

Table of Contents

Nondiscrimination 1

Sexual Harassment 1

Review of Allegations of Discrimination or Sexual Harassment 1

Consensual Relationship Policy 2

Hours 3

Overtime 3

Probationary Period 3

Attendance and Punctuality 3

Personal Identification 4

Personal Appearance and Dress 4

Personal Work and Telephone Calls 4

Changes in Personal Information 4

Car Identification/Parking 4

Employee Accidents 5

Blood Borne Pathogens 5

Snow/Weather Emergences 5

Conditions of Employment 5

Resolution of Problems 6

Resignation 6

Rehire Procedures 6

Security 6

Job Posting 7

Outside Employment 7

Solicitation 7

Gratuities 7

Elections/Voting 7

Smoking 7

Drug-Free Schools and Communities Act (Policy) 8

Benefits Summary 8

Educational Assistance Program 10

Tuition Assurance Program 11

Student Exchange Program 11

Holidays 11

Vacations 12

Payment for Short Term Absences 13

Maternity Leave 13

Bereavement Leave 13

Military Leave 13

Jury Duty 14

Leave of Absence / Family and Medical Leave 14

Conflict of Interest Guidelines and Policy 15

Conflict of Interest Disclosure Form 17

Drug-Free Schools and Communities Act (Detail) 18

What's New?

All changes to the previous edition of this handbook are presented in *italicized type*.

Carthage College

Employee Handbook

Nondiscrimination

It is the policy of Carthage College and the responsibility of its administration and faculty to provide equal opportunity without regard to race, color, religion, age, sex, national origin, or sexual orientation. As a part of this policy, the college strongly disapproves of any or all forms of sexual harassment in the workplace, classroom, or dormitories. This policy applies to all phases of the operation of the college.

Further, the college will not discriminate against any employee, applicant for employment, student or applicant for admission because of a physical or mental disability in regard to any position or activity for which the individual is qualified. The college will undertake appropriate activities to treat qualified disabled individuals without discrimination.

The Vice President for Administration and Business shall be responsible for college-wide administration of this policy. Any questions regarding this policy should be directed to William R. Abt, ext. 6200.

Sexual Harassment

It is the policy of Carthage College to prohibit any acts of sexual harassment towards employees, students, or guests of the college community. Failure to comply with this policy may result in termination of employment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic advancement, (2) basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creates an undesirable working, studying, or living condition.

Any questions regarding this policy or concerns of harassment should be directed to the Vice President for Administration and Business, ext. 5727.

Review of Allegations of Discrimination or Sexual Harassment

College policy clearly states that Carthage will not tolerate acts of discrimination or sexual harassment on the part of students, administrative or staff employees and faculty members. The following procedures have been established to assure that appropriate investigation and action is instituted whenever an act of discrimination or sexual harassment is brought to the attention of the college.

Any student, employee, or guest at the college may request a review of any incident, policy or act of the college or a member of the Carthage Community when an event of discrimination or sexual harassment is perceived. Where the event involves actions of one student towards another, a request for review of the incident should be directed to

the Office of the Dean of Students (Students should refer to the “Student Handbook” for the appropriate procedure to follow). For review of other incidents, a request must be submitted to the Vice-President for Administration and Business or the employee’s supervisor.

All requests for review of an incident should be submitted within ten (10) days of the event. Because of the transient nature of the student body and many of the participants in campus events, any significant delay in the start of an investigation may lead to inconclusive results. The report of any such incident must be in writing, signed by the complainant, and include a description of the specific event leading to the allegation, including the time, date, persons involved and the issues to investigate.

At any meeting with members of the college administration, the complainant may choose to be accompanied by an individual of his/her choice.

The Vice President for Administration and Business will respond to the claimant within five (5) working days of the receipt of the complaint. This response will indicate the results of the investigation and a statement of action taken or proposed by the college. Should the investigation not be completed within five (5) days, notification of continuation of the investigation will be provided to the claimant together with an estimate for the date of the completion of the investigation.

The complainant will have three (3) working days to review the information provided by the college and request an opportunity to discuss the findings with the Vice President for Administration and Business. Should the complainant ask for a review of the initial decision, the college has three (3) working days to request a review of the matter through the Office of the President. Following a meeting with the President, the college has three (3) working days to notify the complainant of the final decision of the college.

In accordance with Title IX and section 504, all employees retain the right to file a grievance with the office of civil rights if they feel that the college has not responded appropriately to their concerns.

Consensual Relationship Policy

At the core of the College’s mission is an implied responsibility of trust and ethical behavior in every relationship between faculty, staff, administrators and students. Conflicts of interest often arise in a consensual romantic and/or sexual relationship involving a power differential between the participants. Such relationships can present serious ethical concerns about issues such as validity and consent, sexual harassment, unfair treatment by others, and can have a negative effect on third parties and the entire Carthage community. Although consensual relationships do not necessarily constitute sexual harassment, such relationships may give rise to claims if: 1.) a consensual relationship ends and one of the parties continues behavior which is unwelcome by the other party and/or 2.) a consensual relationship creates an unfair, hostile, or intimidating learning or work environment. Therefore, consensual relationships should be avoided whenever a professional relationship exists between an employee and student or between two employees.

