

**TALLADEGA COLLEGE
PERSONNEL HANDBOOK
FOR
NON-FACULTY**



Talladega, Alabama 35160

TABLE OF CONTENTS

INTRODUCTORY STATEMENT.....

MISSION STATEMENT.....

GENERAL EMPLOYMENT INFORMATION.....

AT-WILL NATURE OF EMPLOYMENT.....

OPEN DOOR POLICY.....

EQUAL EMPLOYMENT.....

DISABILITY ACCOMMODATION.....

EMPLOYMENT CATEGORIES.....

INTRODUCTORY PERIOD.....

EMPLOYMENT OF RELATIVES.....

RESTRICTIONS ON OUTSIDE ACTIVITIES.....

CONFLICTS OF INTEREST.....

CONTACTS WITH OUTSIDE PARTIES.....

MANAGEMENT TEAM.....

GRIEVANCE PROCEDURE.....

EMPLOYEE BENEFITS.....

COBRA.....

GROUP INSURANCE.....

SOCIAL SECURITY.....

STATE UNEMPLOYMENT INSURANCE.....

WORKER'S COMPENSATION.....

CREDIT UNION.....

TUITION WAIVER.....

COURSE FEE WAIVER.....

HOURS OF WORK.....

- STANDARD OPERATING HOURS.....
- FLEXIBLE WORK HOURS.....
- INCLEMENT WEATHER.....
- LUNCH & REST PERIODS.....
- TIME RECORDS.....
- OVERTIME.....
- PAYROLL INFORMATION.....
- ILLNESS DURING WORK HOURS.....

TIME OFF (PAID AND UNPAID)

- HOLIDAYS.....
- VACATION LEAVE.....
- SICK LEAVE.....
- FAMILY AND MEDICAL LEAVE ACT.....
- SEMINAR LEAVE.....
- BEREAVEMENT LEAVE.....
- MILITARY LEAVE.....
- PERSONAL TIME-OFF.....
- JURY DUTY.....
- WITNESS DUTY.....
- VOTING.....

EMPLOYEE OBLIGATIONS.....

- STANDARD RULES OF CONDUCT.....
- CHANGES IN PERSONAL DATA.....
- CONFIDENTIALITY OF COLLEGE INFORMATION.....
- ANTI-HARASSMENT POLICY.....
- ALCOHOL AND DRUGS.....
- COLLEGE PROPERTY.....
- DRESS CODE.....
- HOUSEKEEPING.....
- INJURIES/SAFETY.....
- PARKING.....
- SMOKING.....
- TELEPHONE USAGE.....
- COMPUTER USAGE.....
- TRAVEL APPROVAL.....

EMPLOYMENT ACTION.....

PERFORMANCE REVIEW.....

PROMOTIONS AND TRANSFERS.....

DISCIPLINE.....

 Verbal Counseling.....

 Issue a Written Warning.....

 Suspension.....

 Involuntary Termination.....

RESIGNATION / TERMINATION / SEPARATION.....

EXIT INTERVIEWS.....

RE-EMPLOYMENT.....

JOB REFERENCES.....

APPENDIX.....

Talladega College Mission Statement

Talladega is a college where fostering leadership is a tradition. Since its founding in 1867, it has sought to instill in its graduates the values of morality, intellectual excellence and hard work.

The College seeks to nurture the whole person through close, personal relations between faculty and students and by providing experiences that develop a strong personal value system and a sense of responsibility to the local community and to the world.

Talladega College believes that an essential part of leadership is skill in communications. Thus, it places special emphasis on the ability to listen and to read critically, to write and to speak with clarity and to think analytically and strategically.

The College also emphasizes its historic achievements in the sciences and humanities, secure in the knowledge that all disciplines are illuminated by a broad-based grounding in the liberal arts. The College maintains its tradition of preparing students thoroughly – not only for the world of work – but also for advanced graduate education.

The College is also mindful that it is a part of a larger universe of nations, cultures, races and religions and seeks to instill an understanding and appreciation of those differences through its curriculum, and multicultural faculty.

Talladega College is dedicated to producing humane, well-rounded leaders who think independently, are secure in their sense of themselves, are open to intellectual growth and prompted to serve their community.

I. INTRODUCTORY STATEMENT

This manual and the policies contained herein represent employment practices of **TALLADEGA COLLEGE**, a non-profit educational institution existing under the laws of the state of Alabama (hereinafter referred to as “Talladega College” or the “College”). Its purpose is to provide current and incoming employees with a reference guide of the pertinent policies, procedures and benefits which are available or made available from time to time by the College. The College expressly reserves the right to revoke, change or supplement these policies at any time, depending upon the College’s analysis of its needs.

Neither of these nor any other policies are intended to serve as anything more than guidelines. Except for the arbitration provision set forth in the appendix of this manual, these policies do not represent and should not be construed as an employment contract or any aspect of an employment contract or a promise of employment, whether written or oral. Furthermore, no communication or representation whether written or oral by any company officer or employee should be deemed to represent an employment contract, or any aspect of an employment contract and no employment contract exists unless the President of the College expressly approves and authorizes such.

This information contained within this manual is highly confidential and should not be shared with anyone except College employee on a need-to-know basis. Also, this manual is the property of the College and must be returned by the employee upon voluntary or involuntary termination. You will be asked to sign for the manual you receive. This action acknowledges that you are aware of the policies contained therein.

II. GENERAL EMPLOYMENT INFORMATION

A. AT-WILL NATURE OF EMPLOYMENT

EMPLOYMENT WITH THE TALLADEGA COLLEGE ON AN AT-WILL BASIS. This means that the employment relationship may be terminated at any time by either Talladega College or the employee for any reason not expressly prohibited by law. Any oral or written statement by anyone, (except those in writing, signed by the President of the College and identified as an “Employment Agreement”) to the contrary is valid and should not be relied upon by any prospective or existing employee.

B. OPEN DOOR POLICY

Talladega College maintains an open-door policy which permits an employee to discuss problems and concerns with his or supervisor. If, in the opinion of the employee, the problem or concern has not been adequately addressed by the supervisor, or it would be inappropriate to raise the problem or concern with the supervisor, then it should be brought to the attention of the Human Resources Manger. If an employee has a problem that’s relates to their job, and particularly if the problem is in the nature of a complaint, the employee is strongly urged to contact his or her supervisor immediately. All complaints which reach the Human Resources Manger or the College Administration will be responded to in writing.

Moreover, the College recognizes that suggestions by employees can benefit each employee by making the College more efficient. Suggestions for the improvement of operation or procedures may be submitted to the appropriate member of the management team for evaluation.

C. EQUAL EMPLOYMENT

Talladega College is committed to the principle of equal employment opportunity. It is policy of the College to recruit, select, train, and promote the best qualified person for each job. It is also the College’s goal to administer any and all personnel actions, without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, or status as a qualified individual with a disability, in accordance with applicable laws.

The College will not tolerate any unlawful discrimination and any such conduct is prohibited. Moreover, the Talladega College will make reasonable accommodations

for qualified individuals with known disabilities unless doing so would result in undue hardship.

All employees, regardless of position or title, will be subject to severe discipline, up to and including discharge, should the College determine that an employee is engaged in unlawful discrimination or harassment. The College will promptly and thoroughly investigate the facts and circumstances of any reported incident.

