BENEDICT COLLEGE

COLUMBIA, SOUTH CAROLINA 29204

HUMAN RESOURCES

POLICIES AND PROCEDURES MANUAL

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President and CEO

HUMAN RESOURCES

POLICIES AND PROCEDURES

MANUAL

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Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Benedict College.

Benedict College
Columbia, South Carolina 29204 (803) 253-5000
www.benedict.edu
BESTofBC

IMPORTANT NOTICE

THIS HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL ("MANUAL") IS A GUIDE TO GENERAL EMPLOYMENT PROCEDURES AND POLICIES OF BENEDICT COLLEGE. THIS MANUAL IS FOR INFORMATION ONLY AND IS NOT A CONTRACT OF EMPLOYMENT. THE EMPLOYEE IS ADVISED THAT BECAUSE BUSINESS CONDITIONS AND CONSIDERATIONS MAY CHANGE FROM TIME TO TIME, BENEDICT COLLEGE RESERVES THE RIGHT TO MODIFY, AMEND, ELIMINATE, OR DEVIATE FROM ANY OR ALL OF ITS POLICIES, PROCEDURES, AND PRACTICES IN ITS SOLE DISCRETION. **THIS MANUAL SUPERSEDES AND REPLACES ALL OTHER MANUALS OR SIMILAR MATERIALS WHICH MAY HAVE BEEN PUBLISHED OR DISTRIBUTED. THIS MANUAL APPLIES TO ALL BENEDICT COLLEGE STAFF AND FACULTY, INCLUDING TENURED FACULTY.**

UNLESS MY EMPLOYMENT IS GOVERNED BY A WRITTEN CONTRACT, I UNDERSTAND MY EMPLOYMENT WITH BENEDICT COLLEGE IS AT WILL AND THAT EITHER BENEDICT COLLEGE OF THE EMPLOYEE CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.

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MISSION

The mission of Benedict College is to be an institution of higher learning where transformative education, innovation in technology and enterprise, converge and foster an abiding commitment to community all merge in a dynamic environment where students receive an education that prepares them to enter the global marketplace with exceptional cultural and professional competencies that will empower them to contribute to the sustainability and economic growth of the communities where they live, work, and play.

Therefore, Benedict College is not only a power for good in society, but Benedict is committed to providing a transformative learning environment, enhanced by highly trained and equipped professionals, who empower all students to realize their ***BESTofBC*** potential.

VISION

Benedict College will be a leader in providing transformative learning experiences for a diverse student body, defined by superior cultural and professional competencies that are nurtured and developed by faculty, staff and stakeholders who value innovation, customer service, community and industry engagement.

Benedict College is a college where each student's experience in academic, residential and co-curricular activity is transformative and customer-service focused; at the same time, Benedict faculty and staff work in a collaborative, transparent environment where data-based decisions are also grounded in compassion.

Benedict College is a place of full-time learning from the classroom, to the playing field, to the residence hall and out into the community where the legacy of "BC" as inclusive, pioneering, and "family" is respected and cherished.

Therefore, Benedict College is not only a power for good in society, but Benedict is committed to providing a transformative learning environment, enhanced by highly trained and equipped professionals, that empowers all students to realize their highest potential.

A BRIEF HISTORY OF BENEDICT COLLEGE

Founded in 1870 by Bathsheba A. Benedict, Benedict College is a private co-educational liberal arts institution with nearly 2200 students enrolled in its 25 baccalaureate degree programs during the 2018-2019 academic year.

Benedict College, originally Benedict Institute, was founded 148 years ago under the auspices of the American Baptist Home Mission Society. As Benedict's first philanthropist, Mrs. Benedict of Pawtucket, Rhode Island, provided $13,000 towards the purchase of an 80-acre plantation near Columbia, South Carolina as the site for a new school for the recently freed people of African

descent. Benedict Institute, operating in a former slave master's mansion, was established, in the words of its founder, to prepare men and women to be a "power for good in society."

During the first quarter century of its existence, Benedict Institute directed its educational programs to the severely limited economic and social conditions of the black population in the South. The Institute's original objective was to educate and train teachers and preachers, therefore, Benedict's first curriculum included reading, writing, spelling, arithmetic, and religion. Later, the curriculum was expanded to include traditional college disciplines, which also included an industrial department offering carpentry, shoemaking, printing, and painting.

On November 2, 1894, the South Carolina Legislature chartered the institution as a liberal arts college and the name "Benedict Institute" was formally changed to "Benedict College."

From its founding, Benedict College was led by a succession of northern white Baptist ministers and educators. However, the year 1930 signaled the succession of African-American male presidents that continued until June 30, 2017, when Dr. Roslyn Clark Artis was unanimously appointed by the Benedict College Board of Trustees as the 14th President of Benedict College. She is the first-female President in the 148-year history of the College.

Benedict College has been highly regarded and exceptionally ranked for its programs by several academic and traditional publications. For example, Benedict College was ranked as one of the top baccalaureate colleges in the nation by Washington Monthly magazine for creating social mobility, producing cutting-edge scholarship, and research.

Benedict offers several high-demand fields of study in STEM, Cyber Security, Mass Communication, Sport Management, Business Administration, Engineering, Computer Science, Biology, and Education. Benedict has a diverse faculty of which 80 percent are full-time, and 60 percent hold doctorates or the equivalent.

Over the past ten years, three out of five Benedict College graduates attended professional or graduate schools. There are over 17,000 proud Benedict Tigers throughout the nation. Benedict College has been a community leader for over 148-years and is a significant contributor to the region and South Carolina, with a local and annual economic impact of over $130 million.

This Midlands HBCU has welcomed students from all 46 counties in South Carolina, 30 states across America, and 26 countries across the world. The College made front-page news in the spring of 2018 when it became the first South Carolina college to lower its tuition by 26 percent. Cutting tuition drew praise from the Commission on Higher Education, South Carolina's education oversight body. The commissioner noted the move that Benedict College made should be applauded because it offers students more access to higher education and affordability.

In March 2018, Benedict College hosted South Carolina HBCU presidents, in collaboration with the White House Initiative on HBCUs and UNCF. The primary goal was to change the narrative on the impact of historically black colleges and universities (HBCUs). Columbia Mayor Steve Benjamin, a member of the Benedict College Board of Trustees, joined the 8 South Carolina HBCU presidents in examining a recently released landmark study commissioned by UNCF, HBCUs Make America Strong: The Positive Economic Impact of Historically Black Colleges and Universities.

The report demonstrates that Benedict College is a valuable economic engine in the community, generating substantial financial returns year after year, contributing $130 million and 1,218 jobs in total economic impact. A Benedict graduate working full-time throughout his or her working life can expect to earn $1.1 million in additional income because of their Benedict College degree.

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees and an MBA. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Benedict College. Additionally, five of the College's degree programs hold national accreditation: early childhood and elementary teacher preparation, social work, environmental health science, studio art, and the Tyrone Adam Burroughs School of Business and Entrepreneurship.

PRESIDENTS OF BENEDICT COLLEGE

Timothy L. Dodge, D.D. 1871-1876
Lewis Colby, D.D. 1876-1879
E. J. Goodspeed, D.D. 1879-1882
Charles E. Becker, D.D. 1882-1895
Abraham C. Osborn, D.D., L.L.D. 1895-1911
Byron W. Valentine, A. M. 1911-1921
Clarence B. Antisdel, D.D., L.L.D 1921-1930
John J. Starks, A.B., A.M., D.D., L.L.D. 1930-1944
John A. Bacoats, A.B., A.M., B.D., D.D., L.L.D. 1944-1965
Benjamin F. Payton, B.A., B.D., M.A., Ph.D. 1967-1972
Henry Ponder, B.S., M.S., Ph.D. 1973-1984
Marshall C. Grigsby, B.A., Th.M., D.Mn. 1985-1993
David H. Swinton, B.A., M.A., Ph.D. 1994-2017
Roslyn C. Artis, J.D. Ed.D 2017-present

ACTING/INTERIM PRESIDENTS OF BENEDICT COLLEGE

T. J. Hanberry, A.B., M.S., Ped.D. 1965-1967
Luns C. Richardson, A.B., M.A., Ped.D. 1972-1973

Betty S. Shearin, B.S. 1984-1985
Ruby W. Watts, B.A., M.A., Ph.D. 1993-1994; 2017

ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

BOARD OF TRUSTEES

The Board of Trustees, by charter, is the body that is legally responsible for the overall governance and the promulgation of all policies for the administration of Benedict College. This governing board is the legal body responsible for the selection, and evaluation, of a president to carry out all enacted policies. On the recommendation of the president, the board approves all vision and mission statements, strategic plans, budgets, curriculum changes, faculty promotion and tenure, and awarding of all earned and honorary degrees. The Board of Trustees recognizes a clear distinction between the policymaking functions of the Board and the responsibility of the administration and faculty to administer and implement policy.

OFFICE OF THE PRESIDENT

The Mission of the Office of the President is to provide the vision, leadership, and administrative oversight for all College divisions. The Office ensures that the mission of the College is appropriate, articulated to all College constituents, and adhered to in all activities of the College. The Office provides leadership in the development and implementation of the College's Strategic Plan, and ensures that all goals and objectives of the College are met.

The President's Office regularly monitors, assesses, and gives feedback to the administrative divisions on the performance of all of the administrative divisions. The Office ensures that the organizational structure and staffing, as well as the financial, human, and other resources are adequate to facilitate the success of the College. The Office also provides leadership and oversight for fund development and budget planning and administration.

The President establishes and maintains productive relations with internal constituents: faculty, staff, and students, as well as external constituents: churches, alumni, business, government, community, and others. The Office provides support for all activities of the Board of Trustees.

THE PRESIDENT

The President is the Chief Executive Officer of the College and is appointed by the Board of Trustees. The President is responsible to the Board for administering the educational and business policies of the College and for securing and preserving the assets of the institution. The President is the official channel for communication between the Board of Trustees and the faculty, staff and students of the College.

The President is responsible for the formulation of strategic directions, goals, and objectives

of the College. With the assistance of the faculty, staff, and students, he/she provides optimum conditions to achieve the College's mission.

The President is the head of the faculty, and as such is responsible for leading the faculty in the articulation and implementation of the academic goals and objectives of the College.

The Office of the Chief of Staff

The Chief of Staff provides overall support for the operation of the President's office. The Chief of Staff serves as the senior advisor to the President and reports directly to the President on a wide variety of administrative and executive duties, special projects, and initiatives involving the President's office and its priorities. The Chief of Staff is second in charge to the President and acts on behalf of the President and Cabinet in his/her absence or as directed. The position is responsible for interacting with colleagues across the college to ensure institutional alignment and synergy with the strategic plan. In addition, the following organizational units report to the Chief of Staff: Human Resources, Information Technology (IT), Communications and Marketing, the Business Development Center, Post Office, Print Shop, and Records Center.

Office of the Director of Athletics

The Director of Athletics reports to the President. The Director has basic administrative responsibility for the direct supervision, approval, conduct and control of the athletics program; provides the President with information and documentation necessary for policy, programmatic and operational decisions; and maintains and implements College, SIAC, NCAA, and conference rules and regulations. Benedict College awards aid based on a student's athletics ability. Key duties include, but are not limited to, the administration of all fiscal operations, the establishment of administrative policies and procedures designed to achieve athletics goals and sound academic standards, evaluating programs and staff, and working closely with the Compliance Coordinator, the Faculty Athletic Representative, and the Student-Athlete Advisory Committee, to provide leadership for and supervision of compliance with rules and regulations by coaches, student-athletes, friends, and supporters of the College. As directed by the President, the Athletics Director reviews bi-annually the applicable College policies and procedures, as well as SIAC and NCAA rules and regulations with every coach, student-athlete, and athletics staff member and ensures compliance.

DIVISION OF ACADEMIC AFFAIRS

In keeping with the mission of the College, the Division of Academic Affairs is committed to providing transformative learning experiences for all students by delivering high quality programs in teaching, research, and service. The Division offers majors that lead to the Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work degrees through three academic schools: (1) Tyrone Adam Burroughs School of Business and Entrepreneurship, (2) School of Education, Health and Human Services; and (3) School of Arts and Sciences.

Through an updated general education core that provides a strong liberal arts foundation combined with innovative programs of study based on current and emerging trends in the respective disciplines, students are prepared for immediate entry into careers in their major field or post-baccalaureate studies. Quality faculty are recruited, provided orientation, engaged in continuous faculty development, and supported with appropriate instructional resources so that they can provide relevant and innovative instruction to students. All efforts in the Division are developed to ensure that a **B**enedict **E**ducation leads to **S**tudent **T**ransformation (**B.E.S.T.).**

Office of Vice President for Academic Affairs

The Vice President for Academic Affairs is appointed by and is administratively responsible to the President for all matters relative to instruction, academic research, selected programs, curriculum, academic policy, standards, affiliations, faculty personnel, and the academic aspects of student life. The Vice President is the chief academic officer of the College. Through the school deans and other administrators in the division the Vice President for Academic Affairs is responsible for (a) recommending the employment, promotion, and tenure of all academic personnel; (b) conducting suitable searches for new personnel; (c) the teaching, research, and service activities of the faculty; (d) recommending and implementing budgets for all academic activities; (e) academic program planning, development, and evaluation; (f) preparation, review, assessment, and revision of annual and five-year academic plans; (g) overseeing the development and implementation of an annual faculty and staff development plan; and (h) direct supervision of school deans, associate vice presidents for academic affairs, and directors of key units.

The Office of Academic Affairs provides leadership and support for the academic programs of the College and is headed by the Vice President for Academic Affairs. The associate vice presidents, deans, Registrar/Director of Student Records, director of Extended Learning Services, director of First Year Experience, and director of Career Pathways Initiative & Service-Learning report directly to the Vice President for Academic Affairs. The support units in the Division include: the Library; Honors Program; ROTC; Center for Teaching and Learning; Office of Institutional Research and Assessment; Career Pathways Initiative and Service-Learning; First Year Experience; Extended Learning Services; and Registrar and Student Records.

Office of Associate Vice President for Academic Affairs

The Associate Vice President for Academic Affairs supports the Vice President in carrying out his/her responsibilities. Directors of the Library, Honors Program, and ROTC report to the Associate Vice President for Academic Affairs. Additionally, primary responsibilities for this position include development and updating of articulation agreements, Memoranda of Understanding and Agreement, College Catalogue, Academic Calendar, and Convocation programs.

