaboration or productivity.

Work Environment: Telecommuters must have access to reliable internet and necessary office equipment. Employees are responsible for the setup and maintenance of their remote workspace, ensuring it is conducive to productive work and complies with College Standards.

Data Security and Confidentiality: Employees must adhere to all college Policies regarding data security and confidentiality. Use of College-issued devices and secure connections (VPN) is required for accessing College systems and data.

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Compensation and Benefits: Telecommuting employees will retain the same compensation, benefits, and leave entitlements as they would if working on Campus. Overtime for non-exempt employees must be approved in advance by the Supervisor.

Performance and Evaluation: Regular performance evaluations will be conducted to ensure telecommuting employees meet job expectations. The telecommuting arrangement may be reviewed and adjusted based on performance and operational needs. Employees may also request to end the telecommuting arrangement, subject to approval by the Supervisor and HR. The employer can end the Telecommuting Agreement with notice.

Other Related Policies, Regulations, Statutes and Documents:
<https://www.guilford.edu/policy/telecommuting>

Section L

Leaving Guilford

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RESIGNATION OF EMPLOYMENT

Number: L-1

Upon resignation, proper notice for salaried, exempt employees requires a written notice, four (4) weeks in advance of the actual departure date. For hourly, non-exempt employees requires a written notice, two (2) weeks in advance of the actual departure date. The notice period and resignation date is based on actual time to be worked, or last day worked and does not include accrued vacation time. Employees are expected to work their full resignation notice and cannot take vacation during this period.

Any employee who resigns with less than proper notice will not be eligible for rehire and will not receive payment for accrued vacation.

Employees may initiate a resignation through their worker profile in Workday.

The general practice of the Office of Human Resources is to verify only dates of employment, title and salary if there is a written release signed by the employee.

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INVOLUNTARY TERMINATION

Number: L-2

Terminations are treated in a confidential, professional manner. This includes avoiding unnecessary disclosure of the details involved in each case and protecting confidentiality.

Immediate Termination:

- In cases of severe misconduct, gross negligence, or violation of College policies that pose a significant risk to the Institution or Individuals, immediate termination may be warranted without prior warnings.
- Examples of severe misconduct include, but are not limited to, theft, violence, harassment, fraud, insubordination, or breaches of confidentiality.
- Immediate termination requires the approval of the Office of Human Resources and the appropriate senior administrator.

A termination may occur immediately and without following the progressive discipline procedures outlined elsewhere in this Handbook depending on the severity of the problem – or it may occur after some or all of the progressive discipline process has been completed.

Examples of reasons for involuntary termination for cause include:

- **Gross Misconduct:** Theft or embezzlement of College property or funds.
- **Physical violence or threats of violence against colleagues, students, or other individuals on Campus:**
 - Sexual harassment or other forms of harassment that create a hostile work environment.
 - Fraud or falsification of records, including timekeeping and academic records.
- **Serious Violations of College Policies:**
 - Possession, use, or distribution of illegal substances on College premises.
 - Unauthorized possession of firearms or other weapons on Campus.
 - Severe breach of confidentiality, including unauthorized disclosure of sensitive or personal information.
 - Deliberate damage or sabotage of College property or equipment.
- **Legal Violations:**
 - Conviction of a crime that affects the employee's ability to perform their job or that brings disrepute to the College.
 - Engaging in illegal activities while on College premises or during working hours.
- **Severe Insubordination:**
 - Willful refusal to follow lawful and reasonable instructions from supervisors or management.
 - Disrespectful or abusive behavior towards supervisors, colleagues, or students.
- **Workplace Bullying/Intimidation**
- **Harassment**
- **Endangerment of Safety:**
 - Reckless behavior that endangers the safety and well-being of others.

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- Violations of safety protocols that result in or could result in serious harm or injury.
- **Ethical Violations:**
 - Plagiarism or academic dishonesty by employees in an academic setting.
 - Accepting or soliciting bribes or kickbacks in connection with College business.
- **Work Performance:** Misconduct during work performance to include the violation of College rules and policies:
 - Excessive absenteeism, tardiness or misuse of excused absences;
 - Destruction of company property;
 - Insubordination
 - Refusal to carry out work that has been assigned by the supervisor to the employee and is clearly a part of the position description, outright refusal to follow the College's established procedures, or verbal insults made to the manager or about the manager to other employees;
 - Dishonest or unethical conduct;
 - Endangering the health and safety of others;

This list is not all-inclusive.