D. DISABILITY ACCOMMODATION

Talladega College is committed to complying fully with the Americans with Disabilities Act (the “ADA”) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. All employment decisions are based on the merits of the situation in accordance with defined criteria—not the disability of the individual. Talladega College is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability.

Where a disabled individual makes known his or her disability, the College, by its managers, shall provide reasonable accommodations to the extent required by law, to enable such employee to perform the essential functions of his or her job and to enjoy the same benefits and privileges of employment as enjoyed by employees without disabilities.

E. EMPLOYMENT CATEGORIES

It is in intent of Talladega College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time nor does it obligate the College to provide the employee any set number of hours to work within a particular week. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and the College.

Each employee is designated as either **NON-EXEMPT** or **EXEMPT** from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. However, non-exempt employees are not to work any overtime unless they first obtain specific authorization or approval from the respective department head.

Exempt employees are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. This designation includes only salaried employees who are engaged in executive, administrative, professional or outside sales capacities as defined in the federal regulations implementing the Fair Labor Standards Act. If an employee is not an hourly paid employee, the College will advise the employee whether he or she is classified as “exempt” or “non-exempt.” An employee’s exempt or non-exempt classification may be changed only upon written notification by College management. In addition to the foregoing categories, each employee will belong to one other employment category:

FULL-YEAR EMPLOYEES are those employees who work twelve (12) months of the year.

PARTIAL-YEAR EMPLOYEES are those employees who normally work during the regular school year from August to May but who do not work the summer period when regular academic classes are not being held at the College.

REGULAR FULL-TIME EMPLOYEES are those who work a forty (40) hour workweek, have satisfactorily completed the Introductory Period, and are not otherwise temporary help. They are generally eligible to receive College-provided benefits, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY FULL-TIME EMPLOYEES are those who work forty (40) hours per week, but whose appointments have an expected termination date. Persons in this category are not eligible for College benefits.

REGULAR PART-TIME EMPLOYEES are those who work less than thirty (30) hours per week and may be eligible for select benefits.

TEMPORARY EMPLOYEES are those who work an irregular schedule and/or for a brief period of time and are not eligible for benefits.

INTRODUCTORY EMPLOYEES are those whose performance is being evaluated to determine whether further employment in a specific position or with the College is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. For more information, see the following policy entitled “Introductory Period.”

GRANT EMPLOYEES are those employees who may be employed on a full-time or a part-time basis but whose compensation is furnished completely or partially through a special grant of funds to the College. Upon the exhaustion of such grant funding, an employee's position may be eliminated or reduced from full-time to part-time depending upon the circumstances. Grant employees are encouraged to keep abreast of any special funding which may be associated with their positions with the College. Any questions or concerns should be directed to the Human Resources Manager.

F. INTRODUCTORY PERIOD

New employees are rehired employees of Talladega College will be required to serve an Introductory Period until they have completed ninety (90) days of service with the College. The Introductory Period is intended to give new and rehired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

The College uses this period to evaluate employee capabilities, work habits, and overall performance. Reasonable consideration and assistance will be given to help the employee succeed; however, either the employee or the College may end the employment relationship at any time during or after the Introductory Period, with or without cause or advance notice. Any significant absence will automatically extend an Introductory Period by the length of the absence.

If Talladega College determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Introductory Period may be extended for a specified period. Upon satisfactory completion of the Introductory Period, employees enter the "regular" employment classification. However, satisfactory completion of the Introductory Period does not affect in any way the "employment at-will" status of the employee. That is, the employee or the College may still end the relationship at any time with or without cause or advance notice.

During the Introduction Period, the new employee will not be eligible for any paid sick or personal leave or holiday pay. The new employee will be eligible to receive such benefits when he or she enters regular employment status with the College.

G. EMPLOYMENT OF RELATIVES

Talladega College does not permit the simultaneous employment of close relatives in a direct supervisory arrangement. For purposes of this policy, the term “close relatives” shall include the following: father, mother, son, and brother, daughter, sister, in-law relationships of the same degree, spouse, or persons living together who share a similarly close relationship. This rule will not be applied retroactively to result in the termination of any current employee who already has one of the above-described relationships with another employee as of the effective date of policy, except that no employee will be permitted to work under the direct or indirect supervision of, or within the same department as, any person with whom he or she has such a relationship.

H. RESTRICTIONS ON OUTSIDE ACTIVITIES

The activities of any employee, whether on or off the job, which in the judgment of Talladega College, may interfere with an employee’s proper performance or attendance on the job will not be tolerated. Within the limits prescribed by federal and state law, such activities may subject an employee to disciplinary procedures up to and including immediate termination. All employees must receive the approval of the Human Resources Manager before engaging in any activity which might be covered by this policy.

Certain activities obvious are not proper for employees include, but are not limited to: (1) the use of Talladega College’s time, facilities, or equipment to engage in another business or occupation; and (2) participating in any outside activity which results in lost time from work, causes distractions from work or unsatisfactory work performance or creates an appearance of a conflict of interest. For more information, see the “Conflict of Interest” policy.

I. CONFLICTS OF INTEREST

It is important to Talladega College that all employees observe high ethical standards and treat both our customers and fellow employees fairly. Employees must not allow personal or financial relationship with others or those people seeking business with Talladega College to interfere with the best interests of the College.

Giving or accepting gifts from persons with whom Talladega College conducts or may conduct business is unacceptable and is contrary to College policy. To protect you and Talladega College, every employee must understand the serious implications of accepting “gifts” from any individual or firm who supplies or wishes to supply materials or services to Talladega College. If a “gift” is offered to you, contact the Human Resources Manager for approval. Failure to do so could result in termination of your employment with Talladega College.

For purposes of this policy, the definition of a “gift” does not include anything of nominal value. While it is difficult to define “nominal” by means of a specific dollar amount, a common sense determination should dictate what would be considered lavish, extravagant, or frequent. By its own terms, a “nominal” amount is modest, small, or moderate. Additionally, the aggregate value of all gifts given during the previous twelve (12) months should also be of nominal value.

J. CONTACTS WITH OUTSIDE PARTIES

All inquiries from the news media, lawyers, and/or government representatives should be directed to the appropriate person. In the event that such an inquiry is made after regular business hours or on weekends or holidays, please contact the Human Resources Manager or the College President.

K. MANAGEMENT TEAM

The management at Talladega College consists of the following positions: (1) the Board of Trustees and its officers; (2) the College President; and (3) the various department heads at the College. In the event that you may have a need, and your direct supervisor is not available, and the matter needs immediate attention, you should report to the Human Resources Manager.

L. GRIEVANCE PROCEDURE

The Grievance Procedure for non-faculty employees is an internal mechanism designed to assure the prompt and impartial consideration of any complaint which a Talladega College employee may have in connection with his or her job. This three-step procedure is available to all employees who have completed the Introductory Period. The steps by which an employee may raise a job concern are as follows:

1. Obtain a grievance form from the supervisor or from the Human Resources Manager. Fill out the form completely and include a detailed description of the problem and the desired resolution. Submit the form to the supervisor or department head. A response will be submitted to the employee within fifteen (15) working days of the submission of the grievance form.
2. If the issue not resolved to the employee's satisfaction, then he or she may present the grievance to the Human Resources Manager within five (5) working days from the date of the supervisor-department manager decision. A written response will be submitted by the Human Resources Manager within ten (10) working days.
3. If the issue or concern is still not resolved, than the employee may request a hearing before the Grievance Hearing Committee. This committee will assist of no more than seven (7) members and, after an informal hearing with the employee, will make a recommendation to the College President regarding the matters raised. The decision of the College President shall be final and binding.