Office of Associate Vice President for Academic Assessment and Support Services

The Associate Vice President for Academic Assessment and Support Services is responsible for supervising the Office of Institutional Research and Assessment and the Center for Teaching and Learning. This Associate Vice President also serves as the institution's SACSCOC Liaison.

The Office of Institutional Research and Assessment has management responsibility for all institutional research and assessment functions, including data extraction, collection, analysis, and the strategic use of data. Responsibilities also include internal and external data reporting, preparing quantitative and qualitative analyses, conducting surveys, monitoring the maintenance of the institutional research database, preparing and submitting annual mandatory federal, regional, and state reports, and managing data for the College's accreditation needs. This unit also collects and coordinates compilation of institutional division reports to aid in the development of the President's quarterly and year-end reports and presentations.

Office of Associate Vice President for Research

The Associate Vice President for Research is responsible for coordinating, documenting, and supporting faculty and staff research in support of the institutional mission. Provision of grant writing training, technical assistance with searching for opportunities for proposal development and submission, recording and documenting grants awarded, reports submitted, verification of follow through on grant projects and budgets, etc. are responsibilities for this position.

Academic Deans

Academic Deans are appointed by the President upon recommendation by the Vice President for Academic Affairs and are administratively responsible to the Vice President for Academic Affairs for managing the affairs of the Schools. Academic Deans are the heads of the faculty and the chief administrative officers in their respective schools. Academic deans are expected to provide bold leadership and extraordinary vision for the Schools in order to develop the faculty, prepare students for competition in the global economy, improve curriculum and provide instructional and other resources to carry out the mission of the School. Academic Deans provide leadership and oversight for the development and implementation of strategic plans and budgets for departments and units within the School; manage the development, implementation and assessment of curriculum and instruction; supervise department chairs; implement the faculty and staff evaluation process within the school; oversee the process of recruiting, searching for, and hiring appropriate faculty and staff for the school and its departments to ensure high quality hires; develop and oversee the implementation of a faculty and staff development program to ensure continuous improvement of the faculty and staff; and ensure that faculty, staff, and students in the area achieve the results included the strategic plans. Deans also have responsibility for assisting with fundraising and elevating the internal and external awareness of faculty, student, graduate, and program achievements.

Department Chairpersons

Department Chairpersons are appointed by the President upon recommendation by the Dean of a School and the Vice President for Academic Affairs. Department Chairpersons are the administrative head of academic departments within the College, and report to a School Dean. Chairpersons are responsible for coordinating short and long-range planning in their department. The chairperson oversees searches for part-time and full- time faculty, recommends part-time and full-time faculty appointments, retention, and promotion; develops and manages the departmental budget, conducts annual evaluation of faculty and staff, develops class schedules, assigns classrooms and other departmental resources, assigns teaching and advising responsibilities, supervises secretarial and support staff, and provides general oversight for departmental operations.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs consists of the following operational units: Residential Life, Student Health Services, Student Activities, Campus Police, Religious Services, Food Services, and Counseling & Self–Development Services.

Student Affairs is committed to the concept of "Students First" that contributes to the mission of Benedict College by providing programs, extracurricular activities and services for students and the College community. The Division seeks to enhance quality of life for students; to facilitate intellectual, ethical, spiritual, social, and personal growth; to provide a healthy and safe living environment; and to create a culture that engenders respect for human diversity.

Office of Vice President for Student Affairs

The Vice President Student Affairs is appointed by and administratively responsible to the President in matters relative to student life, development and well-being. The Office of the Vice President is responsible for overall operations of the division; provides vision, leadership and oversight for the development, implementation, and assessment of strategic plans; recommends and monitors unit budgets; oversees the process of recruiting and hiring qualified staff; ensures continuous staff development and training; and conducts and monitors annual evaluation of unit directors and staff.

Residential Life is primarily a residential campus that seeks to provide quality-housing accommodations for all qualified students requesting housing. The Department of Residential Life's major purpose is to provide a safe, secure and hospitable environment for all students and visitors. The Department is committed to maintaining the integrity of the College and members of the Benedict College Residential Life Staff. Residential Life makes every effort to promote and preserve an orderly environment, exercise proper control over disciplinary matters; and implement, conduct and review procedures designed to afford due process to all students accused of violating dorm policies, rules, and regulations.

Residential Life is an integral part of student life at Benedict College. The residence hall experience is an extension of the education obtained in the classroom. In the residence halls, the student development process is stimulated by the responsibilities of group living, participation in residence hall government, educational, social, cultural and recreational activities and independent living.

The Director of Residential Life administers Residential Life programming. Each residence hall is managed by a Residential Life Coordinator (RLC) who is responsible for assisting in educational, social and cultural programming. The RLC is also responsible for the supervision of the facility and advising/counseling of residents. The RLCs are assisted by Residential Life Assistants (RLAs), Residence Hall Advisors (RHAs), and Work Study students.

Student Health Services offers quality, first response healthcare on-campus to Benedict College students. The Health Center provides early diagnosis and treatment for most physical conditions as well as makes referrals for psychological counseling and testing services as needed. Ideally, the College hopes to develop the student awareness of the importance of developing healthy lifestyles and how to utilize available health care in a timely, and more cost efficient manner. The top three reasons students visit the Health Center (1) Upper Respiratory Infections, (2) Sexually Transmitted Diseases, and (3) Physical Injuries. Given the rise of mental health issues among college students, the College provides educational seminars and other appropriate related procedures and initiatives to assist students.

Student Activities is committed to providing quality programs to meet the needs of students outside the classroom. The department is responsible for coordinating, scheduling, implementing and sponsoring activities. Also, the Department of Student Activities assists organizations with planning and implementing weekly activities and Homecoming.

The primary focuses of the Student Activities Department are to: advise the Student Government Association, provide and coordinate general campus programs, sponsor events with other departments, sponsor Black History Month programming and host Meet the Candidate/Miss Benedict Pageant and Tiger Festival Week activities.

Campus Police continues to review the incident reports and the crimes committed during a seven-day period. The data is noted and a bi-weekly report is completed. The figures collected assist the department in deployment of officers to areas where frequent crimes have been known to occur and allow the department to take a proactive approach to crime. The department continues its efforts to create awareness among the student body, faculty and staff on the importance of securing all personal belongings to include room/office and car keys. Those areas that show an increase in the Crime Statistics will be targeted to decrease each affected area. The department has intensified both foot and vehicle patrol and transmitted e-mail warnings listing precautionary measures when traveling alone on campus.

The Campus Police Department in conjunction with the Residential Life Department, will attend dormitory meetings and seminars to educate students about South Carolina laws. Many of the

students are not South Carolina residents, therefore, are not aware of the many laws instituted by the State of South Carolina.

The Department of Campus Police continue to increase its overall perception by interacting in a positive manner by sharing information with the Residential Staff, by attending Residential meetings and dormitory meetings to discuss issues with students. This will enhance and continue to foster a good overall perception of the Campus Police Department.

Religious Services offer quality services to students, faculty and staff in the area of spiritual, moral and ethical development representation and guidance. New beginnings are always exciting, challenging and optimistic. Many students and staff have come forward and pledged their support to help encourage the spiritual atmosphere on Campus. The Religious Services Department has contributed to many of the Colleges start–up activities. The presence in the area of representation and guidance has been requested and fulfilled in numerous Campus functions. The Worship experience has commenced with the enthusiasm of a Revival/Crusade. There is excitement and expectation by students as it relates to religious services, and the great things that are happening at Benedict College.

Because the desire for spiritual growth is so enthusiastic, Religious Services is committed to have Chapel Services during holiday weekends to accommodate students who cannot leave and go to their respective homes or countries.

Food Services, and Counseling & Self –Development Services

The **Student Judiciary Committee** that is housed in the Office of Student Affairs, and serves as the central clearinghouse for all non-academic violations. The Judicial Committee hearing process provides an opportunity for committee members to work with students to promote more positive behaviors, as well as, a time to understand what else is happening in that student's life at that time.

DIVISION OF ENROLLMENT MANAGEMENT

The Division of Enrollment Management will be a student-centered, data-driven, technology-driven division, planning, predicting, and managing enrollment with the expected goal of augmented student success. It will assist and engage faculty and staff while collaborating with campus partners in support of the college's mission and commitment to recruit, retain, persist, and graduate students.

Our vision is to provide excellent student-centered customer service, and out-come oriented results all while becoming the most innovative, strategic, and visionary enrollment management division in the nation. We are committed to the effective use of data, diversity, collaboration and staff excellence.

The Office of the Vice President for Enrollment Management

The Vice President for Enrollment Management reports to the President and oversees the Offices of: Admissions & Recruitment; Student Financial Aid & Scholarships; Communication Call Center; International Programs; Student Retention; and Upward Bound I & II.

DIVISION OF BUSINESS AND FINANCE

The Division of Business and Finance is a steward of the College's fiscal, physical and human resources. This division is led by the Vice President for Business and Finance, a senior administrator, who reports directly to the President of the College and is also a member of the President's Cabinet. The Vice President is charged with developing an internal control framework which provides a system to accurately account for the financial transactions of the College in a timely manner to support sound decision making and governance of the institution. The Vice President is the College's liaison to its Board of Trustees Finance/Audit/Investment Committee and supports its charge to oversee the financial affairs of the College.

The administrative units of the Division of Business and Finance that support the mission of the College include: Financial Accounting and Reporting; Accounts Payable; Student Accounts and Facilities.

Office of the Vice President for Business and Finance

The Vice President for Business and Finance supervises the administration of the following operational entities:

Financial Accounting and Reporting which is responsible for planning, formulating, implementing and managing institutional budgets, recording business transactions of the institution to include property and equipment, receipting and accounting for incoming funds, processing faculty/staff and student payrolls, reconciling accounts for accuracy and completeness, and reporting of financial results to management and other stakeholders.

Accounts Payable administers the college's purchasing and procurement systems, processes vendor payments, maintains vendor relationships, files and databases, and reconciles and maintains the College's list of outstanding payables.

Student Accounts financially clears students to enroll in the College, administers and manages payment plans, counsel students on their financial obligations to the institution, posts aid and payments to students' accounts, processes refunds to students and return of funds to agencies as appropriate and ensures accuracy of student account balances. The division is charged with the responsibility of ensuring that the College receives maximum benefit from all its resources. The division participates in the governance of the institution and where appropriate makes recommendations intended to improve the effectiveness and efficiency of the College.

DIVISION OF INSTITUTIONAL ADVANCEMENT

The Division of Institutional Advancement is the primary strategic link between Benedict College and its principal external constituencies: alumni, donors and friends. The role of Institutional Advancement is to support and advance the mission, strategic goals, and objectives of the College by increasing engagement in and financial support for the institution. The Division is comprised of the following offices: Alumni Relations and Advancement Services; Church Relations; Corporate and Foundation Relations; Government and Community Relations; and Title III and Sponsored Programs.

Institutional Advancement specifically engages in activities that help in obtaining the financial resources necessary to carry out the mission mandates of the College. In this role, a team of centralized staff leads Benedict's fundraising, alumni relations, and stewardship efforts through strategic, college-wide initiatives. This unit also actively communicates with key constituencies in an effort to tell the Benedict story, to keep alumni and friends abreast of College news and to cultivate institutional partners and supporters.

Annually, the College runs two major fundraising campaigns: The Annual Giving Campaign and the UNCF Campaign. Periodically, other fundraising initiatives, special campaigns and events are held, including a Capital Campaign. The College consistently looks for major donors, actively conducts prospect research, and provides the opportunity for planned or deferred giving; these are rolling campaigns.

Office of Vice President for Institutional Advancement

The Vice President for Institutional Advancement is the senior leader of the Advancement area and reports to the President. The Vice President is responsible for orchestrating activities related to the analysis, strategic planning, execution, control, and evaluation of fundraising, alumni affairs, and government and community relations. In addition, the Vice President provides the leadership and management for working with and the Board of Trustees, faculty, staff and other vital constituencies in support of the College's philanthropic programs and activities. The Vice President for Institutional Advancement supervises the following operational activities which compose the Division of Institutional Advancement:

Alumni Relations and Advancement Services

Alumni Relations and Advancement Services is the primary unit responsible for engaging, soliciting and stewarding alumni and friends of the College. Alumni Relations actively cultivates and maintains positive relationships with alumni while working closely with the Benedict College National Alumni Association. The Advancement Services area supports the Division of Institutional Advancement and other divisions within the College with accurate and up-to-date biographical and philanthropic records of alumni and donors while coordinating all donor stewardship activities.

Church Relations

Church Relations works to maintain strong relationships between the College and its church constituencies. As an institution with roots grounded in the Baptist Church, Benedict College strives to maintain strong connections to the Baptist Educational and Missionary Convention of South Carolina, associations and individual churches as well as to the larger church. It also participates in annual conferences and other major denominational events in an effort to cultivate and secure annual financial support from this vital constituency.

Corporate and Foundation Relations

Corporate and Foundation Relations identifies, cultivates, coordinates, and steward's relationships with foundations, corporations, and governmental agencies to secure financial support for institutional initiatives consistent with the College's mission and priorities. Partnerships with corporations and foundations play an important role in supporting and advancing the College's programs and services.

Government and Community Relations

Government and Community Relations advocates for Benedict College on the federal, state, and local levels. This includes monitoring legislation related to higher education, working with elected officials and their staffs to increase awareness of the College's research and educational programs, and serving as the liaison between the institution and all levels of government. This unit also intensively engages with the community leaders in an effort to garner resources and financial support to advance the strategic priorities of the College.

Title III and Sponsored Programs

Title III and Sponsored Programs provides administrators, faculty, staff, and students with guidance and technical assistance during the pre-award process in order to secure external sponsored funding that furthers the College's overall mission, and to provide post-award administration to ensure that all activities and expenditures and reporting are in compliance with the terms of the award.

OTHER RELATED ORGANIZATIONS

Business Development Center

The Business Development Center provides services to assist minority and disadvantaged businesses to grow and prosper. This Center provides below market rental space and support services for start-up firms, technical assistance, management and entrepreneurial education, and access to disadvantaged business loans.