For purposes of this policy, “employee” includes faculty, staff, and administrators.

“Professional responsibility” includes teaching, academic advising, mentoring, coaching, and any supervision or monitoring of campus business or activities. All Carthage employees are considered to have a current or potential professional responsibility to students. Therefore, consensual relationships between employees and students are generally prohibited. Violation of this policy will initiate disciplinary action up to and including termination of employment at Carthage.

Carthage staff and faculty shall not engage in consensual relationships with other Carthage staff or faculty if a supervisory relationship exists between the parties. If this type of consensual relationship exists, it must be remedied immediately. Remediation includes, but is not limited to, an employee transferring to another department or a supervisor or faculty member removing themselves from any activity or evaluation that may reward or punish the other individual in the relationship.

Consensual relationships between employees where a power differential exists should be reported immediately (by the individual in the relationship with the higher authority) to their immediate supervisor and to the Vice President for Administration and Business (administration and staff) or to the Dean of the College (faculty).

Hours

College offices are normally open from 8:00 AM until 4:30 PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Staff employees will normally work a seven and one half (7.5) hour day, for a total of 37.5 hours per week.

The department supervisor will determine the actual work schedule for each member of the department.

Overtime

At times, conditions may demand that the number of hours in the regular workweek be increased beyond the normal level of 37.5 hours. Overtime will then be specifically authorized by the department supervisor. Non-exempt employees will be paid at their normal wage rate for the first 40 hours of work in any calendar week, and at a rate equal to one and a half times the normal rate for all additional hours for that week.

Probationary Period

All newly hired staff employees must serve a probationary period of three months duration. This period provides both the employee and the college an opportunity to determine whether continued employment will be to the mutual benefit of both. Status as a regular employee is granted upon the successful completion of the probationary period.

Attendance and Punctuality

Each employee is hired to fulfill a need of the college. Good attendance and punctuality is expected of all employees. Instances of abuse or a poor overall record cannot be

tolerated. If an employee is unable to report for work as scheduled, he/she is required to phone his/her supervisor before the start of the scheduled shift, or as soon thereafter as possible. *Unauthorized absenteeism and/or tardiness are unacceptable and can be grounds for disciplinary action—up to and including termination of employment.*

An unreported or unauthorized absence of three working days will be considered a resignation. Reinstatement will be subject to the rehire policy of the college.

Personal Identification

A photo identification card is provided to all employees. It is the responsibility of each employee to arrange to obtain this card. “ID” cards are obtained through the Office of the Dean of Students, located in the Todd Wehr Center.

Personal Appearance and Dress

All Carthage employees are representatives of the college and are expected to present a neat and orderly appearance. In college offices, normal business attire is the standard dress. Custodial and maintenance workers are provided uniform shirts or smocks to identify their status as employees. It is expected that all employees will exercise good judgment and meet acceptable norms for personal cleanliness, hygiene, and grooming.

The college does reserve the right to establish and maintain more specific standards for attire if deemed appropriate for any particular position or group of positions. Check with your supervisor if there are any questions regarding this subject.

Personal Work and Telephone Calls

Personal work (such as paying your bills) should not be done during working hours. Personal calls must be restricted to those of an urgent or serious nature. Use of the college phone system, fax machine, or Internet connection for other than business or emergency personal purposes is a violation of policy and is subject to disciplinary action.

Changes in Personal Information

Be sure to notify the Business Office of any change in:

- Name
- Home telephone number
- Address
- Marital status
- Number of dependents
- Insurance beneficiaries
- Contact person in case of emergencies

Car Identification/Parking

Employees are to park their cars in lots and spaces specifically identified for employee use. Any vehicle regularly driven to work must be registered with the public safety department and display a Carthage College employee identification sticker. These stickers are available without charge from the business office located in Lentz Hall, room 434.

If it is necessary to park a non-registered car on campus, please notify the public safety

office immediately after reporting for work and provide a description of the vehicle and the parking location.

Employee Accidents

Any employee who is injured on the job must notify the department supervisor at once so that proper medical attention can be provided. Injury reports must be prepared and submitted, without delay, to the business office, so that appropriate action can be taken to preserve the employee's rights under the provisions of the workers compensation statutes.

Blood Borne Pathogens

In compliance with OSHA regulations, Carthage has determined that the following job categories have the potential for exposure to blood borne pathogens:

- Nurse
- Athletic trainers
- Custodial personal
- Certain maintenance personnel

Appropriate training and response materials will be provided to individuals in these job categories. No other employees are authorized to treat individuals with open wounds or to remedy a blood spill. Any employee coming in contact with blood or other body fluids are to immediately contact the college nurse, if available, or their supervisor.

Snow/Weather Emergencies

During the regular academic year, it is the policy of the college to attempt to remain open if at all possible. With a large student population residing on campus, it is important that normal services be maintained. Each employee is expected to report for work, as scheduled, but good judgment should be exercised if an employee feels uncertain about his/her safety. Employees unable to report for work should notify the college as with any unplanned absence.