Each step of the Grievance Procedure must be completed before the employee is allowed to the next level of the process.

III. **EMPLOYEE BENEFITS**

As noted previously, only those employees who have successfully completed the Introductory Period are entitled to participate in the various benefit packages offered by Talladega College. The College also maintains a Cafeteria Plan which allows an employee to reduce his or her salary in order to cover the cost of various insurance premiums. Entitlement to the following benefits is subject to the terms, conditions, and limitations of each benefit program. Any questions about any of the following benefits should be directed to the Human Resources Manager.

A. **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Talladega Colleges' group health plan, at the employee's own cost, when a "qualifying event" would normally result in the loss of eligibility for a period of up to eighteen (18) months, or the employee may be able to convert the group coverage to individual coverage. Some common qualifying events are resignation, termination of employment, a reduction in an employee's hours, death of an employee, an employee's legal separation or divorce, an employee's entitlement to Medicare, or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the group rates plus an administration fee. Talladega College provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan of the College. The notice contains important information about the employee's rights and obligations.

B. **GROUP INSURANCE**

1. Disability Insurance- Talladega College provides disability insurance at cost to all full-time regular employees. This coverage provides a benefit of up to sixty percent (60%) of the employee's monthly compensation.

2. Life Insurance – All full-time regular employees are eligible for group term life insurance.
3. Accidental Death & Dismemberment Insurance - All full-time regular employees are eligible for accidental death and dismemberment insurance.
4. Medical Insurance and Discount Program- All full-time regular employees are entitled to benefits under the College's medical plan. At the employee's expense dependent coverage is available.

C. **SOCIAL SECURITY**

All employees are covered by federal Social Security Act with responsibility for contributions shared equally by Talladega College and the employee. The employee's required percentage is deducted from his/her wages each pay period. Talladega College makes an equal contribution and sends the total (employer and employee contribution) payment to the District Director of Internal Revenue Service. Social Security payments made by Talladega College are not subject to federal or state income tax by the employee. The plan is designed to insure the future security of the employee and his or her dependents and provides for retirement, disability, death, survivor and Medicare benefits.

Each employee must present his or her social security card on the first day of work. In the event an employee does not have the required card, he or she must, as soon as practicable, apply for a duplicate card. Failure to comply with this request will result in a delay in the processing of payroll paperwork or a rescission of an employment offer.

D. STATE UNEMPLOYMENT INSURANCE

Talladega College is covered by the Alabama Unemployment Compensation Law implemented and administered by the Alabama Department of Industrial Relations. This government-operated system of insurance is intended to protect employees against the complete loss of income during temporary periods of unemployment by providing a weekly cash benefit to eligible employees who are not otherwise disqualified from the receipt of all or a portion of the benefits. The eligibility requirements and a list of reasons for disqualification are set out in the law. Employees do not pay any part of the fund that provides this benefit.

E. WORKER'S COMPENSATION

Employees of Talladega College who become disabled due to an on-the-job illness may be entitled to benefits under the Alabama Worker's Compensation law. The College has obtained insurance through a private casualty insurance company licensed to do business in the State of Alabama in order to provide Worker's Compensation benefits to employees who suffer occupational health and injury of, or in the course of, employment or because of an occupational disease. The benefits are to help compensate for lost wages, the cost of reasonable necessary medical treatment and attention, and death benefits.

In event of an accident or injury, employees should have a First Report of Injury form completed and signed by both the employee and his or her supervisor. The report should be turned into the office immediately. If you deem the injury not to be severe enough to warrant a doctor's visit it will be necessary for you to fill out at the bottom of your first report stating a doctor visit is not necessary, sign it and obtain the signature of your supervisor as well. It is the policy of Talladega College that all employees receive the best care possible. In cases of emergency, the employee should have someone call for an ambulance or go directly to the nearest health care facility.

Workers Compensation requests must be made in writing as soon as the employee becomes aware of any disability condition. The request should be accompanied by a statement from the employee's attending physician describing the nature of the condition and projected leave. The employee may be required to submit to an examination by another physician of the College's choice, and/or to furnish other medical evidence satisfactory to the College. An approval leave of absence will not be extended beyond the date of initial written request without further written request and approval.

When an employee wishes to return from their Workers' Compensation leave, Talladega College may require that the employee submit to an examination by a doctor of the College's choice to certify that the employee is fit to return to work or that the employee provided the College with a physician's statement specifying that the employee is fit to return to work (i.e., a work release). Failure to provide all required paperwork can result in denial of continuation of leave or reinstatement until the required paperwork is received.

Leave under this policy will be treated like any other unpaid leave of absence. This means being granted a leave of absence does not assure an employee the right to return to work for the College, or to return to the job the employee held before he or she left. It simply means the College will make an effort, but is not obligated, to place an employee on a job upon his or her return. If an employee fails to accept an offer of reinstatement to a position offered by the College at the end of such leave of absence, the employee will be deemed to have voluntarily resigned. If the employee's position is still open he or she will generally be returned to it. If not, Talladega College may either offer the employee another open position for which the employee is qualified or terminate the employee. Employees terminated in good standing will be considered for re-employment and are encouraged to apply for any position for which he or she is qualified when the position becomes available.

When the circumstances dictate, all workers' compensation injuries require a drug screen as part of the initial medical evaluation following an accident. All Employees are required to sign a statement acknowledging that they understand that they will be subject to post-accident drug and alcohol testing, and if they test positive or refuse to submit to the testing they will be denied workers' compensation benefits.

If the employee fails to report to work at the end of their approved Workers' Compensation leave, or if the employee is working or employed by another employer or the College during the Workers' Compensation leave, employment with the College will be considered voluntarily terminated, not in good standing. The College provides benefits under the Workers' Compensation Law of the State of Alabama.

F. CREDIT UNION

On behalf of its employees, Talladega College has secured the right to utilize the service and benefits of First Educator's Credit Union. There are three (3) locations for FECU:

Talladega	-	(256) 3620033
Anniston	-	(256) 236-1260
Main Office	-	(800) 264-8031

G. TUITION WAIVER

For each employee with a minimum of three (3) years employment with Talladega College, the College will remit one (1) full tuition for each employee family and, if more than one (1) eligible person is involved, one-half tuition up to a ceiling of three (3) persons. Only immediate family members are eligible to participate in this program (i.e., husband, wife, son or daughter).

H. COURSE FEE WAVIER

With the permission of his or her immediate supervisor, an employee of Talladega College may take up to six (6) credit hours of course work during work hours. The College will waive the difference between the cost of the course and any financial aid received by the employee. The employee must have been employed with the College a minimum of three (3) years and must complete an Application for Employee Course Fee Wavier, a form which can be secured from the office of the Human Resources Manager.