Benedict-Allen Community Development Corporation (CDC)

The Benedict-Allen CDC is a closely related subsidiary of Benedict College. It oversees efforts to improve economic, business, and housing opportunities for low and moderate income persons and families in the area immediately surrounding Benedict College and Allen University. The CDC is a separately chartered, 501 C3, tax-exempt, nonprofit organization. Benedict College exercises control and influence through the appointment of the majority of the directors. Currently its employees are employees of the college. The Chief of Staff exercises day-to-day supervision of the CDC's executive director.

Executive Director, Benedict-Allen CDC

The Executive Director is responsible for the efficient operation and management of the Corporation in order to accomplish its mission and facilitate its growth. The Executive Director develops and implements approved projects to carry out the Corporation's goals related to housing, business development, and economic development. The Executive Director is responsible for day-to-day management of the Corporation and makes recommendations to the CDC Board of Directors for future funding initiatives to be developed by and on behalf of the Corporation.

COLLEGE COMMITTEES ORGANIZATIONS AND RESPONSIBILITIES

THE FACULTY FORUM

The faculty forum of Benedict College includes all persons contracted to render full-time service as a faculty member in one of the academic schools, academic administrators, and academic support staff. The President of the College is chairperson of the Faculty Forum, sets the agenda for the meeting, and presides at all meetings when present. The Vice President for Academic Affairs is vice chairperson and presides at all meetings in the absence of the President. A faculty member designated by the Vice President for Academic Affairs serves as secretary of the faculty to keep accurate minutes of the meetings and to distribute the same to the entire faculty and selected staff within fifteen (15) days after each meeting.

The purposes of the Faculty Forum are to facilitate the dissemination of important information from the administration to the faculty, provide a forum for discussion and input by the faculty on important College matters, approve faculty recommendations to the administration on matters such as curriculum revision and prospective graduates, and election of faculty representatives as required by College policies.

BENEDICT COLLEGE COUNCIL

The Benedict College Council is an internal advisory council composed of 30-40 faculty and staff employees of the college and is led by the President. The Council's primary mission is to provide open discussion and suggestions on global issues impacting the strategic goals of the college. It is structured such that participants are encouraged to be open in their assessment of key variables affecting both the success of the college and opportunities for improvement.

COMMITTEE STRUCTURE

At Benedict College, Standing Committees have been established to facilitate shared governance at the College. Membership on a committee may be by appointment, by election, or by virtue of position. Where members are appointed or elected, membership terms generally are for three years and are staggered so as to insure continuity.

Committees are required to prepare action plans for each year, to include an appropriate meeting schedule. They are to develop and adhere to procedures for meeting their responsibilities. Action plans and committee procedures are to be submitted to the Chair of the Committee on Committees within one month of the first meeting of the academic year. The original and one copy of the minutes of each meeting are to be submitted to the Chair of the Committee on Committees within five school days following the meeting. Recommendations resulting from committee deliberations are to be handled through established College channels. For composition and membership of each standing committee please refer to the current edition of the Standing Committee Handbook.

Administrative Cabinet and Division Councils

- Administrative Cabinet
- Academic Affairs Deans Council
- Benedict College Council
- Council of Academic Administrators
- Institutional Advancement Senior Cabinet
- Student Affairs Council

List of Administrative (College-Wide) Committees

- Athletics Committee
- Committee on Committees
- College Convocations, Assemblies, and Special Events Committee
- Enrollment and Retention Committee
- Faculty and Staff Grievance and Appeals Committee
- Faculty and Staff Recognition and Courtesy Committee
- Honorary Degree Committee
- Information Technology Committee
- Institutional Assessment Advisory Committee
- Publications Committee
- Religious Life Committee
- Summer and Special Programs Advisory Committee

List of Academic Affairs Committees

- Bio-hazards and Radiation Safety Committee

- Bookstore Advisory Committee
- Committee on Misconduct in Science and Protection of Human Subjects
- Curriculum Committee
- Faculty Awards Committee
- Faculty Promotion and Tenure Committee
- Honors Advisory Council
- International Programs Advisory Committee
- Institutional Animal Care and Use Committee (IACUC)
- Library Committee
- Graduate Council

List of Student Affairs Committees

- Financial Aid Advisory Committee
- Food Services Advisory Committee
- Scholarships Committee
- Student Judiciary Committee

POLICIES AND PROCEDURES

CONFLICT OF INTEREST STATEMENT

I. INTRODUCTION

Benedict College encourages and supports outside interactions of its faculty and student employees with federal, state, and local governments, and with business and industry as important parts of their research, education, and public service activities. In limited cases, similar opportunities are encouraged for the College staff members as well. Since outside interactions also carry with them an increased potential for conflicts of interest and/or commitment, either actual or perceived, it is important to communicate the following points:

(a) Many conflicts that are properly disclosed can be adequately managed without detriment to the reputation, integrity or position of the institution and the individual;

(b) In most cases, problems associated with actual or perceived conflicts of interest or commitment do not arise from the conflicts per se, but rather are the result of a failure to openly acknowledge and actively manage them;

(c) It is important to outline the institutional process for identifying, assessing and managing these potential conflicts to assure that both the integrity of the College and the core activities of its faculty, staff and students are protected;

(d) It is critical to establish guidelines, in accordance with requirements from state and federal agencies for those relationships with outside organizations that will help to assure the primacy of academic integrity and delineate the bounds of acceptable conduct.

This administrative policy statement is designed to facilitate implementation of the general conflict of interest policy. Nothing in this policy shall be construed to be inconsistent with other personnel policies and procedures including the College's policy on Nepotism. With the acceptance of an appointment at the College, employees shall adhere to the policies and state and federal laws and regulations related to conflict of interest and commitment.

II. DEFINITIONS

A. Conflicts of Interest

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any College duty or responsibility in administration, management, instruction, research and other professional activities. The bias

such conflicts could conceivably impart may inappropriately affect the goals of research, instructional, or administrative programs. The education of students, the methods of analysis and interpretation of research data, the hiring of staff, procurement of materials, and other administrative tasks at the College must be free of the undue influence of outside interests.

Because it is essential to the effective operation of the College that administrative officers and other employees of the College be independent and impartial in all actions involving the institution, that no office be used for private gain, and that there be complete public confidence in the integrity of the College, now, therefore, that it is the policy of Benedict College that the College shall conduct its affairs so that no member of the College community shall derive private gain from his/her association with the College except as provided by explicit policies of the College.

B. Examples of Conflict Situations

Activities and situations that could present conflicts of interest or commitment can be divided into three categories:

1. Activities that ordinarily are permissible;

2. Activities that appear to present potential conflicts of interest or commitment;

3. Activities that clearly present such serious problems as to be incompatible with College policies.

The separation into categories is imperfect and the following list of examples is not exhaustive.

1. Activities that ordinarily are permissible include:

    a. Participation in scientific or professional association activities, editorial responsibilities, or service on review boards and panels;

    b. Acceptance of honoraria for commissioned papers and occasional lectures;

    c. Performance of professionally related activities such as consulting, textbook authorship, involvement with professional societies, participation on review panels, etc.

    d. Service as a consultant to outside organizations provided the arrangement does not unreasonably restrict the duties to the College.

    e. Service on boards and committees of organizations that does not distract unduly from the College's obligations.

2. Activities that appear to present potential conflicts of interest or commitment:

    a. Relationships that might enable an employee to influence the College's dealings with an outside organization in ways leading to personal gain or to improper advantage for anyone. For example, an employee could have a financial interest in an enterprise with which the College does business and be in a position to influence relevant business decisions. Ordinarily such problems may be resolved by full disclosure as well as making appropriate arrangements that clearly exclude that employee from participating in the decisions.

    b. Situations in which the time or creative energy an employee devotes to extramural activities, including those listed in the section above, appears substantial enough to compromise the amount or quality of his or her participation in the instructional, scholarly, and administrative work of the College itself.

    c. Activities (research projects, conferences, teaching programs, remunerative consulting agreements, etc.) for which employees are personally remunerated that involve, or might reasonably be perceived to involve, the College, its name, its employees, its laboratories, computers or other facilities and equipment.

    d. Activities that violate or might reasonably be perceived to violate any of the principles governing research supported by and through the College insofar as these principles are relevant to individual behavior.

3. Activities that present such serious problems as to be incompatible with College policies:

    a. Situations in which the individual assumes responsibilities for an outside organization that divert his or her attention from College duties, or create other conflicts of loyalty.

    b. Circumstances in which research that could and ordinarily would be carried on within the College is conducted elsewhere to the disadvantage of the College and its legitimate interests.

A description of the College enforcement mechanisms and sanctions for violating this policy where appropriate is outlined in the Employee Conduct and Discipline sections of the Human Resources Policies and Procedure Manual.

POLICY STATEMENT ON FEDERAL CONTRACTS

Benedict College shall consistently maintain standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported

by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the award. The officers, employees, and agents of the College shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or other parties to the sub- agreements. However, the College may waive this policy for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. Any employee seeking such waiver must apply to the Vice President for Business and Finance. Any violations of the policy set forth will result in disciplinary action for failure to comply with federal or state grant terms and conditions as stated in the College's guidelines governing Employee Conduct.

Benedict College Intellectual Property Rights Policy Introduction

The Intellectual Property Rights Policy at Benedict College is intended to clarify ownership of intellectual property rights, establish an opportunity for commercialization of works, inventions, and discoveries, and provide for equitable distribution of resources, monetary and other benefits accruing from Benedict College exploitation of these works, inventions, and discoveries.

This Intellectual Property Rights Policy at Benedict College is applicable to all faculty (including visiting faculty) and staff, as well as full-time and part-time students at Benedict College.

Definitions (as used in this Policy)

"Intellectual Property" at Benedict College is defined as all materials subject to copyright, patent, trade secret, and/or trademark laws.

Copyright laws protect original works of authorship fixed in a tangible medium of expression. Examples of works that are potentially copyrightable include original writings, works of visual art, musical compositions and recordings, scholarly articles, tests, syllabi, computer programs, photographs, movies and other audiovisual works, dramatic works, compilations, and other artistic creations.

Patent laws protect useful and novel inventions and discoveries, including processes, machines, articles of manufacture, compositions of matter, product designs, and improvements thereof. Examples of inventions and discoveries that are potentially patentable include computer

programs, electronic devices, chemical compositions, manufacturing processes, and pharmaceuticals.

Trademark laws protect words, symbols, logos, names, and other devices (whether registered or not) that are used to identify and distinguish one person's, company's, or institution's goods or services from those of others. Benedict College owns a number of trademarks including registrations at the U.S. Patent and Trademark Office for the marks BENEDICT COLLEGE®, the Benedict Tiger logo, and the Benedict College Seal.

Trade secret laws protect economically valuable information, including formulas, processes, methods, compilations, techniques, systems and other matter which is not generally known or reasonably ascertainable, and which is the subject of efforts that are reasonable under the circumstances to maintain secrecy of the information.

"Creator" is defined as the person (being a Benedict College employee or student) or persons who invent, author, or otherwise create the Intellectual Property. Please note that the Creator of Intellectual Property, depending on the circumstances, will not necessarily be the owner of such Intellectual Property.

"Net Adjusted Income" in relation to specific Intellectual Property is defined as equaling the gross revenue received by Benedict College from licensing or exploitation of such Intellectual Property, minus the current and projected expenses that Benedict College deems necessary to defend, enforce, maintain, register, and/or exploit the Intellectual Property.

"Significant Use of Benedict College Facilities or Resources" is the extensive use of Benedict College facilities (*e.g.*, laboratories, studios, etc.) or human resources.

"Significant Use of Benedict College Funds" means funds provided by Benedict College in excess of $5,000 and used for developing Intellectual Property.

A "Work Made For Hire" is a potentially copyrightable work: (a) prepared by an employee of Benedict College within the scope of the employee's employment, or (b) specially ordered or commissioned by Benedict College as set forth in a written agreement and that falls within one of nine enumerated categories of works that qualify as a "work made for hire" under the U.S. Copyright Act. Under U.S. copyright law, the owner of a Work Made for Hire is considered the employer—not the employee who may have actually created the work. An employee of Benedict College can include faculty, staff, and students that are employed by Benedict College.

Ownership of Intellectual Property Rights

Intellectual Property may be owned by Benedict College, by the Creator of the Intellectual Property, or by shared ownership. The policy guidelines below are used to determine who owns Intellectual Property that is created by Benedict College faculty, staff, and students:

I. Circumstances Where Benedict College Owns Intellectual Property

Except where specific exemptions are made, Benedict College will own Intellectual Property created by Benedict College employees or students in the following circumstances:

- A Work Made For Hire; or
- Works, inventions, and discoveries within the scope of the employment with Benedict College, or resulting from the Significant Use of Benedict College Facilities or Resources, or resulting from the Significant Use of Benedict College Funds. Where a work, invention, or discovery is created within the scope of employment, or through the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, the Creator agrees to execute any and all written agreements/documents necessary to transfer all right, title, and interest in the work, invention, or discovery to Benedict College; or
- Discoveries, inventions, and works subject to agreements that grant Benedict College rights of ownership; or
- Trademarks and other indicia that signify Benedict College as the source of goods or services.

II. Circumstances Where The Creator Owns Intellectual Property

The Creator will own Intellectual Property created where all of the following circumstances are met:

- A written agreement does not specifically transfer the rights or ownership in the Intellectual Property to Benedict College or a third party; and
- The discoveries, inventions, or works were made without the Significant Use of Benedict College Facilities or Resources, without the Significant Use of Benedict College Funds, and made outside the scope of employment; and
- The work created is not deemed to be a Work Made For Hire under U.S. copyright law; and
- The Intellectual Property, if a trademark, does not signify Benedict College as the source of goods or services, suggest a sponsorship or endorsement by Benedict College where none exists, or otherwise infringe any rights that Benedict College may have.

All Creators at Benedict College will retain any copyrights in the creation of original works in the nature of textbooks, research papers, and scholarship consistent with copyright laws, except:

- Where performed as a part of contractual obligations or specially commissioned by Benedict College or a third party; or
- When constituting a Work Made For Hire; or
- When created with Significant Use of Benedict College Facilities or Resources, or the Significant Use of Benedict College Funds. However, extensive use of a Benedict College facility ordinarily available to most or all employees and/or students (*e.g.*, library, personal office space, office computers) and used in the creation of original copyrightable works in the nature of textbooks, research papers, and scholarship will *not* constitute Significant Use of Benedict College Facilities or Resources.