Under extreme conditions, the college may elect to cancel classes and /or close. This decision will be announced on local radio stations. The cancellation of classes means that college offices and services are still open. Administrative and staff personnel are expected to report for work but need to make their own decisions regarding their personal safety. Should the college be closed, only emergency employees are expected to report for work.

If an employee does not work during a snow/weather emergency, he/she may request payment for the absence through the use of a personal or vacation day.

Conditions of Employment

All non-faculty employees are "at-will employees", and their employment rights are governed by the employment laws of the state of Wisconsin. Certain standards of performance and conduct must be maintained in an organization. Because of the nature of the college and our responsibilities toward the education of the student body, the highest standards of ethical and moral behavior must be applied to our employees. When an employee

fails to meet these standards of behavior, oral reminders, counseling, and/or termination may be required to protect the validity of the mission of the College.

No supervisor, manager, or officer of the college, has the authority to enter into an agreement or make promises or statements that limit the rights of the college under the provision of this handbook.

Resolution of Problems

Many potential problems or situations can be successfully resolved by making a supervisor aware of the concerns of the employee. Carthage actively encourages all employees to communicate openly with their departmental supervisor.

Where an employee's concern is in regard to the actions of his/her supervisor, or an employee feels that the actions of the supervisor jeopardize continued employment with the college, the employee may request a review of these actions by the Vice-President for Administration and Business. An investigation of the employee's concerns will be conducted and appropriate action instituted by the college. The employee will be notified of any such action taken by the college.

Resignation

You may terminate your employment with Carthage at any time, for any reason. You are asked to provide notice two weeks prior to your anticipated departure date. Failure to provide appropriate notice may result in a less than favorable rehire status.

Rehire Procedures

Occasionally, an individual may leave the employ of the college and seek re-employment at a later date. Carthage College may consider former employees as candidates for rehire, but only with the approval of both a former supervisor or department head and the Vice-President for Administration and Business.

Security

Campus and Office Security is provided by an outsourced security service. Personnel employed by that service have the right to enforce traffic flow and parking regulations, request identification, control admission of visitors, inspect any boxes or packages being taken off the premises, or other actions consistent with maintenance of campus security. These duties are designed for your safety and the protection of the college property, and your full cooperation is expected.

While the college attempts to provide a safe and secure environment for its employees, Carthage cannot accept responsibility for the safety of your personal property. Common sense dictates that all items of value should be kept in a place where the opportunity for theft or loss is minimized. Employees are expected to immediately report incidences of theft or mysterious disappearance of personal or college property to their department supervisor.

Possession or use of firearms, stun-guns, fireworks, explosives, knives, martial arts weapons, mace, pepper spray or substances usable as weapons on the college campus is strictly prohibited. There are no exceptions to this policy, including weapons used for sport, entertainment, or academic purposes.

Job Posting

Whenever a staff position is available, a brief job description and listing of qualifications may be posted on employee bulletin boards for one week before the job is advertised to outside candidates. Any employee with at least twelve (12) months service with the college and at least nine (9) months in his/her current position may respond to these postings and will be considered as a candidate for the open position.

The names of all responding employees who meet the program criteria will be given to the hiring supervisor for the evaluation of qualifications. Current employees will be given selection preference if they possess all necessary qualifications for the position.

Outside Employment

Full time employees of the college are expected to devote their full energies to meeting the needs of the college. However, outside employment is permitted where it does not interfere with an employee's ability to meet his/her responsibilities to the college and does not conflict with the goals or objectives of the college. *Any full-time employee holding an outside job must immediately report this employment to his/her supervisor and the Vice President for Administration and Business.* Employees found to have outside activities interfering with their responsibilities to the college will be given the choice of resigning from the college or dropping the offending activities.

Solicitation

Solicitation of donations or selling to other employees while at the college is prohibited without the written approval of the Vice President for Administration and Business.

Gratuities

No employee may accept monetary gifts or rewards from students, parents or from firms with which the college does business. Employees may, however, accept gifts of merchandise where the value of the gift is insignificant.

Elections

If an employee is unable to vote outside of normal working hours, starting and or ending times of the normal work schedule may be adjusted up to two hours to allow adequate time for voting while the polls are open.

Smoking Policy

The health of each member of the Carthage community is of importance to the college. Therefore, it is prudent for the college to take appropriate steps to safeguard the health and safety of Carthage students, faculty, and staff. Inasmuch as the use of tobacco products has been shown to be hazardous to the health of the user and those who must breathe the ambient air, it is the policy of the college that:

With the following exceptions, smoking shall be prohibited completely in all buildings on campus. Signs reading, "This is a smoke-free building" shall be prominently posted in each building. The only exceptions to this general prohibition are:

The designated smoking lounge is in Lentz Hall, where signs will be posted indicating that the area is a smoking lounge.

All smoking lounges will be separately ventilated and enclosed.