III **HOURS OF WORK**

A. STANDARD OPERATING HOURS

Regular office hours at Talladega College are 9:00 a.m. until 5:00 p.m. Monday through Friday. Each employee is expected to report to work on time, on a regular basis. Unnecessary or excessive absenteeism and tardiness is expensive, disruptive and places an unfair burden on other employees and your manager.

Unsatisfactory attendance, continued tardiness, leaving early and/or taking extended breaks and lunch breaks will not be tolerated and will result in disciplinary action up to and including termination. For purposes of this policy, “excessive tardiness” is defined as being late four (4) or more times in a month and “excessive absence” is defined as being absent for five (5) or more work days in a six (6) month period.

Any employee who expects to be late or absent for any reason should telephone his or her manager as far in advance of the starting time as possible but no later than fifteen (15) minutes before the scheduled work time. The employee should explain why he or she will be absent and state the expected date and time that he or she will return to work. It is your responsibility to insure that proper notification is given. Any employee who fails to give such notification will be charged with an unauthorized absence.

An unauthorized absence is without pay. An employee may be excluded from overtime in the week in which an unauthorized absence occurs. If notice is given and the College does not think that it justifies the absence, it will be considered unauthorized. If an employee is absent for two (2) consecutive days without notifying the College, he or she is subject to discharge.

B. FLEXIBLE WORK HOURS

Flexible work schedules are permitted at Talladega College in the sole discretion of management. Employees who are allowed this privilege can work a compressed workweek, specifically forty (40) hours in less than five (5) days. The department manager and Human Resources Manager must approve all flexible work schedules. Each department in the College has different deadlines, commitments and needs. All approvals of flexible work schedule requests will be arranged to meet these concerns.

C. INCLEMENT WEATHER

In the event of inclement weather, employees of Talladega College are requested to listen to radio and/or television stations where announcements of interstate, highway, street and business closings will be made. All employees are to contact their manager and make every effort possible to report to work.

Employees can also check with the College Security Officer regarding closings or to confirm notice of the same.

D. LUNCH & REST PERIODS

All full-time employees of Talladega College are provided with one (1) lunch period each workday. Each employee is expected to take no more than one (1) hour for the lunch period. Employees are relieved from any job duties during the meal period and will not be compensated for that time. Lunch periods will be scheduled by each department manager in a manner which accommodates operating requirements.

Although the federal law does not require breaks to be given, Talladega College permits two (2) ten-minute breaks each work day, once in the morning and once in the afternoon. Breaks are non-cumulative and cannot be added to the lunch period. Employees are not permitted to leave early if they were unable to take their break.

Prior approval of the appropriate manager is required for an employee to work through their lunch period in exchange for the opportunity to leave early in order to attend to personal business. In responding to any such request, the manager will consider current staffing needs and the frequency of such requests by the employee.

E. TIME RECORDS

All non-exempt, hourly employees of Talladega College are required to record “time worked” by using the time clock or by completing a time sheet. Time worked is all the time actually spent on the job performing assigned duties. An employee should not “clock in” or start recording a “time entry” until he or she is dressed in appropriate attire and ready to work. All non-exempt employees must start their workday no more than seven (7) minutes before or after their designated starting time. He or she must clock in and out at the beginning of the workday, for the lunch period and at the conclusion of the workday.

In the event an employee fails to clock in or out, he/she should notify their manager immediately. The manager will make a notation as to the clock in/out time record on the time record at the appropriate time. Continued failure to clock in or out and/or anyone found to be in violation of these rules would be subject to disciplinary action.

Time must be documented on the time record and signed by the manager weekly in order for an employee to receive any kind of benefit pay for time worked other than regular office hours. This documentation can be simply reflected on the record as (S) for sick, (V) for vacation and (W) for worked. If this procedure is not followed it will result in no benefit pay.

If an employee desires to leave the premises during working hours, he or she must notify and receive permission from their supervisor before departure. The employee must also “clock out” as he or she leaves and “clock in” as he or she returns. If an employee fails to clock in or out at the appropriate time or if errors occur during clocking in or out, he or she should contact the supervisor immediately.

Do not alter, falsify, or tamper with time cards. Do not punch another employee’s time card. Employees who fail to comply with this policy are subject to disciplinary action, up to and including termination of employment.

F. OVERTIME

A normal workweek for hourly paid employees consists of forty (40) working hours. With the exception of a few employees, the work week begins on Monday and ends on Friday. Overtime is time worked in excess of forty (40) hours in a given one-week period. Employees will receive one and one-half times their hourly rate for all hours worked in excess of forty (40) hours per week. Only time in excess of forty (40) hours actually worked in a week will be considered in determining eligibility for overtime payment.

A manager may authorize overtime in emergency circumstances. In all other situations, overtime must be authorized, in advance, by the Human Resources Manager. In requesting such authorization, the manager must clearly justify that overtime constitutes the best means of meeting the situation. Working overtime solely for the purpose of creating extra compensation is prohibited.

Managers, at their discretion, may allow hourly employees to make-up lost time during a given work week, providing there is work available. All such made-up time must occur during the same week as the employee's absence.

G. PAYROLL INFORMATION

There are 12 pay periods per year at Talladega College. All employees are compensated on a monthly basis on the 30th of each month. In the event a pay period should fall on an official holiday, employees will receive their paycheck on either the last work day preceding the holiday or on the first work day following the holiday. For those pay periods which fall on Saturday, employees will be paid on the preceding Friday. For those pay periods that fall on Sunday, employees will be paid the following Monday.

All salary information is strictly confidential and should not, under any circumstances, be discussed with other employees. Any employee may have his or her compensation delivered by direct deposit to a pre-selected financial institution.

All compensation due an employee will be issued by direct deposit. Inspect your paycheck stubs carefully. If you discover a mistake, contact your supervisor immediately. Deductions from your paycheck will include all federal, state and local taxes, including FICA and income taxes. An employee may voluntarily authorize in writing additional deductions for his or her paycheck for contribution to employee's benefit plans and other items permitted by our College such as savings deposits and insurance premiums. It is the employee's responsibility to be certain that all such deductions are correct.

H. ILLNESS DURNING WORK HOURS

Employees of Talladega College who become ill during work hours should report to their immediate manager. The manager has the discretion of granting time off because of illness. Employees who are too ill to work or known to be contagious will be asked to leave.

IV TIME OFF (PAID AND UNPAID)

A. HOLIDAYS

At Talladega College, each regular full-time employee shall be eligible for certain paid holidays in each calendar year determined annually. Currently, the official holidays for the College are:

New Years Day

Martin Luther King's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day

Any holiday occurring on a Saturday will be observed on the preceding Friday. Those occurring on Sunday will be observed on Monday. If an employee desires time off to observe a holiday not listed above, time off may be granted subject to staffing needs in each department. Such time off is without pay or the employee may choose to count this time as vacation in order to receive pay.

If a designated holiday is observed during an employee's vacation period, the day of the holiday will be counted as a holiday rather than vacation. An employee with an unauthorized absence immediately prior to or after a designated holiday will not be paid for the holiday.

B. VACATION LEAVE

Talladega College allows vacation time with pay to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy. Part-time and temporary employees are not eligible to earn and use vacation time as described in this policy. Part-time and temporary employees are not eligible for vacation time. An introductory employee begins to accrue vacation time at the conclusion of the Introductory Period when he or she enters regular employment status.