No involuntary termination is final until such time as consultation takes place with the Director of Human Resources and the appropriate senior administrator and they may also consult the President before action is taken.

Employees who are immediately terminated for violations of College policies, which are listed above, forfeit and are not eligible for payment of accrued vacation.

Each of these examples represents behavior or actions that are typically grounds for immediate termination due to their severity and potential impact on the safety, integrity, and reputation of the College. It is important to note that immediate termination should always be carried out in accordance with due process, ensuring that the employee has an opportunity to respond to the allegations against him/her.

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REDUCTION IN FORCE

Number: L-3

A Reduction in Force (RIF) occurs when there are significant financial status and program changes, for greater efficiency with the College. The college will make all reasonable efforts, including transfers and reduced work hours for Employees, where feasible, to prevent reductions in the total work force. The College, however, retains the right at its sole discretion to reduce the work force, either temporarily or permanently, because of changes in financial status and program changes, or to improve efficiency. Reduction in Force guidelines include:

- Employees must be given at least two weeks' notice.
- The College will not subject regular Staff Employees to a Reduction in Force while there are temporary or probationary Employees engaged in similar work in the same Department.
- Reductions in Force must be conducted in a non-discriminatory manner, and should not be used as a substitute for disciplinary measures.

Steps to be considered when determining which employees shall be considered for Reduction in Force:

- Analyze the acquired knowledge, demonstrated skills, and versatility of Employees compared to the work to be done and available funding. Employees lacking the necessary skills and versatility should be considered for reduction first.
- Analyze the level of demonstrated work performance. Employees with a consistently low level of performance should be considered for reduction first.
- Look at the length of service of Employees and those with the fewest years of service should be considered for reduction first.
- Analyze the extent of required training needed to train an Employee to be fully productive in a different position. Employees requiring substantial training should be considered for reduction first.

Re-hiring of Employees terminated as a result of a Reduction in Force will be in reverse order of layoff when a similar job becomes available in their former Department within one year from the date of termination.

Employee terminated as a result of a Reduction in Force and re-hired within one year will be credited with:

- Previous service for the purpose of determining vacation leave accrual rates.
- Emergency leave hours accumulated prior to the reduction.
- Previous retirement plan eligibility and will be reinstated on the plan with no waiting period.

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To the extent possible, the College may assist terminated Employees in searching for other employment.

For one year, the college will maintain a list of terminated employees and they will be treated as internal applicants for any positions that become vacant.

A severance allowance will be provided to an employee affected by a reduction in force upon execution of a release agreement, as follows:

Length of Service	Amount of Severance
0-5 years of service	.5 months of pay
6-10 years of service	.75 months of pay
11-15 years of service	1 month of pay
16-20 years of service	1.25 months of pay
Over 20 years of service	1.5 months of pay

Termination Procedures: Employees must return property belonging to the College including but not limited to:

- Keys
- Quaker ID Card
- Laptop/IPAD
- P-Card
- College issued Mobile Phone

Employees should work with their supervisors to see that any College documents or data stored on personal or College computing equipment or cellular phones may be moved/stored, so that it will be accessible as needed for College operations and retention.

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TERMINATION PROCEDURES/EXIT INTERVIEWS

Number: L-4

Employees can complete Exit Surveys Workday. The Office of Human Resources may conduct Exit Interviews with employees when they leave the College. During the Exit Interview, the employee will return any College-owned property, e.g., Quaker Cards, Keys, Laptops, iPads and Purchasing Cards to the Office of Human Resources during their Exit Interview.

Employees are also informed about applicable benefits and conversion options for those Benefits.

Employees should work with their supervisors to see that any College documents or data stored on personal or College computing equipment or cellular phones may be moved/stored so that it will be accessible as needed for College operations and retention.

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CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986 (COBRA)

Number: L-5

Definitions:

- **Gross Misconduct in the Workplace:** Behavior that is illegal, unethical, or negligent, that seriously harms the company or its employees.

The Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides eligible employees and their qualified Dependents the opportunity to continue coverage under the College's health, dental, vision plans and flexible spending account (under some circumstances) when a departure from employment would normally result in loss of benefit. Enrollment may be continued up to 18, 29 or 36 months, depending on the qualifying event under federal law.

Per Federal Law, employees who are terminated for gross misconduct are not eligible for COBRA.

Section M

Alphabetized Appendix

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