TIAA/CREF account is established for each employee with a lump sum payment equal to 6.35% of the base earnings for the just completed 12 month period. The college will make monthly deposits into this account at the rate of 6.35% of monthly base compensation during the second year of employment and at a 12.7% rate thereafter. Employees have no vested right to any of these contributions until the completion of 24 months of consecutive service, at which time they become 100% vested.

2. Health-Care Plan Eligibility – 90 days service for staff personnel, immediate for faculty and administrators

Basic hospital-surgical-medical plan with major illness provisions. The college pays 60% of the premium and the participant 40%. The cost to a participant is reviewed regularly with adjustments made as required. Information regarding the current premium is available from the Business Office.

Carthage also offers employees the benefit of flexible savings plans for health care expenses (not covered by employer healthcare insurance) and dependent care expenses. Maximum annual contribution limits are \$5,000 per year for each type of flexible savings plan, and the plans are 100% funded by voluntary employee salary reduction. This benefit allows employees to pay for dependent care and non-covered medical expenses on a pre-tax basis.

3. Group Life Insurance Eligibility – 90 days of service for staff personnel, immediate for faculty and administrators

An amount equal to 1.25 times the annual salary of each employee, under the age of 65, is provided by the college. Active employees ages 65 to 70 will be limited to 66.6% of the amount provided prior to their 65th birthday and 50% beyond age 70.

4. Short Term Disability Eligibility – Two years employment
Salary Continuation on a declining rate (100% for the first two months down to 60% for the fourth through sixth month) is provided by the college.

5. Long Term Disability Eligibility – Two years employment
Salary continuation at a 60% level is provided for the duration of the disability.

6. Tuition Assistance Eligibility – 90 days of service
Full time employees pay no tuition for undergraduate classes.
Eligibility – one year of service
Partial to full tuition assistance is available for spouses and most unmarried, dependent children of full-time employees (see table below).

7. Vacation Eligibility – one year of service
Administrative/staff 6 to 21 days depending on years of service
(See vacation policy—page 12)

8. Holidays Eligibility – immediate
(See scheduled holidays and holiday pay—page 11.)

Fringe benefits are made available to employees by the college, but their existence does not imply a contractual right for the continuation of these benefits. Carthage College reserves the rights to add, delete, or modify a fringe benefit at any time, without consultation or seeking the approval of currently participating employees.

Carthage College Educational Assistance Program

The objective of this program is to provide for the undergraduate education (*including Paralegal*) of full-time and qualified part-time employees, spouses and unmarried, dependent children under the age of 25. Each dependent child is limited to a maximum of four years of educational assistance. Educational grants are available to apply toward the cost of attendance at Carthage and, under certain conditions, participation in an exchange program with other selected colleges. The level of participation in this program is determined by the status of employment (full or part-time), the length of service to the college, and the extent of prior use of this benefit. *The Education Assistance program does not cover overload credits (credits in excess of 17 hours during any semester.)*

Eligibility for Carthage Education Assistance

All current full-time and regular part-time employees (those working at least 1000 scheduled hours per year) with at least three (3) months of service to the college are eligible to receive a tuition reduction equal to the full amount of tuition for any course taken. By federal law, tuition reductions for courses carrying graduate credit may have to be treated as taxable income to the employee per the current IRS regulations.

After one (1) year of employment, undergraduate tuition assistance is available for a spouse or dependant child. The maximum amount of such grant is determined by the following schedule:

<i>Continuous Service at start of term</i>	*** % of applicable tuition ***	
	Full-time maximum amount	Part-time maximum amount
One year:	25.0	12.5
Two years:	50.0	25.0
Three years:	75.0	37.5
Four years:	100.0	50.0

To qualify for part-time employment, per the above table, a part-time staff member must work a minimum of 1,000 hours per year, and an adjunct faculty member must teach at least 4 courses per academic year.

Application for educational assistance *must be received before the beginning of the semester*, and should be made through the financial aid office as Carthage requires that the employee apply for financial assistance to help offset the cost of this commitment. The amount of the assistance will be reduced by the amount of any Pell Grant, Wisconsin Tuition Grant, or other restricted grants, for which the student is eligible in determining the actual grant amount from the college. It is the responsibility of the

employee to meet the conditions of this program on a timely basis as a failure to fulfill these requirements can result in the loss of the assistance for a specific term.

For newer employees, your dependent may receive a financial aid award through the Office of Student Financial Planning, which is greater in value than the tuition assistance available through this program. You have the right for each term of attendance to select either the financial aid award or the assistance grant whichever is in your best interest.

All benefits under this program cease with the termination of employment. At the option of the college, a currently enrolled spouse or dependent child may be allowed to retain an active grant until the completion of the term. If the grant is withdrawn during a term, the amount of the grant will be reduced in proportion to the then existing tuition refund policy.

Tuition Assurance Program

Carthage College will continue to make the benefits of the education grant program available to the eligible children of any employee who dies while in the full-time service of the college. The amount of the award will continue at the level specified for the years of service completed by the employee at the time of his/her death.