The vacation benefits are based upon length of service. An employee will not receive additional vacation time due to illness or disability occurring while on vacation. At the discretion of the Human Resources Manager, a terminating employee may receive pay for accumulated vacation time on a prorated basis. Therefore, no employee has an absolute right to receive vacation time upon the termination of his or her employment with the College.

Accrued vacation benefits may not be carried forward to the next calendar year. All requests for vacation time must be approved by the immediate supervisor. Vacations will be scheduled to minimize disruption of the College's normal business.

After the employee has completed the Introductory Period, vacation allotment for the remainder of the first calendar year of employment will be prorated. Each calendar year thereafter the following schedule shall apply:

MONTHS OF EMPLOYMENT	ANNUAL VACATION ALLOWED
6 - 12 months	5 days vacation
13 - 24 months	10 days vacation
25 months or more	20 days vacation

All requests for vacation time should be submitted to the department manager in writing using the appropriate forms. Request forms are available through your department manager of the Human Resource Manager.

C. SICK LEAVE

Sick leave is granted to employees of Talladega College who are suffering from a disability which prevents the performance of their usual job functions or who require medical, dental or optical consultation or treatment. You may use sick time if a member of your immediate family is ill and requires your attention or if you or a member of your immediate family has a doctor or dental appointment. At the discretion of the Manager, an employee may be required to submit a doctor's signed statement upon returning from leave due to an illness.

Sick time will be earned by each full-time regular employee, who has successfully completed the Introductory Period, at the rate of one (1) day per month (8.00 hours per month). Sick time may be carried forward from year to year up to a maximum of ninety (90) days (720 hours). Sick leave will not accumulate during leaves of absence, whether with or without pay (vacation periods are considered time worked for purposes of accumulating sick leave). Illness suffered during vacation period is considered vacation time and not sick time.

Upon the termination or expiration of employment, there will be no compensation for any accrued but unused sick time.

D. FAMILY AND MEDICAL LEAVE ACT

Talladega College will comply with the provisions of the Family Medical Leave Act. Employees will be granted a leave of absence under certain circumstances. The extended leave must be no more than twelve (12) weeks per twelve (12) continuous months and fall into one of the categories below:

1. Sick leave of absence – Employees who are unable to work because of a serious health condition or disability, may be granted a sick leave of absence. This type of leave covers disabilities caused by pregnancy, childbirth or other related medical conditions. The College requires certification of an employee's need for sick leave, both before the leave begins and on a periodic basis thereafter, by the employee's health care provider.
2. Parental leave of absence – Female employees, when not disabled by pregnancy, or childbirth, and male employees may be granted a parental leave of absence to care for a child upon birth or placement for adoption or foster care.
3. Family care leave of absence – Employees may be granted a family care leave of absence for the purpose of caring for a child, spouse, or parent who has a serious health condition. The College requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis, by the family member's health care provider.

Full-time employees and part-time employees who work at least 1,250 hours per year are eligible for FMLA leave if they have completed one (1) year of service. When possible, requests for leave of absence should be submitted in writing to the Human Resources Manager at least thirty (30) days prior to the commencement of the leave period, or as soon as practicable. The final decision concerning any request for FMLA leave will be approved by the appropriate management official. All employees on approved leave are expected to report any changes in status in his or her need for leave or in his or her intention to return to work to his or her supervisor or to the Human Resource Manager.

Any employees on leave under this policy may not perform work for any other employer during the leave period. The employee requesting leave must first utilize all accrued personal, vacation and sick days while on leave. However, employees who are already receiving compensation such as disability coverage or worker's compensation may not use paid benefits. During the leave period, the College will continue to provide employee health insurance; however, premiums for other policies must be paid by the employee during the leave period. Benefits that accrue according to length of service, such as vacation, do not accrue during leave periods.

An employee returning from an authorized leave of absence will be reinstated to his or her former position or an equivalent position with equivalent benefits and pay when deemed unreasonable to hold the former position open. Employee returning from a sick leave under this FMLA policy must provide certification of his or her ability to perform the functions of his or her job. If an employee fails to return to work at the conclusion of an approved leave of absence, the employee will be considered to have voluntarily terminated employment with the College.

An employee may take intermittent leave or may work a reduced leave schedule under this policy. Intermittent or reduced leave schedules must be approved by the Human Resources Manager. If deemed necessary by the College, an employee on intermittent leave may temporarily be placed in a different job position.

Husbands and wives employed by the College are jointly entitled to a combined leave of twelve (12) weeks per twelve (12) continuous months of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. This limitation does not apply to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious illness.

E. SEMINAR LEAVE

Time spent by an employee of Talladega College at a workshop or seminar, regardless of the day of the week, will be counted as time worked and should be included when calculating over time. The number of hours counted as attendance at seminars is determined by the seminar schedule. If seminars are local, employees may be expected to report to the business office before and/or after the seminar. Employees should check with their department manager prior to the workshop or seminar. Employees will be paid for the actual education program for workshops held on Saturdays and Sundays. Social functions before, during and/or after the seminar will not be considered in the calculation to determine pay for regular time or overtime.

F. BREAVEMENT LEAVE

Each full-time hourly employee of Talladega College who has been employed for at least thirty (30) days by Talladega College will be granted three days paid personal leave upon the death of an immediate family member for the purpose of attending the funeral or making other arrangements for the death of the family member. Members of an employee's immediate family include spouse, children, father, mother, brothers, sisters, grandparents and grandchildren.

The Human Resources Manager will give consideration to granting time off for bereavement purpose for the deaths of relatives or friends other than those listed. However, any such additional time off for bereavement purposes will be without pay.

All requests for bereavement leave should be submitted to the department manager in writing using the appropriate forms. Request forms are available through your department manager or the Human Resources Manager.

G. MILITARY LEAVE

Military leave is granted by Talladega College in accordance with applicable federal and state law. Employees who are members of the Reserve or National Guard may take an unpaid leave of absence or vacation leave for field or coast defense or other military training duty. Employees who enter active military service in the Armed Forces or who are ordered for an initial period of active duty for training in the Reserves or the National Guard are also entitled to leave on an unpaid basis.

Eligible employees returning to work from military service or training are guaranteed job restoration. To be eligible, the employee must seek reinstatement within the time limits established by federal law (see chart below) and be qualified for work:

LENGTH OF DUTY	TIME LIMITS TO RETURN
1 to 30 days	First work day 8 hours after return
31 to 180 days	Within 14 days after service completion
180 days or more	Within 90 days after service completion

Time limits to return may be extended for up to two (2) years if needed due to a service-connected disability. Consistent with applicable laws, Talladega College will make reasonable accommodations for qualified individuals with known disabilities unless doing so will result in an undue hardship. Reasonable efforts will also be made by the employer to retrain/upgrade as required by federal law. While on military leave for less than twenty one (21) days, Talladega College will maintain the employee’s group insurance benefits at the same level and under the same condition as if the employee had been actively working. If military leave extends twenty one (21) days, Talladega College will cease making premium payments on the employee’s behalf during the leave; however, the employee has the option to continue coverage at his or her own expense for up to eighteen (18) months. If coverage is discontinued, the employee’s group insurance benefits will be reinstated upon his or her return to work at the same level and under the same conditions as if the employee had been actively working with no waiting period or exclusion of pre-existing conditions, except for service-connected disabilities.