Creators who choose to use materials in which they claim rights, in the course of creating Intellectual Property at Benedict College, will automatically grant Benedict College a free, perpetual, non-exclusive, and irrevocable license for use (including reproduction, distribution, display, performance, preparation of derivative works, and transmission) of such materials and Intellectual Property for educational and research activities.

Benedict College will continue to encourage faculty, staff, and students, whose works, inventions, and discoveries are made on their own time, outside of the scope of their employment, and without the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, to work with the College to further develop such works, inventions, and discoveries. Works, inventions, and discoveries not owned by Benedict College are considered the property of the Creators and if the Creators choose, they may avail themselves of the opportunity to submit the works, inventions, or discoveries to Benedict College for consideration of possible patenting and/or commercialization and management under terms to be agreed between the Creators and Benedict College.

III. Circumstances Where There is Shared Ownership of Intellectual Property

Benedict College and the Creator may, by written agreement, decide to share ownership of Intellectual Property.

IV. External Sponsorship/Funding

The ownership of Intellectual Property resulting from research that is sponsored or funded (in whole or in part) by the federal government will be governed in accordance with federal law, including the Bayh-Dole Act. The ownership of Intellectual Property resulting from research or activities funded by other third parties will be determined by the agreement in place between Benedict College and the funding source. Where practicable, Benedict College will attempt to ensure that any external sponsorship/funding agreements explicitly enumerate Intellectual Property ownership issues.

Income from Certain Intellectual Property/Revenue Sharing

Benedict College will share revenue that it receives from exploitation of patents or inventions with the inventors of such patents or inventions who are Benedict College employees, or as agreed upon. In some cases, specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions or other Intellectual Property made in connection with sponsored research. As necessary, Benedict College may contract outside persons or organizations for managing, exploiting, enforcing, and/or defending patents or inventions, and any royalty shares of expenses contractually committed to such persons or organizations may be deducted as expenses in order to calculate Net Adjusted Income.

Distribution of Income from Patents or Inventions

The Office of Sponsored Programs and Research will use the distribution formula listed below as a baseline to calculate and distribute the Net Adjusted Income from each license or other exploitation of the patent or invention. However, the final determination of net distribution will

be commensurate with the College resources used to establish, maintain, and exploit such patent or invention.

Subject to final determination of net distribution as discussed above, Net Adjusted Income shall be distributed to persons other than Benedict College as follows:

- 30% to the employee-inventor,
- 10% to the Department(s) that supported the creation of the patent or invention, and
- 10 % to support the inventor's research group.

In the case of co-inventors, the percentage share allocated to the inventor as listed above shall be subdivided equally among the co-inventors, or as otherwise determined by Benedict College. In some cases, certain laws, regulations or provisions of grants or contracts may require that a lesser share be paid to the inventor, and Benedict College will honor such requirements.

Distribution of Net Adjusted Income will occur on an annual basis.

Equity Interest and Income Received From Exploitation of Certain Intellectual Property

Benedict College, in licensing or otherwise exploiting patents or inventions, may elect to accept equity in lieu of cash payments, licensing fees, royalties, or other consideration. Benedict College may also incur the payment of commissions, other fees or charges and other expenses when such equity interests are disposed. All such expenses are considered development expenses to be subtracted from gross revenue in determining the Net Adjusted Income.

Trademarks

Benedict College retains all rights to control the use of its name, trademarks (whether registered or unregistered), and other indicia of Benedict College. This reservation of rights includes use of the Benedict College name, trademarks, and other indicia that is on or in connection with materials not owned or created by Benedict College. Faculty, staff, students, and alumni may not use Benedict College's name, trademarks, and other College indicia in a way that would be likely to suggest sponsorship or endorsement by Benedict College, where none exists. Benedict College reserves the right to prohibit the use of its name, trademarks, and other College indicia in its sole discretion.

Intellectual Property Disclosure, Evaluation, Protection and Commercialization

The Office of Sponsored Programs and Research is responsible for protecting, marketing, negotiating and licensing of Intellectual Property at Benedict College. To protect the interests of the Creator and Benedict College, all creation of Intellectual Property in which Benedict College or a third party sponsor may have an ownership interest must be disclosed timely.

Therefore, before notifying outside parties (including sponsors) and for any Intellectual Property in which Benedict College or a sponsor may have an ownership interest, all Creators must submit a complete disclosure form in an approved format to the Office of Sponsored Programs and Research to ascertain if inventions, discoveries, works or other Intellectual Property have commercial value.

The Office of Sponsored Programs and Research will then determine how to protect, develop, market and/or commercialize Intellectual Property on behalf of Benedict College. The Office of Research and Sponsored Programs will provide a timely response to creators and may employ outside evaluators and other consultants to review the disclosure, as well as to assist in the licensing, commercialization and protection of the Intellectual Property.

Dispute Resolution

Benedict College shall appoint an Intellectual Property Committee ("IPC") consisting of no fewer than three members with a Vice President or designee as the chairperson of the IPC. The IPC shall be responsible for the following:

- Review and recommend resolution on any Intellectual Property issues or disputes
- Decide upon appropriate disposition of Intellectual Property disclosures
- Resolve questions of Intellectual Property ownership
- Recommend expenditures associated with invention royalties
- Review and recommend changes in this Intellectual Property Rights Policy

If a Creator believes that the creation of Intellectual Property was made outside the general scope of his or her duties as an employee at Benedict College, or made without the Significant

Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, and does not believe that the rights in the Intellectual Property vest in or must be assigned to Benedict College, the Creator shall, in the disclosure form, request that the IPC determine the respective rights of Benedict College and the Creator. In reviewing the request, the IPC evaluation of the request may be based upon criteria including:

- The circumstances under which the Intellectual Property was created and developed;
- Time overlap if any, between the Creator's official duties and when the Intellectual Property was created;
- The relationship between the subject-matter of the Intellectual Property and the Creator's scope of employment and job duties; and
- Procedures for patent application and Benedict College's involvement, if any.

Use of Third-Party Copyrighted Material

Benedict College respects the valid intellectual property rights of third parties. Benedict College faculty, staff, and students shall not make reproductions, derivative works, public performances, distributions, or public displays of a work owned by a third party, unless the copyright holder has granted prior written permission, the work is in the public domain, or the use of the work qualifies as "fair use" under the U.S. Copyright Act.

NOTE:

This document may be superseded by legal instruments pertaining to a specific Intellectual Property agreement between the Creator and the authorized representative of the College.

EQUAL EMPLOYMENT OPPORTUNITY

Benedict College provides equal opportunity for all employees and applicants regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, family responsibilities, personal appearance, political affiliation, marital status, gender identity or expression, genetic information, matriculation, unemployed status, or any of the other classifications, statuses, or conditions protected by applicable law. Benedict College EEO commitment prohibits discrimination in all phases of employment to include recruitment, interviewing, hiring, compensation, promotion, demotion, benefits, discipline, training, layoffs, discharge, performance management, working conditions or any other aspect of employment at Benedict College.

AT-WILL EMPLOYMENT

Employment with Benedict College is at-will, which means that either you or the College may terminate your employment at any time, with or without cause or notice. Therefore, the College's policies and procedures do not constitute a guarantee that your employment will continue for any

definite period of time or end only under certain conditions. Nothing in these policies and procedures constitutes an expressed or implied contract of employment or warranty of any compensation or benefits. No one other than the President of the College have the authority to make any exception to this policy, and any such exception must be in writing.

All employees of Benedict College are employed "at will" unless they have an employment contract, or other written agreement with the College that specifies the terms of employment and/or specifies how the employment relationship may be terminated. In the absence of any contract or collective bargaining agreement, both the employee and the College may terminate the employment relationship "at will," meaning at any time, with or without notice, for any reason that is not unlawful.

BUSINESS HOURS

Benedict College's administrative offices are open for business from 8:30 am to 5:00 pm Monday through Friday, except on College holidays. Other departments of the College may operate on a different schedule, and some, including the College's Police Department operate on a 24x7 basis. Individual work schedules will be communicated at the time of hire and from time to time during employment.

IDENTIFICATION BADGES

Effective January 1, 2019 Benedict College employees, faculty, staff, students, consultant/contractors, and Board of Trustees of the College are required to receive and wear/display their photo ID badges at all times during work hours on all College premises. Badges are issued by the Human Resources Office located on the 1st floor of the Administration Building. If you lose your ID badge, contact the HR Office immediately to be reissued a new badge.

HARASSMENT, RETALIATION, UNLAWFUL DISCRIMINATION

Benedict College employees shall have the opportunity to perform their work in an atmosphere and environment free from any form of unlawful discriminatory or retaliatory treatment or physical or mental abuse, including, but not limited to, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, veteran status, personal appearance, gender identity or expression, genetic information, matriculation, political affiliation, unemployed status, family status or responsibilities, or any other conditions protected by law. It is also the policy of Benedict College to provide a working environment free from discomfort or pressure resulting from actions, jokes, ridicule, slurs, threats or harassment related to the above distinctions or simply resulting from a lack of consideration of a fellow human being.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship and refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore, interferes with work effectiveness.

The College will not tolerate any form of harassment. By way of example, conduct will be considered harassing, and therefore a violation of this policy, if:

- Submission to the conduct is made either an explicit or implicit condition of employment;

- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;

- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Disputes sometime arise as to whether conduct was "welcome" or "unwelcome". Conduct that violates the policy if it were unwelcome will be considered to violate this policy if anyone complains.

Any employee who feels he/she has suffered any form of harassment should report such incident to his/her supervisor or to any member of management without fear of reprisal. In the alternative, the employee may discuss the matter with the Director of Human Resources. Complaints against the President may be made to the Chairman of the Board of Trustees. In addition to reporting the matter to your supervisor, the Director of Human Resources, or a higher level of your chain of command, you may report such harassment on audio tape by dialing 803-705-4808.

Such a complaint will be treated confidentially to the extent possible. All complaints of harassment will be promptly investigated regardless of a person's position with the College. Complaints will be thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge. The making of accusations which are known by the accusing person to be false is a form of misconduct likely to result in serious impairment of the College's effort to administer this policy properly and effectively for the benefit of all employees, and, accordingly, such misconduct may also result in disciplinary action.

In order to avoid misunderstandings, complaints made to members of management or to the Human Resources department must include completion of the report form reproduced as part of this policy. You will be given a copy of the completed form. If you report on the answering machine, you must remember the date that you did so. These procedures have been established to get you relief if you feel you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue the College for violation of your rights unless you first give us notice and opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

BULLYING

Benedict College will not tolerate bullying behavior by any employees, including supervisors,

managers and executives. Employees found in violation of this policy will be disciplined, up to and including termination. The College defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the College's Employee Conduct, which clearly states that the College and all members of the community should conduct themselves with integrity, honesty, dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline.

Therefore, the College will not tolerate any form of bullying. By way of example, bulling behavior is:

- Verbal bullying: Slandering, ridiculing or maligning a person or his or her family; making deliberately false statements about a person or his or her family; persistent name calling or comments that are hurtful, insulting, humiliating or embarrassing; using a person as butt of jokes; abusive and offensive remarks; threats of physical violence; harassment which is prohibited by criminal law, use of hate words, racial, ethnic or sexual slurs; shouting or raising one's voice at a person in public or private.

- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property; nonverbal threatening gestures.

STUDENT RELATIONSHIPS

Benedict College students are its most valued assets and their welfare is its highest concern. The College expects its employees to conduct themselves in a professional and appropriate manner, particularly when dealing with students. Benedict College prohibits employees from engaging in romantic or sexual relationships with any of its students or from engaging in activities which give the appearance of such inappropriate conduct.

In particular, the College believes it is highly inappropriate and unprofessional for an employee to engage in a romantic or sexual relationship with a student when the employee and student are working together or the employee is involved with the student in an administrative, coaching, counseling, teaching, supervisory, or other authoritative role. Under certain circumstances, such conduct may result in disciplinary action.

ALCOHOL AND SUBSTANCE ABUSE

Benedict College is committed to safeguarding the health and safety of all employees and to providing its students with the highest quality services possible. This policy establishes the College's position on the use or abuse of alcohol, drugs, or other controlled substances by its employees. It is designed to detect users and remove abusers of alcohol, drugs, or other controlled

substances from the work force through employee drug and alcohol testing programs and to prevent the use or presence of these substances in the workplace by testing applicants and its employees. The College reserves the right to conduct random drug/alcohol screening.

The College will utilize drug and/or alcohol testing, including the following types of testing, to help administer this policy:

a. Applicants will be tested pre-employment post-hire.

b. Employees will be tested for cause.

c. Employees will be tested following accidents.

The College will maintain confidentiality for all testing.

This policy applies to all applicants and employees of Benedict College. Testing is effective immediate. All applicants will be required to complete, sign, and date a Chemical Screening Consent and Release Form and to submit to testing, or his or her application will not be considered any further for employment.

The College prohibits the unlawful manufacture, distribution, dispensation, presence, or use of drugs, other controlled substances or alcohol while on College business, on its property or at its worksites. Employees violating this prohibition will result in immediate termination.

The unlawful possession, manufacture, distribution, dispensation, sale or use of drugs, or other controlled substances while off duty and off College property is prohibited. Employees violating this prohibition will result in immediate termination.

If an employee is arrested or convicted for driving under the influence, or for violating a criminal statute, the College will investigate to determine whether cause exists for drug testing. The College may take disciplinary action up to and including termination, whether or not a drug test is conducted, in the event that an employee is arrested or convicted for driving under the influence, or for violating a criminal statute.

For-Cause Testing
Current employees may be asked to submit to a test if reasonable cause exists to indicate that their health or ability to perform work may be impaired. Factors that could establish cause include, but are not limited to:

a. Sudden changes in work performance;

b. Repeated failure to follow instructions or operating procedures;

c. Violation of the College safety policies;

d. Involvement in an accident, or near-accident;

e. Discovery or presence of substances in an employee's possession or near the employee's workplace;

f. Odor of alcohol and/or residual odor peculiar to some chemical or controlled substances;

g. Unexplained and/or frequent absenteeism;

h. Personality changes or disorientation; and

i. Arrest or conviction for violation of criminal drug statutes.

For-Cause Testing also applies to employees who have had an accident without injury, regardless of property damage.