Student Exchange Program

Eligible dependent children of current full time employees, with a minimum of six years of service, are eligible to apply for consideration in the student exchange program. Carthage participates in two such programs, one through the ELCA and the other with selected colleges and universities nationwide. The value of the grant and the availability of a place in these programs are dependent upon a number of factors, but Carthage does give preference to the children of longer-term employees.

This program is administered by the Vice President for Administration and Business. Employees interested in this program should contact the business office at least two years before the child is interested in entering the program.

Scheduled Holidays and Holiday Pay

Carthage College offices will be closed in observation of the following holidays:

- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Day
- Good Friday
- Memorial Day
- Independence Day

Holidays which fall on a Saturday will normally be observed on the preceding Friday. Holiday occurring on a Sunday will normally be observed on the following Monday. All full-time administrative and staff employees, including secretarial/clerical staff, maintenance and custodial personnel are entitled to holiday pay for these days. Because

the college is in session on both Labor Day and Dr. Martin Luther King Day, they are not observed as paid holidays. In place of these national holidays, full-time employees are allowed two (2) personal holidays. These days may be scheduled any time during the calendar year, but require the approval of the appropriate department head.

The days between Christmas and New Years are treated as a holiday period, but many college offices are required to remain open during this time. Employees who are not scheduled to work will receive holiday pay for this period. Those required to work will receive personal days equivalent in number to the days worked during this period. These personal days must be scheduled with the approval of the appropriate department head and must be taken before the end of the current fiscal year.

Personal days cannot be accumulated. If they are not taken within the designated time frame, they are lost. There will be no pay awarded for holidays not taken.

Part-time employees who normally work at least twenty (20) hours per week will be paid at a rate equal to one half (1/2) that granted to full-time employees when a holiday falls on a normally scheduled workday. There is no holiday pay for temporary or casual employees.

Vacations

Regular employees of Carthage are eligible for a paid vacation after one year of employment. The vacation allowance for staff and administrative personnel is determined by the length of credited service accumulated through July 1st of each year as shown in the table below:

Minimum Credited Service as of July 1	Vacation Allowed
Less than three months	None
Three months to one year	Six days*
One year to five years	Twelve days
Six years to nine years	Fifteen days
Ten years to fourteen years	Eighteen days
Fifteen or more	Twenty-one days

* Vacation days are not earned until one year of service has been completed and cannot be scheduled prior to the employee's completion of a full year of service.

All vacation allowance is credited to the employee on the 1st day of July of each year. Vacation days must be taken during the twelve-month period ending June 30th, as vacation days may not be accumulated from one year to the next. If your employment with the college terminates before completion of twelve months of service, you will receive no compensation for unused vacation allowance. With at least twelve months of service, a terminating employee will only receive compensation for unused vacation allowance from the current vacation year.

Vacations are to be scheduled in advance and approved by the department supervisor. If a paid holiday falls within a scheduled vacation period, the day will be treated as a holiday rather than vacation allowance. Employees do not have the option of receiving vacation pay in lieu of vacation time.

Payment for Short Term Absences due to Illness or Injury

All regular, full-time employees with at least three months of service with the college are eligible for payment for short-term absences due to injury or illness. Employees with less than one year of credited service may receive payment for no more than 6 days prior to completion of a year of service. During the second year of employment, and thereafter, employees will accumulate additional eligibility for short term absences at a rate of one additional day per month worked—up to a total maximum of 30 days at any time. Payments will be calculated on the basis of the days and hours normally scheduled.

Short-term absence payments are granted only in the case of illness or injury to the employee, an emergency illness or injury in the employee's household, or emergency medical or dental treatment during normal duty hours. Routine medical or dental appointments are expected to be scheduled outside of normal working hours.

Maternity Leave

A pregnant employee is expected to work as long as she is capable of meeting the requirements of her job. Appropriate consideration will be given to any limitation of her abilities, and time-off before delivery will be granted as needed. Following the birth or adoption of the child, the employee is expected to return to work within twenty-eight (28) days of delivery.

The employee is paid at full salary during her 28 day absence from work after the birth or adoption of the child. To qualify for this benefit, the employee must have a minimum of one year of continuous service at Carthage and be a full-time employee.

The 28 day absence may be extended at the request of her physician, but any additional time off at full-salary must be covered by accumulated short term absence days, vacation, or personal days.

Short-term absence payments of up to five days may be received by an eligible male employee following the birth of a child to his spouse.

Bereavement Leave

An employee may have up to three consecutive days of absence, with pay, following a death in the immediate family. The immediate family includes a spouse, children and their spouses, grandchildren, parents, parents-in-law, grandparents, and brothers or sisters. Up to one working day is allowed for the funeral of an aunt, uncle, first cousin, niece, nephew, brothers/sisters-in-law or unrelated members of the household.

Military Leave

Employees who are members of the U.S. Army, Navy, Air Force, Marines, or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in Reserves or National Guard training exercises.

Employees shall be granted the minimum amount of leave needed to meet the minimum training requirements of their respective unit. No employee will be required to use vacation

time for military duty, but employees who elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to the applicable military compensation.