Talladega College is committed to complying fully with the Uniformed Services Employment and Re-employment Rights Act and ensuring equal opportunity in employment for qualified persons with military obligations. All employment practices and activities are conducted on a non-discriminatory basis.

H. PERSONAL TIME-OFF

No employee of Talladega College will be permitted to take time off without pay if he or she has any unused vacation time or sick time. There may be times when an employee has used all of his/her accumulated paid time off and may require time off. Therefore, time off without pay will be allowed only with prior approval from his or her department manager and the Human Resources Manager. An employee with an unauthorized absence may be subject to automatic termination.

All requests for personal time-off without pay should be submitted to the department manager in writing using the appropriate forms. Request forms are available through your department manager or through the Human Resources Manager.

I. JURY DUTY

Talladega College believes that jury duty is an important responsibility and grants time-off for federal, state or local juries. Any employee summoned for jury service should report it to his or her department manager at once.

The employee will receive his or her regular earnings, exclusive of overtime, during the normal work hours. Any mileage or per diem allowance an employee receives in connection with jury service shall be the sole property of the employee

and shall not be offset against any pay adjustment. If the employee is dismissed from jury service early, he or she is expected to report to work immediately. Upon release from jury duty, the employee should provide notice of this release to the department manager as soon as practicable.

J. WITNESS DUTY

Talladega College encourages employees to appear in court for witness duty when subpoenaed or otherwise requested to testify as witnesses in a proceeding which was not brought by the employee and to which the employee is not a party, they shall be granted leave with pay for the entire witness duty.

The subpoena or summons should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

K. VOTING

Talladega College encourages all employees to vote. Employees are urged to vote before or after working hours. However, if this cannot be arranged, your supervisor may approve time off as paid personal leave, if available, or as time off without pay.

V. EMPLOYEE OBLIGATIONS

A. STANDARD RULES OF CONDUCT

It is the policy of Talladega College that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the College and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the College, or that is offensive to visitors or co-workers will not be tolerated. The following list of examples is illustrative of the type of behavior that will not be tolerated. It is not intended to be an all-inclusive listing.

- Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics on College premises;
- The use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on College premises;
- The use of profanity or other abusive language;
- The possession of firearms or other unauthorized weapons on College property;
- Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
- Fighting or assault on a co-worker or visitor;
- Theft, destruction, defacement, or misuse of College property;
- Falsifying or altering any College record or report, such as an application for employment, medial report, time record, expense account or an absentee report;
- Sleeping on the job;
- Engaging in any form of sexual or other harassment;
- Engaging in horseplay, pranks or practical jokes.

B. CHANGES IN PERSONAL DATA

Talladega College maintains personnel records for applicants and current and former employees in order to document employment-related decisions and to comply with government recordkeeping and reporting requirements. The College tries to balance its need to obtain, use and retain employment information with a concern for each individual's privacy. Therefore, the College maintains only the personnel information that is necessary for the conduct of business or required by law.

The Human Resources Manager is responsible for overseeing recordkeeping for all personal information. Each employee is required to report promptly to their department manager or the Human Resources Manager any changes in the items listed below:

- Name
- Address
- Telephone number
- Marital status
- Number of dependents
- Addresses and telephone numbers of dependents and spouse
- Beneficiary changes for insurance, disability and retirement
- Person(s) to notify in case of emergency

An employee is allowed the privilege to inspect his or her personnel file at a time mutually convenient to the employee and the College.

C. CONFIDENTIALTY OF COLLEGE INFORMATION

It is the responsibility of all employees to safeguard sensitive information relative to Talladega College. Employees must not discuss or disclose any sensitive information outside their department. Failure to comply with this policy will result in disciplinary action, up to and including termination.

D. ANTI-HARASSMENT POLICY

Talladega College is committed to providing a work environment that is free of discrimination and unlawful harassment, including sexual harassment. Actions, words, pictures, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or any other legally protected characteristic will not be tolerated. For example, derogatory remarks, epithets, uninvited body contact, slurs, negative stereotyping, threats, intimidation, denigrating or hostile written or graphic materials posted or circulated in the workplace are all forms of employee

misconduct that demean another person, undermine the integrity of the employment relationship, and are strictly prohibited.

Sexual harassment is unique to other harassment in several respects.

Traditionally, sexual harassment claims have been based on the premise that an individual with power over an employee's employment required sexual favors in return for job rewards. However, the legal definition of sexual harassment is much broader. For example, sexual harassment may exist where an employer tolerates an atmosphere allowing unwelcome flirtations or sexual advances even if this conduct was initially welcome by the employee, or even initiated by the employee. Liability may exist for conduct between employees. To promote a work environment free of harassment and to avoid the risk to the reputation and resources of the College, all Employees and members of management should refrain from any workplace behavior or conduct which could be viewed as sexual harassment, including but not limited to:

- Unwelcome flirtations or sexual advances or propositions even if this conduct was initially welcomed by the employee, or even if initiated by the employee;
- Offensive, abusive, unwanted or uninvited touching, fondling, bodily contact, or any sexually motivated physical contact;
- Use of vulgar or obscene language or jokes, or otherwise making graphic, degrading, disparaging or demeaning comments or remarks about an individual or his or her appearance;
- The implications or threat of an applicant or the employee that cooperation of a sexual nature (or refusal thereof) will have any affect on that individual's employment, assignment, compensation, advancement, career development or any other term or condition of employment; and
- The display or possession of sexually suggestive objects or pictures.

Any employee who wants to report an incident of sexual or any other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact his or her immediate supervisor or any other member of management. Employees can raise concerns and make reports without fear of reprisal or retribution.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise your immediate supervisor. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate termination of employment. Be mindful that fraternization between staff, faculty and students is strongly discouraged on the campus or at any College-related event.

E. ALCOHOL AND DRUGS

Talladega College is committed to protecting the safety, health, and well being of its employees and all people who come in contact with its workplace and property, and/or use of its services. The College is also dedicated to providing a productive work environment to ensure efficient operations.

Recognizing that drug and alcohol abuse poses a direct and significant threat to this goal, Talladega College has adopted a policy of maintaining a workforce free of drugs and alcohol. The College therefore strictly prohibits the illicit use, possession, sale, consumption, purchase, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. In addition, the College strictly prohibits an employee from having alcohol or controlled substances in his or her system without medical authorization during the employee's work hours or on College premises. Moreover, the College also strictly prohibits the abuse of alcohol and prescription drugs in any manner.

Talladega College asserts its legal right and obligation to test an employee for substance abuse. When the circumstances dictate, employees may be asked to submit to a medical examination and/or submit a urine specimen for drug testing and breath sample for alcohol testing. Employee acceptance of medical examinations and testing, when requested by the College, is a mandatory condition of employment. Refusal to cooperate, or altering or adulterating the specimen(s) or sample(s) will result in discipline, up to and including immediate dismissal.

All testing shall be conducted pursuant to applicable state and federal drug and alcohol testing regulations and testing procedures. At a minimum, the testing programs listed below will be implemented: (1) post-offer, pre-employment, (2) reasonable suspicion; (3) post-accident; (4) random; and (5) return-to-duty and follow-up.