Post-Accident Testing

All employees involved in any accident involving an injury, death or any property damage will be tested for the use of controlled substances, including a blood test for alcohol, as soon as possible after the accident. Any employee who is seriously injured and cannot provide a urine or blood specimen at the time of the accident shall be required to provide the necessary authorization for obtaining hospital records and other documents that would indicate whether there were any controlled substances in the employee's system.

Each employee will be required to sign a Chemical Screening Consent and Release Form upon implementation of this policy. If the employee refuses to sign the Chemical Screening Consent and Release Form, when knowingly able, he or she will be terminated.

A confirmed positive test result will result in disciplinary action up to and including termination.

Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen to replace the original specimen submitted for testing.

An employee awaiting pending test results may be placed on probationary status, and may be placed on without pay during the time required for a specimen to be evaluated.

At the request of the College, based upon suspicion or evidence of sale, possession, or use of controlled substances, an employee shall be required to:

a. Submit to the search of their person and/or any personal articles brought upon the College premises, College worksite, or while on College business.

b. Submit to seizure of any controlled substance found in their possession. Suspected illegal substances will be turned over to appropriate law enforcement authorities. Employee will be required to furnish the college with a physician's name and/or prescription for confirmation of the prescription of a legal substance found in the employee's possession.

c. Submission to a personal search or search of personal articles as used above shall include the search of any vehicles brought upon College premises, worksites, or used on College business. A personal search also includes a search of items within the employee's work area, including desks and lockers.

d. Failure to submit to a search will result in termination.

This Substance Abuse Program in no way creates an obligation of employment. Benedict College reserves the right to alter or amend this policy at any time at its sole discretion.

If any part of this policy is determined to be void or unenforceable under state or federal law, the remainder, to the extent possible, will remain in full force and effect.

Any violation or failure to comply with the terms of this policy by any employee may result in disciplinary action up to and including termination.

The College may conduct searches for controlled substances, marijuana, illegal drugs or alcohol anywhere on its premises at any time, with or without prior notice.

SMOKING

Benedict College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus and hereby adopts a tobacco-free policy.

Benedict College finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including electronic cigarettes, on the College campus or any of its properties; (2) to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

Smoking is prohibited on Benedict College's campus or properties at all times. Specifically, smoking is prohibited in public working areas of the College, including such places as the administration building, library, laboratories, Chapel, gymnasium, theaters, classrooms and facilities, etc. Smoking is also prohibited in student dormitories.

If a staff or faculty member refuses to comply with the policy, the immediate supervisor shall be notified. The immediate supervisor will follow-up with the employee to remind him/her about the policy and available resources. Continuing violations may also result in appropriate disciplinary action up to and including dismissal in conjunction with the Benedict College disciplinary process.

NEPOTISM

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the College and its employees.

As far as is possible, relatives shall not be employed in the same department or unit and shall not supervise each other. For purposes of this policy, "relatives" means anyone related by blood or marriage or domestic partners to the employee including parent and children, spouses, siblings, in-

laws, stepparent, stepchildren, uncles and aunts, nieces and nephews and first cousins. This also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner. This policy applies to all employees, including student employees.

It is the goal of the College to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist.

Relatives of a current employee may work at Benedict College as long as their employment does not, in the College's sole opinion, create an actual or perceived conflict of interest. Employees who are relatives may not report to, manage or supervise one another, nor should employees who are related be permitted to work within the same work unit or department.

If two employees in the same department marry, become domestic partners, or otherwise become related to one another; or if an employee becomes a supervisor or manager of a relative through promotion or reorganization, and in the College's judgment, the situation is likely to create a conflict of interest or other significant problem in the workplace, the College will attempt to eliminate the conflict or problem through transfer, reassignment or other accommodation of one of the employees. If no reasonable resolution of the conflict or problem can be devised, in the College's judgment, the College reserves the right to terminate the employment of one of the employees.

It is the responsibility of every employee to identify to the College's HR Director any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

INTRODUCTORY PERIOD

The first 90 days of employment at Benedict College is an introductory period. This period serves as an extension of the application process, and gives both the College and its newly-hired employee additional opportunity to determine that the individual is the right fit for the job. Employment may therefore be terminated at any time during the introductory period that the employee or Benedict determines that continued employment is not in the best interest of the College or the individual. Employees who quit or who are discharged during the introductory period are not entitled to grieve the dismissal. Staff who transfer to a new position or department may also be imposed with a 90-day introductory period at the request of their mangers/supervisors and approved by the Human Resources Office.

At the beginning, managers/supervisors should identify for the new employee the specific goals and performance expectations that the employee must meet during the period. In addition to learning their new job duties and meeting their new colleagues, employees should use the probationary period to familiarize themselves with the College's policies and procedures. An employee's introductory period may be extended by the manager/supervisor with the approval of

the HRO for a period of no more than thirty (30) calendar days.

Employees who exhibit problems with attendance, performance or workplace conduct during this introductory period may be subject to immediate termination.

OUTSIDE EMPLOYMENT

Full-time Benedict College employees, both faculty and staff, are not normally permitted to engage in full-time outside employment. This does not preclude professional consultation by faculty, under the guidelines embodied in The Faculty Manual, or by staff on a limited basis, subject to proper administrative approval. Nor does it preclude outside part-time employment after normal working hours when such work will not interfere or create a conflict of interest with the employee's regular Benedict College duties and responsibilities or the use of institutional resources.

Faculty or staff wishing to undertake outside employment must first obtain written approval from the President through their supervisor.

Approval will not be given when, from the nature of the work proposed, it appears likely that a conflict of interest will occur.

If outside employment is approved and it later appears to generate a conflict of interest or interferes with the performance of Benedict College duties, the employee may be subject to disciplinary action.

SOLICITATION AND DISTRIBUTION

Solicitation of Benedict College employees and students and distribution of Faculty and Staff lists require the specific approval of the President or his/her designee.

Solicitation of employees and students or distribution by persons other than employees or students of Benedict College on official College business is prohibited on the campus.

Solicitation by College employees for non-College sponsored activities on campus during working time is prohibited.

The unauthorized distribution, release, or sale of business records, lists, or personally identifiable information, or other College records maintained in the course of business of Benedict College is prohibited. Authorization for release shall be the responsibility of the custodian of the records upon approval of the President or his/her designee. College employees who violate this policy shall be subject to disciplinary action.

COMPENSATION

Benedict College is committed to providing a compensation and salary administration program

that reflects its mission and values. Compensation is administered in accordance with local and federal wage and hour laws. Our goal is to attract, retain and reward employees in accordance with their knowledge, education, experience and contributions to the College.

The College seeks to compensate employees on an equitable basis without regard to race, color, sex, national origin, disability, marital status, political affiliations, veteran status, sexual orientation, age, religion, personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, unemployed status or any other characteristic protected by applicable law, except as permitted by law.

Employees may be classified as *exempt from overtime compensation requirements of the Fair Labor Standards Act (FLSA) or as *non-exempt from these requirements. The Human Resources Office shall be responsible for determining the exempt or non-exempt status of employees.

Benedict College uses a Sunday through Saturday workweek. Salaried and hourly employees are paid on the 15th and the last day of each month. All employees are encouraged to utilize direct deposit through a bank or credit union of your choice. Checks are disbursed at 11:00 a.m. from the Cashier's window in the Business Affairs Office. The Human Resources Office is responsible for overseeing compliance with applicable laws; and working with Payroll to assure that appropriate procedures are in place and are followed to implement pay decisions promptly and accurately.

Withholdings and Deductions

With each paycheck, employees receive a record (the "pay stub") of all required deductions withheld from your pay, such as for federal and state taxes, Social Security and Medicare taxes, and authorized voluntary deductions for insurance or retirement plans or other purposes. This pay stub information is available and accessible in your employee self-service portal the Paycom. The Payroll Office will notify an employee if it should receive a government or court notice ordering wage garnishment, child support payment, or other legally mandated withholding from his or her pay. The claimed, employees must contact the Payroll office for further details.

Overtime Compensation

Department chairpersons and authorized supervisors may require employees under their supervision to work hours in excess of their regular work day in order to meet the needs of the College.

1. *Non-exempt employees are eligible for overtime compensation at a rate of 1.5 the normal rate for all hours worked in excess of forty in one workweek (Sunday through Saturday). Overtime compensation may not be waived and employees are prohibited from working "off the clock" and not actually recording all their hours worked.
2. *Exempt employees, those whose positions are exempt from the provisions of the Fair Labor Standards Act, are not eligible for overtime compensation.

3. At the discretion of the Department Head, exempt employees may be eligible to earn compensatory time on an hour-for-hour basis for hours worked in excess of 40 hours in any given workweek. Compensatory time cannot be accumulated during any workweek where sick leave or annual leave has been utilized, nor can employees accumulate more than 20 days of compensatory time. No employee shall be paid for unused compensatory time upon leaving the employ of Benedict College. Compensatory time may not be granted to non-exempt employees.
4. All overtime must be approved by an authorized supervisor prior to the time being worked. Overtime is based on the needs of the business.
5. Non-exempt employees may not work more than 40 hours per workweek unless prior approval has been given by the supervisor or the department chairperson.
6. Non-exempt employees who engage in unauthorized overtime work may be subject to disciplinary action up to and including termination.
7. Except as prohibited by the Fair Labor Standards Act, unit heads are responsible for implementing reasonable management controls in order to assure that unauthorized work is not being performed.

*An Exempt employee is a position whose assigned duties and salary level qualify it as exempt from the overtime provisions of the Fair Labor Standards Act.

*A Non-exempt employee is a position designated as non-exempt when it is subject to the over-time provisions of the Fair Labor Standards Act based on its duties and salary level.

Workweek

1. The normal workweek for full-time employees is 37.5 hours for salaried staff and 40 hours per week for hourly employees.
2. For purposes of computing compensatory time, compensation of exempt Benedict College faculty and salaried staff employees is based on 40 hours per week.

BENEFITS PROGRAM

The Benefits Program currently available to qualifying employees of Benedict College and their eligible dependents includes health, dental, vision, life, long term and supplemental disability insurance, a retirement plan and tuition remission. The Benefits Program is subject to change without notice at the discretion of the College. The following information is a general description of benefit plans that were available to employees when this manual was printed. Interested employees should consult the plan document or a summary plan description for complete information concerning benefits programs. This information can be provided by the Office of Human Resources.

New employees will receive detailed information and updated information will be provided to employees by the Office of Human Resources as changes occur.

Eligibility

Insurance Plan - Benedict College currently provides full range insurance programs. Insurance carriers which administer these plans may change the plans based on negotiated contractual agreements. Currently, full-time employees who are scheduled to work at least 30 hours per week for at least six months in a fiscal year are eligible to voluntarily enroll in any or all of these plans. Employees may enroll in the plans through the Office of Human Resources. The Office of Human Resources will provide an enrollment guide that will include the various insurance programs available as of the date of this manual include: a) health insurance; b) dental insurance; c) vision insurance; d) life insurance; e) long-term disability plan f) Benedict College retirement plan.

Benedict College provides full-time employees and their dependents basic life insurance and AD&D insurance at no cost to the employee. Benedict also provides its full-time employees long-term disability insurance at no cost to the employee. These benefit are fully funded by the College.

Insurance Changes

Our health insurance contract provides that employees must enroll in the insurance plan within 30 days of the date of hire. Otherwise, coverage changes can be made within 30 days of a qualifying event. A qualifying event is defined as death, marriage, divorce or legal separation, birth, adoption or legal guardianship of a child, or the gain or loss of coverage by an eligible dependent under another group plan.

Termination of Coverage

Coverage in any of the insurance plans is terminated at the end of the month in which an employee leaves the College's employ, except that for nine-month academic employees who separate at the end of an academic year, coverage is terminated on the following August 31st.

Under the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and/or their eligible dependents who lose coverage under certain qualifying conditions may buy extended coverage for group health and/or dental insurance through the insurance carrier.

Detailed information concerning COBRA extensions and conversion options may be obtained from the Office of Human Resources.

Retirement

All full-time employees who are eligible may voluntarily enroll in Benedict's TIAA/CREF 403B retirement plan. Employees may contribute 6% of their salary and the College currently matches the 6% through payroll deductions. A member may retire and apply for full benefits at age 65. Early retirement is also available. NOTE: The plan and the amount of contribution by Benedict College are subject to change at any time. Contact the Office of Human Resources for current information about this plan. The College, at its discretion, may suspend matching contributions to

this plan at any time. Employees desiring to contribute less than 6% or additional retirement funds may do so by contributing to the TIAA/CREF 403B Supplementary Plan. Benedict College does not match any supplementary funds.

TUITION REMISSION

Benedict College provides Tuition Remission to assist employees and their immediate family members to pursue college credit and college degrees. The following conditions apply:

Undergraduate Program

1. Undergraduate remission of tuition charges for courses of instruction offered at Benedict College is authorized for trustees who have served more than one year and the immediate families of full-time faculty and full-time staff who have been employed at least one year. Immediate family is defined as a spouse and dependent children under the age of 24. Proof of dependency must be provided at the time of initial application through the presentation of birth certificate, adoption, or guardianship papers or other legal documentation. If the student files as an independent student on his/her Federal Application for Federal Student Aid (FAFSA), the student will be considered independent to the College and will not be eligible for Tuition Remission.

2. In order to take a course for credit, individuals must be eligible for admission as a regular student seeking a degree and must complete a FAFSA by June 30. The FAFSA Application must be completed as a condition for Tuition Remission. Tuition Remission recipients will not be awarded campus-based aid. All grants, scholarships and tuition remission cannot exceed the cost of attendance (tuition, room and board, fees and books) at Benedict College. If tuition remission plus all grants and scholarships exceed the cost of attendance there will be a reduction in tuition remission. Tuition remission will be reduced until all grants and scholarships plus tuition remission equals the cost of attendance or until tuition remission equals zero. Financial aid requiring repayment will not be included in assistance analysis.

3. Employees are asked to schedule classes during off-duty hours whenever possible; however, when a desired class cannot be scheduled during off-duty hours, the department may elect to adjust the employee's work schedule provided doing so will not interfere with the normal and/or efficient operation of the department. For example, during 8:30 a.m. - 5:00 p.m. schedule, the department may allow an employee to work 9:30 a.m. until 6:00 p.m. so that the employee may meet an 8:00 a.m. class. Time spent attending class during the work day is not work time.

