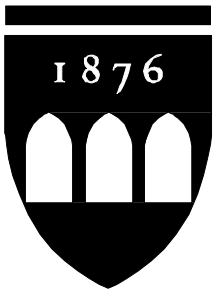

HENDRIX

Personnel Policies and Benefits
For Non-Faculty Employees

Hendrix College Employee Handbook

Revised 2/01/2013

Introduction & Description of Hendrix College 5

Welcome 5

Description of Hendrix College 5

Handbook Disclaimer 6

Employment at-Will 6

Employment At-Will 6

Anti Discrimination & Harassment 6

Policy Prohibiting Harassment and Discrimination 6

Equal Opportunity Policy 8

Conduct Standards 8

Drug and Alcohol Policy 8

Smoking Policy 9

Conduct Standards & Discipline 11

Hendrix College Equipment and Vehicles 11

Grievances 12

Hendrix College Property 12

Corporate Communications & Technology 12

Use of Email, Telephones and Mail 12

General Employment 12

Employee Records 12

Employee Classifications 14

Reference/Background Checks 15

Introductory Period 15

Termination, Resignation and Discharge 16

Compensation & Work Schedule 16

Work Hours 16

Pay Schedule 16

Attendance & Punctuality 16

Time Records 17

Overtime 17

Benefits 17

Employee Benefits 17

COBRA 23

Worker's Compensation 24

Vacation & Holidays 24

Vacation 24

Holidays 25

Sick Days 25

Leave 26

FMLA 26

Military Leave 28

Time Off To Vote 29

Jury Duty 29

Safety & Emergency 30

Safety 30

Fire Safety 30

Emergency Measures 30

Introduction & Description of Hendrix College

Statement of Purpose

Hendrix College, a private, undergraduate institution of the liberal arts related to the United Methodist Church, offers distinguished academic programs in a residential, coeducational setting. As a collegiate community, Hendrix is dedicated to the cultivation of whole persons through the transmission of knowledge, the refinement of intellect, the development of character, and the encouragement of a concern for worthy values. In these ways, Hendrix prepares its graduates for lives of service and fulfillment in their communities and the world.

Toward the accomplishment of this purpose, the College offers curricular and co-curricular programs affording students the opportunity to:

- investigate and appreciate the richly diverse cultural, intellectual, and linguistic traditions shaping the contemporary world;
- examine critically and understand the intellectual traditions woven into the history of Western thought;
- develop skills and effectiveness in the use of language, the analysis of information, and the communication of knowledge;
- to explore and connect the content and methods of the humanities, natural sciences, and social sciences;
- to participate in depth in a specific field of study, acquiring a body of knowledge appropriate to that discipline, putting to use its methods for the discovery of new knowledge, appreciating its historical development, and grasping its implications for the broader culture.

Welcome

We extend to you a warm and sincere welcome to Hendrix College. We hope that your employment here will be both challenging and personally rewarding. We also hope that this handbook will help you become better acquainted with our policies and benefit plans.

Should you have any questions concerning this handbook or problems with your employment or benefits, please discuss them with your direct supervisor or call the Human Resources Department at extension 1494.

This handbook replaces all previous handbooks, and supersedes all earlier oral and written materials about Hendrix College policies and procedures. Hendrix College reserves the right to change, add or delete benefits and policies as necessary.

Description of Hendrix College

Hendrix College is a distinguished, residential, liberal arts college located in Conway, Arkansas. Related to the United Methodist Church, Hendrix is nonsectarian in its admission and educational program, and provides a vision that is national and international in scope.

Hendrix College strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. The College adheres to the principal of equal educational and employment opportunity without regard to age, race, gender, disability, sexual orientation, or national origin. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all students, faculty, and staff.

Handbook Disclaimer

The purpose of this handbook is to provide a ready source of information regarding the College's personnel policies and benefits pertaining to non-faculty staff members. Although it provides answers to many basic questions, it is not intended to cover all possible situations. This manual is not intended to create any contractual rights in favor of you or the College. It is anticipated that changes will be made as needs arise and as the system evolves. These changes will be issued as supplements or replacements of specified sections. An employee should consult with his/her supervisor if questions regarding the College's policy on a particular matter remain after reading the handbook, or contact the Human Resource Department.

Employment at-Will

Employment at-Will

All non-faculty Hendrix College employees are at-will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at-will must be set out in writing and signed by the President of Hendrix College.

Non-Discrimination & Harassment

Policy Prohibiting Harassment and Discrimination

Hendrix College strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. The College adheres to the principal of equal educational and employment opportunity without regard to age, race, gender, disability, sexual orientation, or national origin. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all students, faculty and staff.