The term "controlled substance" means any drug listed in 21 U.S.C. § 812 and other applicable federal regulations. This includes but is not limited to heroin, **marijuana**, cocaine, PCP, and crack. It also includes "legal drugs" which are not prescribed to the user by a licensed physician.

In accordance with the Federal Drug Free Workplace Act, employees and trainees must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court. Failure to timely notify the College of a conviction for a criminal drug statute violation

occurring in the workplace will be subject to disciplinary action up to and including immediate termination.

All employees are required to abide by this policy as a condition of further employment. Any violation of this policy shall result in adverse employment action up to and including immediate termination and referral for criminal prosecution.

F. COLLEGE PROPERTY

Equipment and supplies of Talladega College which are lost, wasted, misused or stolen have to be replaced. This will, of course, require an allocation of College funds which could be better used in other areas of our practice. Because everyone will benefit from the efficient and economical use of the College's resources, employees are expected to secure those articles of value which belong to the College with the same degree of caution that they would exercise in protecting their own valuables.

At the end of each work day, each employee should take the time to clean all desks and counters and to store any supplies which may have been left out. All employees are responsible for keeping clean the areas in and around their designated work stations. An employee is expected to exercise due care in the use of College property and to utilize such property only for authorized College business purposes. Negligence in the care and use of College property may be considered cause for disciplinary action.

Unauthorized removal of College property from the premises or its conversion to personal use will be considered cause for disciplinary action. College property issued to an employee must be returned to the College. The value of the property issued and not returned may be deducted from the employees final pay check. Use of the College's postage equipment for personal mail is prohibited.

Personal articles of value and/or money should not be left unsecured like on desks or in coat pockets. Talladega College shall not be liable for the loss of any personal property which may be brought onto the premises by employees.

G. DRESS CODE

Dress, grooming and personal cleanliness contribute to the morale of all employees and affect the business image that Talladega College presents to its students and vendors. For example, baseball caps and t-shirts with logos and other artwork shall be considered unacceptable. If an employee is unsure of the appropriateness of any style of dress, he or she should contact the Department Manager.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. If the employee continues to fail to comply with the dress code, the College may initiate disciplinary action, up to and including immediate termination.

H. HOUSEKEEPING

Employees of Talladega College are responsible for keeping their workstations clean and orderly. Should you choose to use one of the College's employee break areas, you are responsible for cleaning up when you finish. All food must be returned to the kitchen and placed in the appropriate holding area.

I. INJURIES/SAFETY

Talladega College strives to provide a safe and healthy workplace, and to comply with all applicable federal, state and local health and safety regulations, and to provide a work environment as free as practicable from recognized hazards. Employees are requested to take all necessary and reasonable actions to keep the College premises a safe place to work.

Regardless of the nature or severity, all injuries incurred while on the job at Talladega College must be reported immediately to the Human Resources Manager. The College expects all employees to be safety-conscious and to assist in identifying conditions within the offices, which may cause an accident. Report any unsafe conditions or injury received while at work, even though very slight, to your manager.

By law, persons in the State of Alabama are required to wear a seat belt when driving an automobile. Employees of Talladega College should comply with this requirement when driving College-owned vehicles. You are encouraged to do the same when driving personally-owned vehicles as well.

J. PARKING

Employees of Talladega College are allowed access to several designated parking areas. Employees may select their parking spaces in the designated areas on a first-come first-served basis. However, the College assumes no responsibility for damages to or loss of automobiles or other personal property while parked in the designated parking lot.

K. SMOKING

It is the intent of Talladega College to create a smoke-free environment within our College. The hazards of smoking range from immediate reactions (eye irritation, headaches, breathing difficulties) to long-term, serious effects—heart, lung and respiratory diseases for the smoker as well as the nonsmoker exposed to secondary smoke.

Some employees who already suffer from respiratory diseases, heart diseases or allergies may be particularly at risk in a smoke-filled environment. Therefore, nonsmoking will be the policy in all College areas except in areas specifically designated as “smoking area.” This will eliminate an unnecessary toxic substance from our workplace. Employees who violate this policy on smoking will be subject to the same disciplinary actions that accompany infractions of other College rules, up to and including immediate termination.

L. TELEPHONE USAGE

Contact with the public is vital to the business of Talladega College. Telephone courtesy is a priority because, to the public, an employee’s voice may be the only College voice on the phone.

- Answer the telephone within at least three (3) rings and identify yourself;
- Make sure the telephone is attended when you are away;
- Speak clearly;
- Immediately determine the nature of each call and route it to the appropriate staff member in a prompt fashion;
- Take careful and complete messages for co-workers; and
- Do not place any caller on hold without first obtaining permission to do so and never leave a caller on hold for longer than a few seconds.

The College recognizes that there may be an occasion when it is necessary to make or receive a personal call at work. However, such calls must be held to a minimum and must not interfere with the employee's work. If it becomes necessary to make or take personal calls, an employee is to make them as brief as possible.

In an emergency, phone calls may be made or received. An emergency is regarded as illness or a severe injury to a family member, changed plans, extreme weather conditions, etc. If a long distance call must be made, the call must be billed to the caller's home phone number. A continued practice of long "chatty" telephone conversations on unimportant matters may result in disciplinary action, up to and including immediate termination.

M. COMPUTER USAGE

It is the policy of Talladega College to use personal computers to improve communication, to provide better access to information, to improve service to our customers, to enhance the productivity of employees and to lower the overhead cost of delivering services. The security, integrity and accuracy of the information contained in these computers rests with every employee. Use of the Internet for personal reasons is strictly prohibited. The Internet is to be used as a tool to perform your job functions for the College.

All electronic communication systems and all communications and stored information transmitted, received or contained on the College's information system are the property of the College. To ensure that the use of electronic communications systems is consistent with the legitimate business interests of the College, authorized representatives of the College may monitor the use of such equipment from time to time.

Every employee is expected to demonstrate caution and care around all computer equipment and ensure that confidentiality of information stored on the computers is maintained at all times. Users may not make copies of software owned by the College (except for backup purposes) and shall not install any software on a College-owned computer which has not been approved by the Human Resources Manager and registered by the College. It is the policy of the College to comply fully with software manufacturers licensing agreements. The College honors all licensing, copyright, patent restrictions and terms and conditions with commercial proprietary computer software.

All computer-related equipment, software and passwords which may be assigned to employees from time to time remain the exclusive property of Talladega College. A list of all computer passwords will be given to the president and the Human Resources Manager. Failure to furnish such passwords may lead to disciplinary actions up to and including termination. The deletion, destruction or

improper altering of any computer documents by an employee upon his or her termination or dismissal could result in prosecution.

N. TRAVEL APPROVAL

Occasionally, it may become necessary for certain employees to engage in long distance travel as a part of his or her job responsibilities. All travel requests should be submitted to the department manager in writing using the appropriate forms. Request forms are available through your department manager or the Director of Purchasing.

It is the responsibility of the employee to secure advance approval of any travel plans. Failure to do so could jeopardize the employee's ability to be reimbursed for any costs or expenses which he or she may incur in connection with such travel. All travel plans by air must be made at the lowest available fare and a minimum of thirty (30) days in advance.