4. Employees should not take more than one class during the work day; however, with the advance approval of the department chairperson or department head, employees may be permitted to take two classes provided the time is made up or appropriately charged to leave.

Renewal of the tuition remission application is required for each semester. Persons receiving tuition remission must maintain at least a 2.0 or "C" cumulative grade point average and earn hours in accordance with the Satisfactory Academic Progress (SAP) Policy. Termination of the faculty or staff member's employment with Benedict College will automatically terminate eligibility for tuition remission. Should termination occur during the semester, the dependent or spouse will retain the award until the end of the current semester.

Eligible persons desiring to participate in this program should complete the Tuition Remission Form and process it through the offices indicated. Forms can be obtained from the Office of Admissions and Recruitment and the Office of the Registrar.

Graduate Program

Students must hold an undergraduate degree and submit official college transcripts from each institution of higher learning that was attended. The application will not be reviewed without the $25 application fee and/or official transcripts. The start date for this cohort is July 1, 2019. Questions or concerns should be directed to MBA@Benedict.edu. The MBA Program grants employees only a 10% discount.

VACATION

Benedict College recognizes the need to encourage each employee to plan for and use annual leave on a regular basis, not save or lose it. Therefore, each employee earns leave according to years of service and will be encouraged to use leave during the year in which it was earned. This policy allows easy tracking of the amount of annual leave available and straightforward planning of the use of leave so that no leave is lost.

Nine Month, Part-time and temporary employees are not eligible for vacation benefits. Full-time 12-month employees only are eligible for vacation benefits. Full-time 12-month employees are not eligible to take paid vacation leave until after they have been employed with Benedict College for one year.

Regular twelve-month full-time employees earn vacation leave according to the following schedule of longevity:

1. 1 to 5 years employment at a rate of 5/6 days per month up to a maximum of 10 days per year.
2. 6 to 10 year's employment at a rate of 1 1/4 days per month up to a maximum of 15 days per year.
3. 11 to 20 years employment at a rate of 1 3/4 days per month up to a maximum of 20 days per year.

Employees are allowed to accrue vacation time *and may carry this accumulated vacation past the June 30th fiscal year. However, the maximum vacation that may be carried over from year to year is ten (10 days/80 hours).* Additional accrued vacation time which is unused by the end of each

fiscal year will be lost. Circumstances may occur whereby the College would require that employees take accumulated leave. *Employees who resign or whose employment is terminated for non-disciplinary reasons will be paid for accrued vacation up to 10 days (80 hours), provided in the case of an employee who voluntarily resigns that he/she give a two-week notice of resignation.* Accumulated leave over 10 days (80 hours) is not payable upon separation and must be utilized prior to separation.

Vacation schedules are to be arranged at the convenience of the College as directed by the employee's supervisor. In scheduling vacation periods, individual department heads should honor employee's requests whenever possible. However, the interest of the College in maintaining adequate work force to fulfill its obligations and responsibilities must be accorded first priority. Due to the needs of the College, December and August should be considered black-out periods for all essential staff.

PAID SICK LEAVE

Sick leave for 12, 10 and 9 month, full-time faculty and staff are accrued at the rate of one day (7.5 hours) per month, computed from the first day of service. However, new employees are not eligible to utilize paid sick leave until after they have been employed with Benedict College for 120 days.

Sick leave may be accumulated to a maximum of forty-two (42) working days (315 hours). Employees are not entitled to use or be reimbursed for accumulated sick leave upon termination of employment *or during the notice of resignation period.*

Paid sick leave can be used for an employee's own illness, injury, or health care. Employees may use paid sick leave for illness in the family that is not covered by the Family Medical Leave Act.

When an employee is unable to work due to illness or injury, the supervisor is to be notified as soon as possible on the initial day of absence. Whenever possible, the supervisor is to be informed of the employee's condition and anticipated date of return. When the illness of an employee or family member extends beyond leave credits, every day lost shall be without pay. [*See Leave of Absence Policy*]

In case of absence due to illness or injury, or illness in family extended beyond three (3) days, a medical certificate will be required. Benedict College may at its discretion require medical certification of an employee's illness or injury at any time.

LEAVES OF ABSENCE

Military Leave

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by

applicable state and federal law. Employees may use up to 10 vacation days per fiscal year for this purpose. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

To request temporary military leave, the employee should notify his or her supervisor and the Office of Human Resources as soon as possible upon learning of the obligation period, and submit a copy of the military orders and an application for leave form to the supervisor promptly upon receipt.

Physical Disability and Personal Leave

(Applies only to employees employed less than 12 months and to employees who have fewer than 1250 hours in preceding 12 months and to employees whose reasons for leave are not covered by the Family and Medical Leave Act.)

An employee who has completed his or her initial orientation period (and any extension thereof) absent for up to six months when unable to work because of sickness, pregnancy, or injury due to on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only at the discretion of the President upon recommendation of the supervisor. Employees still in their introductory periods who are absent for more than five consecutive workdays because of physical disability will be automatically terminated but will be eligible for rehire.

Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when circumstances warrant such action.

Physical disability leaves will begin on the first day of absence.

After the employee has exhausted his or her vacation and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.

Employees desiring to return to work from an unpaid leave of absence should notify the supervisor in writing at least ten (10) days prior to their desired date of return. If the College finds that the employee is fit to resume his duties, the employee shall be recalled to his or her former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee shall be recalled to any job in which there is a vacancy which is to be filled and for which he or she is qualified. If no such vacancy exists at the time the employee desires to return to work, the employee's leave will be continued. Any employee who has not been reinstated within six (6) months following commencement of a leave of absence shall be terminated. This action shall not affect the employee's eligibility to be considered for hire as a new employee at some future time.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.
FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

A final rule effective on January 16, 2009, updates the FMLA regulations to implement new military family leave entitlements enacted under the National Defense Authorization Act for FY 2008.

The Family and Medical Leave Act applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months prior to commencement of leave.

General: Employees who meet the length of service hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence

An eligible employee will be granted a leave of absence under this policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household; or any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on "covered active duty." **Proof of need for**

leave of absence may be required.

Length of Leave

An eligible employee is entitled to the equivalent of a total of 12 work weeks of leave during any 12 consecutive months. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

Effect of Leave on Paid Time Off

An employee who must be absent due to his own disability will be paid for time lost from work first from accrued sick leave balances and then from accrued vacation leave balances. An employee who takes leave for any other reason will be paid for time lost from his vacation leave balance, unless paid sick leave is available under the sick leave policy.

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of the health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.

Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days' advance notice or such lesser amount of notice as is possible in the particular circumstances.

Light Duty

Employees who accept a light duty assignment because of a condition which qualifies them for FMLA leave will have a right to restoration to their regular positions for only 12 weeks counting both FMLA leave and time spent on light duty.

Termination of Leave of Absence

A leave of absence under this policy will end when the need for leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before consideration of the FMLA leave of absence (or 12-week combination of leave of

absence and time spent on light duty), the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave without Benefits

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave will, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement nor to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he will be returned to his previous position if there is a vacancy to be filled, or to some other position of equal or lesser compensation for which he is qualified and in which there exists a vacancy which is to be filled. If the employee is not returned to active employment, he will be continued on extended absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only in the discretion of the President upon recommendation of the supervisor.

Automatic Termination of Employment

An employee's employment will automatically terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence.

Special Situations

Spouses When both spouses are employed, their combined right to a leave of absence to care for a child or parent is 12 weeks in a 12-month period.

Key Employees (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial grievous economic injury to operations.

NOT A CONTRACT

This policy does not create contract rights. In no case will an employee have a greater right to a job than he would have had if he had not taken leave under this policy.

Jury Duty

Benedict College will provide up to five (5) days of paid leave for jury duty each fiscal year. To be eligible for paid leave for jury duty, employees must present a summons and a voucher from

the court indicating the number of days actually served. Employees who are excused from jury duty before 2:00 p.m. on any day are expected to return to work.

Death in Family

In the case of death in the immediate family (spouse, parent, sibling, grandparents, mother or father-in-law, children or any person living in the household of the employee, whether or not related by blood or marriage), full-time employees may apply for up to three (3) days of leave of absence. This cannot be construed as an automatic guarantee of three (3) days in every case. Verification of the reason for the absence may be required upon request by the College. *Leave time may be extended under extreme situations.* [*Employees may substitute paid vacation or personal leave days for unpaid leave,]*

Study Leave

The purpose of study leave is to stimulate professional development and similar scholarly activities for the improvement of one's qualifications or ability to serve the institution.

Employees wishing to pursue further study at an accredited institution, in order to improve qualifications, earn additional degrees or earn a terminal degree, may apply for a leave of absence for that purpose. In the discretion of the College, such leave may be granted without pay for up to one year at a time. Faculty and staff are urged to seek grants to support such leave. However, the College may obtain funds through funded projects to support some employees on leave. Such leave will be governed by guidelines of the source of funding.

When granted, study leave will be granted for definite periods of time up to one year in duration. Employees on study leave will be reinstated to their positions at the end of the study leave of absence or at the beginning of the next academic semester following the end of the study leave of absence, as deemed appropriate by the College. Employees who wish to extend their study leave of absence beyond the initial one-year period should apply for subsequent leave at least 90 days before the termination date of their current study leave period.

Consultancies

Benedict College believes that qualified employees should render services to external constituencies by acting as consultants and as appointees to government boards and commissions. In its sole discretion, the College may therefore grant leave with or without pay to such consultants and appointees with approval of the President.

Personal Leave

Nine-month faculty members do not earn vacation but are entitled to two (2) days of personal leave with pay during the nine-month school year and ½ day during each summer session that they teach. Faculty members must arrange for coverage of any classes in their absence as outlined in the

Faculty Manual. Personal leave for faculty members cannot be carried forward past the semester or summer session in which leave is earned.

Other Absences

1. Employees requested by the Administration to be absent from duty for the purpose of attending professional meetings, conferences, workshops, internships, athletic schedules, etc., shall be granted leave with pay for that purpose.

2. Requests for leave for similar purposes originating from employees may be granted by the Administration with or without pay, according to circumstances.

Holidays

1. Official College holidays for all employees are: Independence Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Labor Day and Good Friday. Additional holidays may be declared from time to time by the President. In order to be eligible for holiday pay, employees must be present at work the day before and the day after the recognized holiday(s) unless prior approval for absence is obtained from the employee's department head/supervisor.

2. In addition, nine-month faculty is normally entitled to the holiday period between the end of the first semester and their scheduled duties at the beginning of the second semester.

INCLEMENT WEATHER AND OTHER EMERGENCIES

Unless it is a scheduled Holiday, Benedict College is always open for business, and employees are always expected to report to work. In the event of extreme weather conditions or other emergencies affecting public safety, the President or a designee will make a decision regarding the status of the College. The decision will be based on information about weather conditions likely to affect the College community and similar operating decisions being made by the federal government, the state government, and South Carolina Pubic Schools.

Declaration of Emergency

On occasions, extreme weather conditions may require a decision either to *curtail* College operations or to close the College. *Curtailment* means that classes are suspended, but all administrative operations continue. *Closur*e means that all classes and administrative operations, except essential operations, are suspended until a designated time. In either event, the decision will be communicated promptly through email, the Omni Alert System, the College's website and through local media.

The President or a designee shall curtail or excuse employees of the College from reporting to work during extreme weather or other emergency conditions. The President or a designee shall issue a statement indicating that, because of extreme weather or other specified emergency conditions, hours of operation are curtailed or closed. Unless an official statement from the College has been issued, all Benedict College employees are expected to report to work.

During closure for extreme weather conditions, essential and direct care services shall be maintained. The President or a designee shall identify and notify these essential employees who are expected to report to work during extreme weather or specified emergency situations. The College's Emergency and Risk procedures, facilitated by Campus Police and executed by the College's Command Center will lead organization during emergency incidents.

During a curtailment, College employees are expected to report to work, but should use their own best judgment about whether it is safe to do so. Employees who do not report to work during a curtailment must use annual leave or take leave without pay for the time lost from work in the discretion of the College.

In the discretion of the College, employees may be given the option of making up time lost from work; however, such time shall be made up and/or scheduled according to the business needs of the College.

APPOINTMENTS, TRANSFER, PROMOTION

Benedict College is committed to providing equal employment opportunity to individuals regardless of race, color, sex, national origin, disability, marital status, political affiliations, veteran status, sexual orientation, age, religion, personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, unemployed status or any other characteristic protected by applicable law, except as permitted by law. This policy applies to all aspects of employment, including, but not limited to, recruitment, hiring, job assignment, reclassification, and professional opportunities. Consideration for employment opportunities will be based upon an individual's performance, education, training, experience, skill, aptitude or any other pertinent job requirement as stated in the job description.

Normally, all vacancies are filled through open recruitment conducted by the Office of Human Resources. All employment offers will be made only by the Director of Human Resources upon receipt of the President's approval. The President has the authority and may appoint a designee to approve all appointments, transfers, demotions, or dismissals and promotions, and, in their discretion, may authorize filling a position without open recruitment.

Employees must remain in new positions with the College ninety (90) days before becoming eligible for consideration for transfer or promotion. An employee may be given reasonable time off for the purpose of interviewing for another college position.

The screening and referral of applications is conducted by the Office of Human Resources.

Applications for employment, resumes, oral or written inquiries or placement credentials which are received directly by departments are to be forwarded to the Office of Human Resources for inclusion in the formal application process.

Applicants must complete an official Benedict College application process to be considered for employment. Applications must be received before the posted deadline.

TRAINING AND DEVELOPMENT

Benedict College encourages the training and professional development of all employees. Programs are designed to improve or secure skills for the effective and efficient operation of the College, to encourage the professional or personal development of employees, to ensure accuracy and uniformity in the administration of policies and procedures, and to increase opportunities for advancement within the College.

With supervisory approval, College personnel may participate in training or development programs during normal work hours if the program is job-related or otherwise enhances the professional development of the employee.

Benedict College employee training is coordinated by the Office of Human Resources. Program announcements are disseminated college-wide to notify department Chair persons and other supervisors of training opportunities. All training programs both on and off campus must be approved by and coordinated with the Office of Human Resources.