Permanent, full-time employees who are members of the Reserves or National Guard may be granted leaves of absence for the purpose of participating in active duty tours. Employees will be granted leave as required to complete the tour of duty.

Employees who apply to return to work within 31 days of satisfactory completion of the tour of duty will be restored to their former job or a job of similar status and pay—without loss of seniority.

Time spent in the Reserves or National Guard, while an employee of Carthage, will be credited toward meeting length of service requirements for eligibility for retirement benefits, tuition assurance program, and vacation entitlement. Employer contributions to the defined contribution plan will be suspended during military service and employees will not accrue vacation --since the employee is not in active pay status when on active military duty.

Jury Duty

An employee on jury duty will be paid normal compensation from the college provided the employee makes every effort to cover normal job responsibilities and is available for work when not scheduled for actual jury duty assignments.

Leave of Absence/Family and Medical Leave

A leave of absence is an official permit to be absent from work for a specified period of time, with the understanding that the employee will be maintained on the inactive payroll, that the length of service will not be interrupted and that the employee will be returned to an appropriate job after the leave is terminated.

A request for a leave should be submitted to your supervisor at least thirty (30) days prior to the starting date of the leave. You must indicate the period of the leave and state the reason that the leave is requested. You are expected to return to work as approved on your leave application. Failure to return to work as agreed, without receiving an extension of the leave, will be considered as a voluntary resignation from employment.

The college recognizes both the Federal and Wisconsin “Family Medical Leave Acts”, and abides by the most liberal provisions of both acts. In general the employee has the right for up to 12 weeks of unpaid leave for the birth of a child, the placement of a child for adoption or foster care, or a serious health condition of the employee or an immediate family member. Please contact the Business Office regarding your rights under the federal and state laws.

Conflict of Interest Guidelines

Employees may not engage in activities that interfere with fully performing their position duties and responsibilities at the College. You are expected to avoid situations in which your judgment in making decisions or taking actions on behalf of the College may be adversely affected by personal consideration or situations where your performance, loyalty, or stewardship to the College is compromised.

For example, using College facilities or supplies for non College purposes or holding a

financial interest in a business that supplies goods or services to Carthage may both constitute conflicts of interest.

The following guidelines are intended to help ensure that Carthage receives from its staff the amount and quality of effort, judgment, and loyalty that are necessary for the College to accomplish its objectives in ways that are consistent with its mission.

You must inform the Vice President for Administration and Business and your supervisor and receive written approval before engaging in any outside activities that pose the potential for conflict of interest, for example:

- *Full-time employment outside of Carthage.*
- *Outside business activities that would significantly impact your work commitment or would involve the use of College facilities.*
- *The use of information that the College considers privileged or confidential, for non-College purposes.*
- *Using the name of the College for monetary profit or acting as a private person in a way that could create the impression you are speaking for the College.*
- *An activity that is in violation of the Carthage Employee Conflict-of-Interest Policy.*

Any activities and interests that are potential conflicts of interest require advance approval from the Vice President for Administration and Business. Failing to report such activity immediately, or continuing an activity after it has been disapproved, is grounds for disciplinary action, up to and including termination of employment.

Carthage Conflict-of-Interest Policy

Policy. *This policy covers all employees of Carthage College (the “College”).*

Fiduciary Responsibility. *All employees for the College have a fiduciary duty to Carthage. At all times they should act in a manner consistent with this fiduciary obligation and shall exercise particular care that no detriment to the interests of the College (or the appearance of such detriment) may result from a conflict between those interests and any personal interests which the individual may have.*

Conflicts of interest may arise, for example, through the ownership, direct or indirect, of a financial or other interest in an organization supplying goods or services to the College; the performance of services to other organizations which do business with the College; the receipt or acceptance of benefits from any organization doing, or seeking to do business with the College; or participation in or taking advantage of any business opportunity or activity in which the College has an interest. All employees are expressly prohibited from using their employment position to gain favorable or preferential access to vendors, investment advisors, or organizations for their own benefit.

Disclosure. *All employees must immediately report verbally and on a written disclosure statement (see disclosure statement below) to the Vice President for Administration and Business any substantive relationships (a) they or members of their family maintain with organizations that do business with the college, or (b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility.*

If an employee is uncertain whether to acknowledge a particular relationship, the Vice President for Administration and Business should be consulted.

All conflict of interest disclosures will be reviewed by the Vice President for Administration and Business and the College Attorney.

The following definitions are provided to help employees decide whether a relationship should be disclosed:

- *Business Relationship: One in which an employee of his or her family as defined below serves as an officer, director, employee, partner, trustee, or controlling stockholder of an organization that does substantial business with Carthage College.*

- *Family Member: A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the employee.*

- *Substantial Benefit: When an employee-- or a member of the family (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with the College or (b) has other direct or indirect dealing with such an organization from which the employee—or a member of the family—benefits directly, indirectly, or potentially from cash or property. Any gift valued at \$100 or more received by an employee or a member of the employee's family from any source from which the College buys goods or services or otherwise has significant business dealings—must be reported to the Vice President for Administration and Business.*

Confidentiality. *Any disclosure of a conflict of interest shall be held confidential by the College. The statements shall be open for inspection by the public only: (a) by official action of the Board of Trustees upon showing of good cause; (b) with the consent of the person who submitted the data which is to be disclosed; (c) by court order; or (d) as otherwise required by Wisconsin or federal law or regulation.*

**Disclosure Form for Carthage College
Employee-Conflict of Interest Policy**

1. Are you aware of any relationship between Carthage College and yourself or a member of your family as defined by the letter and spirit of this policy that may represent a conflict of interest?