Employee travel by automobile will be reimbursed at the rate of twenty-nine cents (29¢) per mile traveled. Automobile travel may include to and from the departing airport, or to and from the point of destination. Parking fees and toll fees must be receipted. Prior approval is required for automobile rentals.

All requests for reimbursement of expenses associated with travel by an employee must be accompanied by receipts and an itemized listing of expenses. The request for reimbursement must be submitted using approval forms which can be obtained from your department head or the College Business Office. All requests for travel reimbursement must be submitted thirty (30) days of the expenditure.

Travel advances are available with the prior approval of your supervisor and the Business Office. Employees must return all receipts and excess funds to the Business Office within ten (10) days upon completion of travel. If an employee who receives a travel advance fails to substantiate days or miles of travel within ten (10) days, or does not return the portion of the advance relating to unsubstantiated days or miles within ten (10) days, the unrefunded portion of the advance is subject to federal income tax withholding, social security and Medicare or deduction from the employee's compensation.

IV. EMPLOYMENT ACTION

A. PERFORMANCE REVIEW

All employees of Talladega College are expected to work efficiently and harmoniously and to meet the requirements and standards of their position. During your employment with the College, your supervisor or his or her designee will evaluate your work performance on an annual basis. Information derived from the evaluation will be considered when making decisions affecting an employee's pay increase, promotion, transfer or continued employment. New and rehired employees will receive two (2) evaluations their first year of employment, the first being at the conclusion of the Introductory Period.

The evaluation will consist of a formal review of the employee's work performance giving consideration at each review to changes in the employee's job content or responsibility. During an evaluation, employees are encouraged to discuss or explain any difficulties that they may have encountered in their jobs and offer suggestions which can improve his or her performance. Each employee will be asked to sign the evaluation form and will be given a copy for his or her personal records.

The employee's compensation is monitored in this manner so that it accurately reflects the employee's job and performance. Based upon the job performance evaluation and the employee's total work record, the employee's salary may be adjusted. It should be understood, however, that changes in salary are not an automatic part of performance review but are granted only in the sole discretion of the College.

Employees are discouraged from discussing salary, evaluation results, or changes in salary with any other employee.

B. PROMOTIONS AND TRANSFERS

Talladega College believes that the best candidates to fill job openings may be some of its present employees. All employees are encouraged to seek advancement opportunities with the College. An employee's basic eligibility, qualifications and skills will be determined by the requirements of the job. In addition, the employee must have held his or her current position for at least six (6) months and have both a satisfactory performance record and no adverse disciplinary actions during the same period.

Positions will be posted on bulletin boards at least five (5) working days before seeking outside recruitment. However, management of the College reserves the right, as it deems appropriate, to fill job openings or make promotions without posting notices.

An employee seeking a job promotion or transfer must fill out an application for the posted position and have prior approval of his or her immediate supervisor before applying. Promotions will be granted if the employee's immediate supervisor and the supervisor of the open position mutually agree on the promotion. Employees may have only one application in process within the College at any one time.

B. DISCIPLINE

An employee of Talladega College can be discharged at any time if the employee commits an offense for which immediate termination is appropriate, or if in the judgment of your supervisor, the employee's continued presence would be contrary to the well being of the College and/or any other person. Even so, immediate termination is a serious course of action and will generally be used only when it is clear that less drastic action will not serve the same purpose or the best interests of all concerned. When an employee violates a rule and the College rules out immediately terminating the employee, any of the following alternative disciplinary actions may be used as deemed appropriate:

Verbal Counseling: The supervisor or other member of management may in his or her discretion counsel an employee and explain the nature of the complaint. An informal memo describing the incident may also be placed permanently in the employee's personnel file. A warning period may also be imposed on an existing employee after counseling for work deficiencies. This period will allow the employee time to improve and will assist the College in determining whether continued employment is in the best interest of the employee and the College. If additional violations are committed, or the employee's performance does not improve to an acceptable level, and, in the judgment of the College additional preliminary warnings are not warranted, the employee may be involuntarily terminated.

Issue a Writing warning: The supervisor or other member of management may in his or her discretion issue a formal written warning to the employee explaining the nature of the complaint, noting any previous violations by the employee, and warning the employee that any further violations could lead to discharge. A

copy of the written warning should be placed in the employee's personnel file. If additional violations are committed, or the employee's performance does not improve to an acceptable level and, in the discretion of the College, additional preliminary warnings are not warranted, the employee may be involuntarily terminated.

Suspension: The supervisor or other member of management may in his or her discretion suspend an employee at any time from work without pay. The suspension may also be subject to discharge.

Involuntary Termination: An employee of the College may be dismissed at any point during the disciplinary process with or without advance notice. The existence of a verbal or written warning or designation of an introductory period does not in and of itself give the employee the right to continued employment for any specified period of time. Documentation related to events leading to termination as well as the exit interview report will become a permanent part of the employee's personnel record. All collected documentation of events leading to the termination will be maintained. Upon termination, employees will not be paid for any earned, but unused time off or other benefits.

Keep in mind that Talladega College has no obligation to use any one or more of these forms of discipline prior to discharging an employee. Any or all of these steps can be omitted as the College deems appropriate, in its discretion. Moreover, by establishing this disciplinary procedure the College is not relinquishing or limiting its managerial right to discharge for any or no reason at all, at any time, with or without notice.

E. RESIGNATION / TERMINATION / SEPARATION

Employees of Talladega College may terminate their employment voluntarily at any time. It is required, however, that all employees give their supervisor at least two (2) weeks advance notice before the employee's final working day. Failure to give the College the required notice may jeopardize the employee's good standing with the College.

Upon resignation, employees will not be paid for any earned, but unused time off or other benefits if the requested notice is not submitted in a timely fashion. Vacation time will be paid on a prorated basis to employees who separate in good standing. Any vacation pay will not extend the effective date of termination beyond the last day worked.

F. EXIT INTERVIEWS

The Human Resources Manager or other appropriate person may schedule an exit interview with an employee before termination becomes effective. The purpose of this interview is to ensure the termination is not based upon a misunderstanding. The employee should contact his or her immediate supervisor for the required forms to commence the exit interview process.

Review of the employee's eligibility for employment benefits and arrangement of final pay shall be conducted at this time. In addition, all property of the College which was in the possession of the employee during the course of his or her employment must be returned before any final compensation can be distributed.

G. RE-EMPLOYMENT

An individual terminating employment in good standing is one whose employment relationship with Talladega College ended under favorable conditions and may be re-employed at a later date. Any former employee who resigned without two (2) weeks written notice or who was dismissed for just cause will not be considered for re-employment.

Re-employment is based on the same needs and qualifications which apply to any other applicant. Employees who are re-employed will be considered a new employee from the date of re-employment unless the break in service is less than thirty (30) days. This policy shall not apply to layoffs or to an employee who was erroneously terminated for cause and later reinstated.

H. JOB REFERENCES

Talladega College will provide information to outside agencies as requested. Our standard credit or other reference letters are limited to confirming the dates of employment and the job title. Talladega College, in its sole discretion, may provide letters of recommendation on behalf of an employee.

The Human Resources Manager is the only person authorized to disclose information and any phone calls or written inquiries seeking such information should be directed to the Human Resources Manager. Most banks, credit agencies or other parties

requiring employment information will provide you an appropriate form.

APPENDIX