PERFORMANCE APPRAISAL FOR EMPLOYEES

Benedict College has a Performance Appraisal program. It is designed to ensure efficiency; to provide information to employees, supervisors, and managers about employee performance; and to encourage employee growth and development.

Employees should be evaluated on an annual basis or at any other time the College deems appropriate. The appraisal shall be reviewed with and signed by the employee, and a copy sent to the employee's personnel file. Copies shall also be retained by the supervisor and the employee.

At the College's discretion, a new employee's performance may be reviewed after an initial period of thirty (30) days or at any other time Benedict College deems appropriate.

Levels of Performance

Employees will be appraised on forms provided by the Office of Human Resources into one of the following levels of performance:

Level 5. (**Outstanding)** Performance is Exceptional in all areas and is recognized as being far superior to others.

Level 4. (**Very Good)** Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

Level 3. **(Good)** Competent and dependable level of performance. Meets minimum standards of the job.

Level 2. (**Improvement Needed)** Performance is deficient in certain areas, improvement is necessary.

Level 1. **(Unsatisfactory)** Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

Level 0. **(Not Rated)** Not applicable or too soon to tell.

Generally, employees are evaluated on three aspects of job performance: (1) professional interactions and administrative skills, (2) performance expectations and objectives, and (3) accomplishments and contributions.

Any employee whose performance requires more than two sub-standard warning processes within 365 calendar days shall be terminated upon receipt of the third warning notice of substandard performance.

PERSONNEL FILES

At the convenience of Benedict College, employees may be allowed to review the documents contained in their personnel files.

Employees have access to their personnel files for the purpose of review only and are allowed to take whatever notes they wish to take.

Information in an employee's personnel file with which the employee disagrees may be so noted by the employee with an appropriate memorandum of explanation or disagreement which shall be added to the file by appending it to the relevant document.

REDUCTION-IN-FORCE

Reduction in force may be effected by Benedict College during periods of diminished revenue or when declining enrollment or participation in an area of study dictates the reorganization or elimination of departments, courses, or positions within departments.

This policy describes the manner in which employees of Benedict College shall be released if a reduction-in-force (RIF) becomes necessary.

1. The RIF shall be administered without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, family responsibilities, personal

appearance, political affiliation, marital status, gender identity or expression, genetic information, matriculation, unemployed status, or any of the other classifications, statuses, or conditions protected by applicable law.

2. The RIF may require the separation of all employees in a department or employees in a segment of the College or may require the separation of some employees and the demotion or reassignment of others. A RIF may be temporary or permanent.

3. The Office of Human Resources will ensure that the requirements of the federal WARN ACT (Worker Adjustment and Retraining Notification Act) are adhered to where applicable to any layoff or reduction in force conducted under this policy.

4. The order in which employees are to be laid off shall be determined by the President or a designee, the appropriate department head, and the Office of Human Resources.

5. In determining which employees will be subject to layoff, the College will consider, among other things, the needs of the College, operational requirements, the skill, productivity, past performance, and attendance of those involved; and, whenever feasible, length of service.

6. The Director of Human Resources shall verify the details on which the lists are based and shall approve the RIF Plan for compliance with policy prior to action being taken to separate the affected employee.

Written notice shall be given to the affected employees by the Office of Human Resources before any action is taken to effect separation, reassignment or involuntary demotion.

DISCIPLINE

Benedict College expects its employees to observe "common sense" rules of honesty, good conduct, general job interest and safe practices, and adhere to generally accepted customs of good taste. In the event it becomes necessary to discipline an employee, types of discipline may include, but are not limited to, one of the following:

- verbal counseling
- written warning
- suspension
- termination

While the circumstances of a particular case can result in termination for the first offense, other cases may result in another form of discipline. The degree and type of discipline to be imposed is in the sole discretion of the College depending on the circumstances. Particular forms of discipline may be omitted or repeated if deemed necessary. Discipline shall be imposed when

the department head or supervisor believes that such action is necessary for the good of the College.

The final decision to terminate an employee should be reviewed with Human Resources. A weekly report should be sent to the Chief of Staff regarding all terminations. Terminations deemed to be of a highly sensitive or political nature should be discussed with the Administration.

Employees must sign disciplinary notices, performance evaluation appraisals, and similar documents. The employee's signature indicates only that the employee is aware of the action taken and but does not indicate that the employee agrees with such action. An employee who refuses to sign such a document will be subject to immediate discharge, but will normally be suspended without pay and given until the close of the next business day in which to sign. If he still does not sign, he will be discharged under the guidelines of insubordination.

Effective November 2019 for consistency and uniformity the College adopted one official documentation form to be used for all disciplinary actions. Refer to Appendix.

THESE DISCIPLINARY PROCEDURES IN NO WAY IMPLY ANY CONTRACTUAL OBLIGATION TO FOLLOW ANY CERTAIN PROCEDURE NOR DO THEY CREATE CONTRACTUAL CONDITIONS OF EMPLOYMENT.

EMPLOYEE CONDUCT

Benedict College helps to mold and prepare young students to take their places in the working world. An important part of this process is providing good examples for students to emulate. The College requires that its employees exemplify those standards of ethical behavior that will provide positive role models for its students.

Generally, Benedict College expects and demands that its employees comport with those standards of conduct which it deems necessary and appropriate for the workplace. While it is not possible to predict in advance what acts or omissions or combinations of acts or omissions will violate Benedict College's standard of employee conduct and result in disciplinary action, the following are some of the more obvious acts or omissions that are unacceptable:

1. Insubordination. Insubordination includes failing or refusing to follow a directive as well as other conduct tending to undermine authority.

2. Abuse of position, including using one's Benedict College employment to obtain special privileges, for financial gain or for any purpose other than College business.

3. Rude or unprofessional speech or behavior to parents, students, visitors, administrators or co-workers.

4. Sexual harassment or discriminatory behavior to students, visitors or co-workers.
5. Becoming involved in relationships with students subject to your supervision, control or who are taking one of your classes.
6. Performing personal jobs on work time.
7. Sleeping or giving the appearance of sleeping on work time.
8. Disrupting the work of others.
9. Unexcused absences*.
10. Excessive "excused" absences*
11. Repeated tardiness or failure to observe assigned work hours.
12. Refusal to sign disciplinary notices, counseling memoranda or evaluations.
13. Excessive use or abuse of sick leave*.
14. Excessive use of phone to place, receive or engage in personal calls.
15. Possessing weapons of any kind on College property or at College-sponsored functions, unless required for your job.
16. Drinking alcohol while on the job.
17. Leaving work station without authorization.
18. Reporting to work or being at work or at College-sponsored function while under the influence of alcohol. "Under the influence" is defined as having any detectible amount of alcohol in your body.
19. Using tobacco products in prohibited areas.
20. Illegal use or possession of drugs on or off the job.
21. Failure to observe safety procedures.
22. Dishonesty.
23. Fighting.
24. Stealing.

25. Falsifying time records; working "off the clock" or failing to accurately record hours worked when required.
26. Failure to comply with federal or state grant terms and conditions.
27. Unbecoming conduct which reflects discredit on the College or any of its employees.
28. Failure to wear proper uniform by an employee who has been issued a uniform.
29. Failure by non-uniformed employees to wear clothing that is neat in appearance and appropriate to the employee's job. Acceptable dress includes appropriate undergarments and shoes and proper grooming and hygiene.
30. Violation of any College policy or directive, including directives of the Administration or your supervisor.

*FMLA-covered absences will not be considered for the purposes of determining whether absences are excessive or otherwise in violation of College policy.

TERMINATION OF EMPLOYMENT

To the extent possible, Benedict College expects employees who submit resignations to provide a minimum of two weeks' notice. Failure to give and work a two weeks notice will result in forfeiture of accrued vacation.

Any debts owed to Benedict College will be deducted from all wages due to separating employees at the time of separation.

As is set forth in employment, Benedict College may terminate the employment of salaried and hourly employee at any time. Introductory employee's may be terminated during the introductory period immediately upon written notice to the employee.

WORKPLACE PRIVACY

The workplace is intended to be a place to work. An important part of work is communications and record keeping. No employee is at work 24 hours, seven days a week and there are times when management needs access to communications or records maintained by employees in their workplaces. Each employee must understand that personal items and personal communications received or stored on Benedict College premises are <u>not</u> entitled to a guarantee of privacy.

Benedict College reserves the right to search for College property and documents in employee

desks, lockers, file cabinets, etc.

Electronic media raise similar issues. The College provides electronic and telephone communications and, when necessary, computers to employees. Although assigned to employees, these items belong to the College. Similarly, any computer files created on a College computer belong to the College. Employees should not use College computers for personal business without the express written permission of the College. Unauthorized programs and files may not be used on College computers without the written permission of the College. The College reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the College's electronic systems.

COMPUTER/INTERNET ABUSE

Benedict College's workplace privacy policy prohibits the use of College computers for personal business without the express written permission of Benedict College. The College consents to the "reasonable" use of its computers for personal business, but what is "reasonable" will be determined in the sole discretion of Benedict College. The only sure way to avoid violating the College's policy on personal computer use is to not use the College's computers for any personal purpose.

The following personal computer use is absolutely forbidden:

1. To access material which Benedict College considers pornographic.

2. To purchase any goods or services, even if charged to the employees' personal credit card.

3. To transmit or knowingly to accept receipt of any communications which is pornographic, obscene, or in the College's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability or some similar distinction.

IMPORTANT NOTICE: Benedict College has the capacity to examine computer usage of individual employees in detail. Even though an item has been "deleted" and the employee cannot retrieve it, this does not mean that the College cannot do so. It is also possible to generate a report of every Internet connection made by each user and of how much time was spent in each connection.

NON-COMPETE; NON-DISCLOSURE POLICY

A non-compete agreement is a written legal contract between an employer and employee. The non-compete agreement lays out binding terms and conditions about the employee's ability to work in the same industry and with competing organizations upon employment termination from the current employer.

Generally, the non-compete agreement states that the employee may not work for a competing firm for six months to two years following the employment end. As appropriate, the Administration will determine those employees whose body of work would fall under both the non-compete and non-disclosure policy. The duration of the non-compete, non-closure will vary based on variables related to the sensitivity of the project. Affected employees will be required to sign the College's non-compete, non-disclosure form. (Refer to Appendix)

WHISTLEBLOWER POLICY

A Whistleblower Policy is a management/governance tool that allows for the lawful disclosure of wrongful conduct at Benedict College. It is designed to protect employees, faculty, and students from reprisal should they make good faith disclosures of university-related misconduct. Benedict College strongly encourages any employee, faculty member or student to report suspected or actual wrongful conduct by any College contractor/vendor, student or employee that may include but not limited to any of the following:

- Misappropriation or misuse of college and/or government resources (financial or human). Matters that further involve allegations or events that have a significant possibility of being the result of a criminal act (the disappearance of cash).
- Action or failure to act that endangers the health or safety of the public, student, faculty or employees
- Abuses of authority
- Matters likely to receive media or other public attention or is judged to be significant or sensitive for other reasons
- Violation of federal or state laws*****

*****South Carolina has a Whistle Blower policy passed in 2010. (The attorney on retainer must approve any policy enacted by the College to ensure it meets the requirements and supports South Carolina State Government laws and policies)

- The choice to remain anonymous is central to this policy.
- No retaliation against any student, employee or faculty member submitting a complaint in good faith, or from participating in a compliance investigation in good faith. The College will not discipline, demote, discharge, suspend, threaten, discriminate against, or harass any such individual based on reporting under this policy.
- The office receiving reports will keep accurate records and documents of all actions taken.

Reporting Procedures:

Faculty and Staff:

- College-related misconduct should initially be reported to the employee's immediate supervisor

- If the infraction involves the immediate supervisor, the next line of reporting should be established and followed; Department Chair, Dean, Director, Legal Officer, HR, or the Chief of Staff.

Students:

- College-related misconduct should first be reported to the Dept. Head, the Director of Student Affairs, the College's Chief of Staff. Legal Attorney or the individual with responsibility for oversight compliance for that particular policy or procedure
- Once the complaint is well-documented, it should forward to Legal counsel for resolution.

SOCIAL MEDIA POLICY

This policy applies to all use of social media by Benedict College students, faculty and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other computer resources.

Social media includes, without limitation, texting, blogs and propriety platforms such as Twitter, Facebook, LinkedIn, Instagram, Google+, YouTube, Flickr, and Snap Chat. This policy (1) provides guidance concerning the use of social media through the College's network, systems or equipment and/or the use of social media to represent or discuss matters related to Benedict College and/or members of the Benedict College community; and (2) sets forth rules for the administration of Benedict College social media sites.

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Benedict College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Benedict College community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that the use of social media at or concerning Benedict College is governed by the same laws, policies, rules of conduct and etiquette that apply to all other activities at or concerning Benedict College. Even activities of a private nature conducted away from the College can subject you to disciplinary action if they reflect poorly on the College or interfere with the conduct of College business.

TRAVEL POLICY

Employees must exercise prudence and sound business practices at all times. They must adhere to federal and state laws and regulations as well as terms and conditions of any awards and contracts. Ordinary, necessary and reasonable expenditures incurred for the operation of the college will be considered for reimbursement.

Advance authorization to incur travel and other business expenses is required.

Expenses submitted for reimbursement must contain adequate documentation and must meet certain criteria outlined in the Federal Office of Management and Budget's Circular A-122, Allowable Cost Guideline as well as those in Generally Accepted Accounting Principles.

Expense reimbursement forms must be approved by the department head or designee with appropriate decision-making authority. No one is allowed to sign off on his/her own or on a peer's reimbursement. Subordinates may not approve expense reports for supervisors (except for the President, or when designated by the department head under special circumstances. The authorized approver is responsible for verifying the following:

- Business purpose of travel and/or expense is valid and is directly related to official company business.
- Information contained on the form and in the accompanying documentation is complete, accurate, and in accordance with this policy
- Expenses without required receipts (lost or could not be obtained) contain proper descriptions; approver should note "OK to reimburse without receipt" (see also "Receipts Required" below).
- Expenses are coded to the proper accounts.

- For mileage reimbursement requests, personal insurance information is complete and coverage was effective during dates of travel

The Business Office shall maintain a list of individuals authorized to approve expenses. The Accounts Payable department is required to verify accuracy of this list before processing any requests for reimbursement.