_____ YES _____ NO

If YES, please list such relationships and the details of annual or potential financial benefits as you can best estimate them.

2. During the past 12 months, did you or a member of your family receive any gifts that were valued at more than \$100 or loans from any source from which the college buys goods or services or otherwise has significant business dealings?

_____ YES _____ NO

If YES, please list them, their source, and their approximate value.

<i>Source</i>	<i>Item</i>	<i>Approximate Value</i>
---------------	-------------	--------------------------

3. Exceptions: (If there are none, please indicate so.)

I certify that I have read and understand the Carthage policy on conflict of interest and that the foregoing information is true and complete to the best of my knowledge.

Name

Signature

Date

Drug-Free Schools and Communities Act

The Unlawful possession, use or distribution of illicit drugs and alcohol by employees of the college is strictly prohibited. The college will impose disciplinary sanctions; including reprimand, suspension, or termination, for violation of this policy. As a condition for continued employment, Carthage may require a drug screen for identification of the use of illicit substances or participation in an appropriate rehabilitation program.

As employees of a Christian based education institution, Carthage personnel have both a moral and legal obligation to meet the highest standards of ethical conduct as they serve as an example to all Carthage students. The purpose of this policy is to produce a workplace and campus environment that strongly discourages the unauthorized or illegal use of drugs and alcohol by both students and employees.

The Drug-Free Schools and Communities Act requires that Carthage College certify to the Secretary of Education that it has adopted and implemented an anti-drug and alcohol abuse policy for employees and students. The certification is a required condition for receipt of funds or any other form of financial assistance under all federal programs.

Carthage College places great importance on eradicating drug and alcohol abuse. Our goal is to prevent alcohol abuse and maintain a drug-free campus and workplace. As part of our efforts, this notice is given to all employees.

Eradication of drug and alcohol abuse is a national priority. Recent legislation, including the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, requires education agencies that accept federal funds or grants to establish alcohol and drug policies consistent with federal guidelines. To continue receiving federal funds and grants, Carthage will implement and enforce these policies and programs.

Health Risks are Associated with Abuse

Use of drugs or controlled substances, except under professional supervision and prescription, and abuse of alcohol is dangerous. Drugs and alcohol abuse jeopardizes the well being of the individual and the community. Decreased productivity and learning, serious health problems, breakdown of family and social relationships, and strain on personal and societal resources follow abuse.

Because of the importance we place on drug and alcohol abuse prevention, standards of conduct have been established. These rules in general, prohibit the unlawful possession, use, distribution manufacture, dispensation, or being under the influence of controlled substances, illicit drugs or alcohol by employees on property used by the college, at any college sponsored or supervised activity, and in the community in general. These standards of conduct are mandatory and are a condition of continued employment at Carthage College.

Employees who violate these standards of conduct are subject to disciplinary action. These sanctions include up to termination of employment and referral for prosecution.

For any violation of this policy, sanctions will be imposed.

All employees are required to notify the Vice President for Administration and Business of a conviction for any criminal drug statute no later than five (5) days after such conviction. For employees working in connection with a federal grant, Carthage must report this conviction to the granting agency and impose an appropriate sanction, or require the satisfactory participation in an appropriate rehabilitation program. An employee who fails to report such a conviction will be subject to termination of employment.

Criminal Sanctions also Exist

Not only does the violation of drug and alcohol abuse rules jeopardize your status as an employee, but you may also be charged criminally under local, state or federal law for unlawful possession, use, or distribution of illicit drugs and alcohol. Criminal penalties are significant as fines, imprisonment, or both may be imposed. Although penalties are periodically revised, required minimum penalties, including mandatory imprisonment, are common.

Under the statutes of the State of Wisconsin, any person under the age of 21, who does any of the following, is guilty of a violation:

- procures or attempts to procure alcoholic beverages;
- enters, knowingly attempts to enter, or is on a licensed premises;
- falsely represents his or her age for the purpose of alcoholic beverages.

Persons committing the above violations are subject to the following penalties:

- first violation – a fine of not more than \$50.00 suspension of operating privileges, participation in a supervised work program or any combination of these penalties.
- second violation within twelve months – a fine of not more than \$100.00 suspension of operating privileges, participation in a supervised work program or any combination of these penalties.
- subsequent violation within twelve months – a fine of not more than \$500.00 suspension of operating privileges, participation in a supervised work program or any combination of these penalties.

Any person who procures alcoholic beverages for or sells, dispenses, or gives alcoholic beverages to an underage person may be penalized as if he/she knew or should have known that the person was underage, or if the underage person suffers great bodily harm as a result of consuming the alcoholic beverage.