Receipts Required

Receipts must be obtained and submitted with the expense report for:

- Hotel, motel, or other lodging expenses.
- Meals, including name and location of restaurant, date and amount of expense, and names of people served (if other than self).
- Other expenses and travel, except for mileage.

If a receipt is lost or cannot be obtained, reimbursement request should include a complete description of the expense, including explanation for missing receipt.

Travel Expenses

- Travel costs are expenses for transportation, lodging, subsistence, and related items incurred by employees who travel on official business of the College. Travel must be directly attributable to specific or incurred in the normal course of the administration of the agency.

- Lodging expenses are not reimbursable unless the business trip requires the employee to be away from home overnight. The expenses will be reimbursed only for the duration of the business meeting, training session, etc., including reasonable time periods for travel, unavoidable layovers, etc. Reimbursable lodging is limited to single accommodations. Lodging should be comfortable and convenient to the business destination; premiums for luxury or double rooms are not reimbursable.
- In general, same day travel does not qualify for travel meal reimbursement, per IRS regulations. However, a bona fide business meal *may* be reimbursed if approved by the department head.
- All employees must obtain prior written authorization for out-of-state travel, which must be approved by the employee's appropriate approving authority. The authorization mush show the name of the person traveling, purpose of trip, destination, date of departure and return, mode of transportation and estimated expenses.
- Whenever discount airfare to the destination and required local transportation at the destination is less than the mileage reimbursement allowance, reimbursement will be limited to the total of the airfare and local transportation charges. Reimbursement for airfare will be limited to the most economical rates available commensurate with reasonable scheduling and convenience.
- When required, rental cars should be arranged at the most economical rates available. Rental cars shall be in the intermediate or compact size category. Car rental insurance should not be

  utilized from the rental agency, as the coverage is already maintained by the College's corporate insurance policy. Any charges for this coverage will not be reimbursed.
- Infractions of law, such as speeding tickets and parking tickets, are not reimbursable.

Mileage Allowance and Employee Auto Insurance

Any employee using his/her automobile for company business must have at least the legal, minimum public liability insurance and a valid driver's license. In the event of an accident while on college business, the driver and /or owner of the vehicle must generate an Incident Report via Campus Security. Employees must report the accident to his/her personal insurance carrier, as the employee's insurance is primary. The employee is responsible for his/her own automobile.

The employee's personal insurance information (carrier, policy number, and coverage period) must be noted on the college Mileage and other Expense form with proper authorization to be considered for reimbursement.

An employee using his/her vehicle for authorized college business will be reimbursed at the stated current I.R.S reimbursement rate. Reimbursable mileage includes travel to non-primary work locations for miles traveled in excess of an employee's typical travel to primary work locations.

Mileage Allowance and Employee Reimbursement

The 2019 Internal Revenue Service (IRS) standard mileage rates beginning January 1, 2019 for the use of a car, van, pick-up or panel truck will be 58 cents per mile for business miles driven (up from 54.5 in 2018).

Current per diem rates are available through the Business office.

IMPERATIVE NOTICE

This manual does not alter the employee's at-will status. The College has the right to terminate the employment relationship at any time for any lawful reason or no reason, as does the employee. The College reserves the right to omit any or all of the levels of discipline depending on the severity of the offense.

APPENDIX

ACKNOWLEDGMENT

I acknowledge that I have been given access to Benedict College's Policies and Procedures Manual and that it is available for review by all employees online on the College's website at www.benedict.edu. I have read and understand the Manual and the policies, guidelines and standards it contains. I will direct any questions that I may have about the manual's contents to my supervisor or manager, or to the Office of Human Resources.

Specifically, I understand that as an employee of Benedict College, unless these policies are in conflict with the terms of a contract agreement governing my employment, I am expected to comply with the requirements in the manual, including, but not limited to, obligations concerning the following subject areas:

- Attendance, punctuality and appropriate conduct in the workplace
- Honesty and accuracy in job duties and all workplace practices, including timekeeping
- Prohibition of discrimination and harassment
- Alcohol, Substance and Smoking policies
- Workplace safety and security

I understand and acknowledge that unless I have a written offer of employment letter signed by an authorized officer of the College or the terms and conditions of my employment are covered under a contract agreement, my employment is not promised for any specific time period and may be terminated at any time, with or without cause or notice, by me or by the College, as an at-will employment.

I agree that neither the contents of this employee manual nor any statements (written or oral) that may have been communicated to me by any employee or representative of Benedict College alters the at-will nature of my employment.

I further acknowledge that Benedict College will update and modify the manual from time to time as it deems advisable, and that I am responsible for checking the online manual periodically to maintain my awareness and understanding of its contents. I agree to update this Acknowledgment periodically upon the College's request.

_____ _____

Employee Signature Date

_____ _____

Employee Name (please print) Employee ID Number

PLEASE RETAIN A COPY FOR YOURSELF AND RETURN THE ORIGINAL TO THE OFFICE OF HUMAN RESOURCES

Benedict College Disciplinary Action Form

The purpose of this form is to document disciplinary actions. This form will be filed in the employee's personnel record. It will be removed if no further disciplinary infractions occur within a 12 month period from the date of this infraction

EMPLOYEE INFORMATION

Employee's Name: _____ ID#_____

Department: _____ Position: _____

Supervisor_____ Hire Date: _____

DISCIPLINE INFORMATION (to be completed by supervisor or appropriate authority)

Date (s) of Incident: _____ Time of Incident_____

Details of Incident(s) or Behavior(s) and reason for disciplinary action (Attach any supporting documentation)

_____

_____

_____

RECOMMENDED DISCIPLINE:

- Verbal Counseling (for departmental records only)_____
- Written Warning_____
- Suspension:* from _____to_____
- Termination* (date)_____

*Must be reviewed by HR

SIGNATURES:

Supervisor _____Date_____

Employee _____Date_____

(Signature indicates receipt of information and does not indicate agreement)

_____ _____

*Director, Human Resources /Date *Dr. Roslyn Artis/Date (as appropriate)

cc: One copy to Department files//one copy to employee//original with documentation to HR

(12/2018)

CONFIDENTIALITY AGREEMENT

This agreement is made between _____("Employee") and Benedict College on _____20___.

Employee will perform services for Benedict College that may require Benedict College to disclose confidential and proprietary information ("Confidential Information") to Employee. (Confidential Information is information and data of any kind concerning any matters affecting or relating to Benedict College, the business or operations of Benedict College, and/or the products, drawings, plans, processes, or other data of Benedict College not generally known or available outside of the company.)

Accordingly, to protect the Confidential Information that will be disclosed during employment, the Employee agrees as follows:

A. Employee will hold the Confidential Information received from Benedict College in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.

B. Employee will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Benedict College management.

C. Employee will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Benedict College.

D. Employee will, upon request or upon termination of his/her relationship with Benedict College deliver to Benedict College any drawings, notes, documents, equipment, and materials received from Benedict College or originating from employment with Benedict College.

E. Benedict College will have the sole right to determine the treatment of all inventions, writings, ideas and discoveries received from Employee during the period of employment with Benedict College, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name, or to follow any other procedure as Benedict College may deem appropriate.

F. Benedict College reserves the right to take disciplinary action, up to and including termination, for violations of this agreement in addition to pursuing civil or criminal penalties.

G. This agreement will be interpreted under and governed by the laws of the state of South Carolina.

H. All provisions of this agreement will be applicable only to the extent that they do not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this agreement invalid, illegal or unenforceable. If any provision of this agreement or any application thereof will be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this agreement or of any other application of such provision will in no way be affected thereby.

Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (A) files any document containing the trade secret under seal and (B) does not disclose the trade secret, except pursuant to court order.

Employee represents and warrants that he or she is not under any pre-existing obligations inconsistent with the provisions of this agreement.

Signing below signifies that the Employee agrees to the terms and conditions of the agreement stated above.

Employee Representative Name/Title	Benedict College Signature
Employee Signature	Benedict College Representative Signature
Date	Date

Benedict College
Substance Abuse Testing Consent and Release Form

I, _____, hereby acknowledge that I have received, read, or been informed of Benedict College's Substance Abuse Policy, and understand the content of the Policy. I do hereby agree to be bound by the terms of the policy as a condition for employment and for purposes of applying for, accepting, or continuing employment with the College. I also hereby state that I am not a user of illegal controlled substances that have not been prescribed to me for authorized use by a licensed physician.

I understand and consent freely and voluntarily to the College's request for a blood, urine or other specimen sample testing. I hereby release and hold the College, the laboratory, their employees, agents, and other program contractors, harmless from any liability arising from this request to furnish this or any such specimen or sample, the testing of the specimen or sample, and any decisions made concerning my application for employment or my continued employment, based upon the results of any such tests. I consent to allow any College employee who has been authorized and designated by the College for such purposes, or any physician, laboratory, hospital, or medical professional, that has been authorized and designated by the College for such purposes, to perform appropriate chemical tests for the presence of alcohol, drugs, or other controlled substances.

I give my permission to any College employee, who has been authorized and designated by the College for such purposes, or any physician, laboratory, hospital, or medical professional, that has been authorized and designated by the College for such purposes, to release the results of these tests to the College, workers' compensation insurance carrier, or any other person who has a lawful right or need to be informed of such results. I do hereby release any such designated person or the institution from any liability whatsoever arising from releasing this information in accordance with this authorization.

The undersigned further states that he or she has read the foregoing consent and release form, or had it read to him or her, and knows the content thereof and has freely and voluntarily affixed his or her signature on this document.

_____	_____	_____	_____
President or Designated Official	Date	Applicant/Employee Signature (If under age 18, parent/guardian signature is required)	Date

(10/2018)

BENEDICT COLLEGE

SUBSTANCE ABUSE POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the Substance Abuse Policy and Procedure and that I have read and understand this document.

I further understand that this Policy supersedes and replaces all prior policies, manuals, or other publications related to these substance abuse matters.

I understand that if I refuse to consent to drug and alcohol screening, or if I test positive and fail to meet my obligation under the Substance Abuse Policy, I will result in immediate termination of employment.

_____ _____

Employee's Signature Date

_____ _____

Employee's Name (printed) Date

_____ _____

Witness Date

(10/2018)

STATEMENT FOR PRE-HIRE NOTICE

Benedict College conducts its business with the highest possible degree of safety and efficiency. Because of this, the College requires all applicants for employment to undergo blood and/or urinalysis screening for drug or alcohol use as part of their pre-placement requirement. In addition, all employees of the College are subject to blood tests or urinalysis screening for drug or alcohol use.

(10/2018)

HARASSMENT REPORT

Correct name of complainant (optional) _____

"Code name" of complainant (mandatory if correct name not given)

Date of Report _____

Date of Incident(s) _____

Name or description of person who engaged in harassment:

_____

_____

_____

What happened? _____

_____

_____

Names of witnesses: _____

_____

Names of people who say that the same person harassed them at another time:

_____

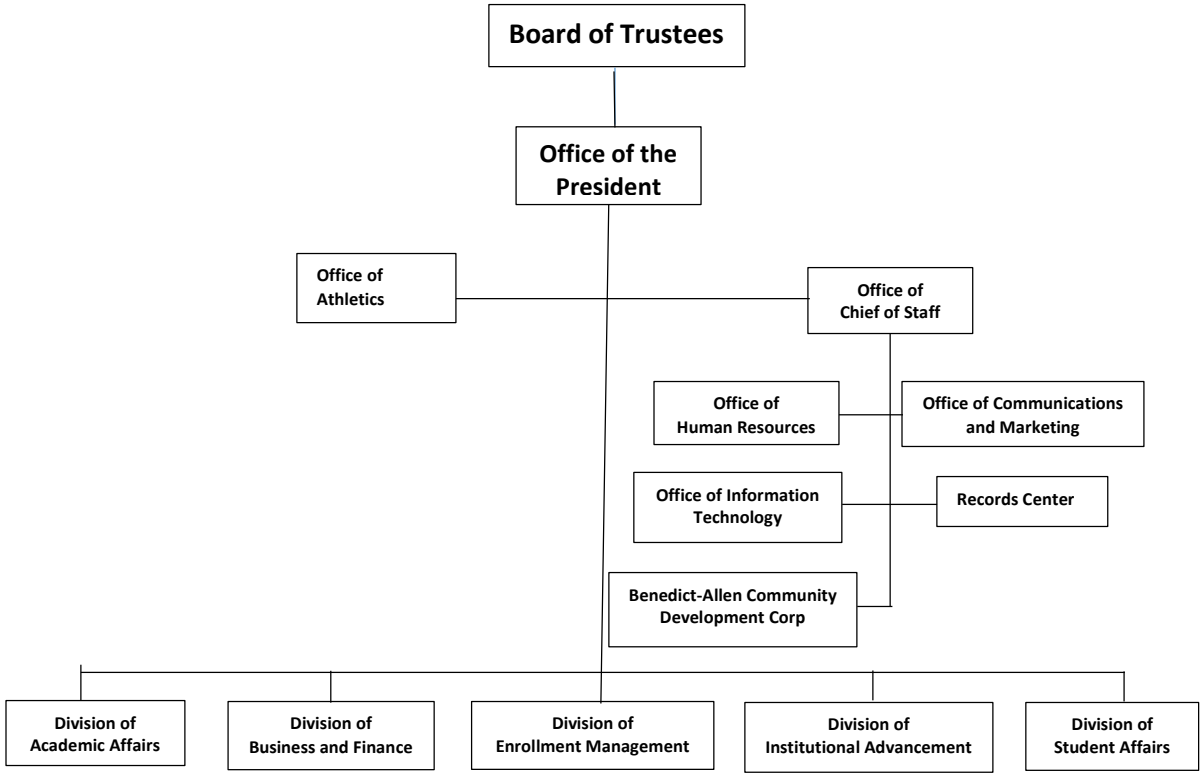
_____

If harassment is found to have occurred, what action do you want to have taken?

[Political subdivisions only] If your complaint comes down to your word against that of the person who you say harassed you, would you be willing to take a polygraph exam?
Copy received by Benedict College official:

_____
Signature of Official

Form should be submitted to Title IX Coordinator:
Latoria Williams
1600 Harden Street
Columbia, SC 29204
Phone: 803-705-3227
Latoria.williams@benedict.edu

ORGANIZATIONAL CHART

BENEDICT COLLEGE
ORGANIZATIONAL CHART FOR 2019-2020