The unlawful possession, manufacturing, or distribution of controlled substances will result in stiff penalties including fines, imprisonment, or both.

Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of controlled substances. The law sets out the following sentences for first-time offenders:

- A minimum of ten years and a maximum of life imprisonment or fine of \$4,000,000 or both for the knowing or intentional manufacture, sale or possession with intent to sell, of large amounts of any narcotic, including heroin, morphine, or cocaine (including “crack”), or of phencyclidine (PCP), or of LSD, or of marijuana (1,000 kilograms or more).
- A minimum of five years and a maximum of forty years or \$2,000,000 or both for similar actions involving smaller amounts of any narcotic, including heroin, morphine, or cocaine (including “crack”), or of phencyclidine (PCP), or of LSD, or of marijuana (1,000 kilograms or more).
- A minimum of five years or \$250,000 or both for similar actions involving smaller amounts of marijuana (50 kilograms or more), hashish, PCP or LSD, or any amounts of amphetamines, barbiturates and other controlled stimulants or depressives.
- Four years or \$30,000 or both for using the mail, telephone, radio or any other public or private means of communication to commit acts that violate the laws against the manufacture, sale, and possession of drugs.
- One year or \$1,000 or both for possession of any controlled substance.

State and federal law make crimes of many different activities involving drugs. Simple possession, giving or merely offering drugs is an illegal act.

Conditions of Employment

As a condition of employment, each employee shall:

1. Abide by the terms of the Drug and Alcohol Abuse policy of the college.
2. Notify the Vice President for Administration and Business, or the President of the College, or the Chairman of the Board of Trustees of any criminal drug statute conviction for a violation, no later than five (5) days after such conviction.

Sanctions

Where an employee violates the terms of this policy or is convicted of violating a criminal drug statute, the employee shall be subject to sanctions, which include:

1. Oral or written reprimand
2. Unpaid suspension
3. Participation in an appropriate drug or alcohol rehabilitation program.
4. Periodic screening for the use of illicit substances.
5. Termination of employment.

This Employee handbook is not intended to be a contract nor is it intended to create any contractual rights on behalf of any employee of Carthage. None of the statements,

policies, procedures, rules, regulations, or other provisions of this Employee Handbook constitutes a guarantee of any other rights or benefits, or a contract of employment, express or implied. Each employee of Carthage is an at-will employee under Wisconsin law and is subject to termination at any time without cause and without notice. Carthage reserves the right to modify or eliminate any or all terms of this Employee handbook at any time with or without notice. This Employee handbook supercedes all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written. The terms of this Employee handbook and the at-will status of an employee may not be modified except by an authorized representative of Carthage in writing.

Drug or Alcohol Abuse Counseling

Help is available for employees who are drug or alcohol abusers. Before disciplinary problems arise, an employee should consider counseling. A free and confidential conference is available through the office of the Campus Pastor.

Outside counseling services are available through the following agencies:

Charter Counseling Center
6929 Mariner Drive
Racine, Wisconsin 53406
886-4800

Racine Council on Alcohol and Other Drug Abuse, Inc.
818 6th Street
Racine, Wisconsin 53403
632-6200

Westwind Treatment Center
5625 Washington Avenue
Racine, Wisconsin 53406
886-9020

Kenosha County Alcohol and Other Drug Council
7533 22nd Avenue
Kenosha, Wisconsin 53140
658-8166

St. Catherine's Benet Lake Center
12603 224th Avenue
Benet Lake, Wisconsin 53102
(800) 252-4673

Lighthouse Counseling Associates
6223 10th Avenue
Kenosha, Wisconsin 53140
652-6969

or
5605 Washington Avenue Racine, Wisconsin
53406
886-1240

Index

Attendance and Punctuality 3
Benefits Summary 9
Bereavement Leave 13
Blood Borne Pathogens 5
Car Identification/Parking 4
Changes in Personal Information 4
Consensual Relationship Policy 2
Conflict of Interest Guidelines and Policy 15
Conflict of Interest Disclosure Form 17
Conditions of Employment 5
Drug-Free Schools and Communities Act (Policy) 8
Drug-Free Schools and Communities Act (Detail) 18
Educational Assistance Program 10
Elections/Voting 7
Employee Accidents 5
Gratuities 7
Holidays 11
Hours 3
Job Posting 7
Jury Duty 14
Leave of Absence / Family and Medical Leave 14
Maternity Leave 13
Military Leave 13
Nondiscrimination 1
Outside Employment 7
Overtime 3
Payment for Short Term Absences 13
Personal Appearance and Dress 4
Personal Identification 4
Personal Work and Telephone Calls 4
Probationary Period 3
Rehire Procedures 6
Resignation 6
Resolution of Problems 6
Review of Allegations of Discrimination or Sexual Harassment 1
Security 6
Sexual Harassment 1
Smoking 7
Snow/Weather Emergences 5
Solicitation 7
Student Exchange Program 11
Tuition Assurance Program 11
Vacations 12