Prohibited Behavior

Hendrix College expects that the conduct or comments of its employees will respect the dignity or feelings of the individual. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

In general, slurs and other verbal or physical conduct relating to race, color, religion, gender, national origin, age, disability, or any other category protected by federal, state and local laws constitute harassment when they unreasonably interfere with a person's work performance or create an intimidating work environment.

Sexually harassing behavior in particular includes all of these prohibited actions as well as other unwelcome conduct such as sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment. Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and/or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages, and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with Hendrix College, regardless of gender or sexual orientation.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful discrimination should promptly report the matter to your immediate supervisor. If that person is not available, or you believe it would be inappropriate to contact that person, contact the Human Resource Department or the Vice President or Executive Vice President for the area of the college for which you work.

Hendrix College will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with Hendrix College in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the Human Resource Department or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation
Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be discriminated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in investigating a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Sexual Harassment Training
All employees of Hendrix College are required to successfully complete sexual harassment training. This training will be administered within the first 30 days of employment, and will be administered annually on a campus-wide basis thereafter.

Equal Opportunity Policy

Hendrix College provides equal opportunity to all qualified employees and applicants without regard to race, color, gender, national origin, age, disability, sexual orientation, or any other category protected by federal, state and local laws. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all students, faculty and staff.

This policy applies to all aspects of the employment relationship--including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, and training, social and recreational programs. All such employment decisions will be made without unlawfully discriminating.

Conduct Standards

Drug and Alcohol Policy

Hendrix College strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees.

Alcohol
Employees are prohibited from using or being under the influence of alcohol while performing Hendrix College business on the Hendrix College premises or a worksite. At the direction of the President, Executive Vice President or Vice President, this requirement may be waived for special events that occur after normal business hours. Employees who conduct business under these special circumstances should maintain an appropriate level of professionalism.

Illegal Drugs
Hendrix College employees are prohibited from using or being under the influence of illegal drugs while performing Hendrix College business, either on-campus or off. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Hendrix College facilities or while performing Hendrix College business.

Disciplinary Action
Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to or comply with testing, and/or search procedures as described.

Searches
Hendrix College may conduct searches for illegal drugs or alcohol on Hendrix College facilities without prior notice. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing
Hendrix College may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent may result in disciplinary action, including termination.

Smoking Policy

Hendrix College
Smoking Policy
Proposed: Spring, 2011
Adopted: February, 2011

The purpose of this policy is to limit smoking use on campus at Hendrix College to designated areas. The College actively seeks to create a healthy campus environment that limits the effects of secondhand smoke; however, we recognize that as a residential college, members of the community may choose to smoke.

Smoking on campus is restricted to designated areas listed below. Smokers may not smoke inside any building, while walking to/from these designated destinations, or at any undesignated areas (ie athletic fields, parking lots, etc). Designated areas include the following:

- Raney building gazebo area
- North quad gazebo area
- South Library porch end

- Mills/Cabe alcove
- Huntington apartment – one gazebo
- Front Street back patio area
- North Couch patio
- President's home back porch
- East end of Facilities Management bldg
- Hulen Hall – back patio
- Buhler Hall – back porch

The College prohibits campus-controlled advertising, as well as the sale or free sampling of, tobacco or smoking-related products on campus. Littering campus with remains of tobacco or smoking-related products is prohibited. No ashtrays or smoking shelters will be permitted outside the designated areas. Smoking is prohibited at all public, outdoor events (including athletic events), except in designated areas described above. Organizers shall communicate this policy to all attendees and shall enforce the policy.

The Director of Human Resources, Director of Facilities Management and the Dean of Students will review this policy periodically and make recommendations to the President regarding any policy adjustments. Any exceptions to this policy must be approved by the President.

Communication of Policy:
This policy will be communicated to the campus community via the College website. In addition, reference to this policy will be added to the College's faculty handbook, employee handbook, and student handbook. Information regarding this policy shall be communicated to guests upon request. Each building will display a decal that states "Smoke-free Area."

Compliance:
All Hendrix College students, faculty, staff, contractors and visitors are expected to comply with this policy. Members of the campus community are empowered to respectfully inform others about the policy and designated areas and may also report violations to Hendrix College Public Safety. Violators approached by Hendrix Public Safety may receive a warning, a citation for $50 or referral to the appropriate authority outlined below. Surrounding public streets and sidewalks are not under the purview of College policy.

Repeat violators will be subject to the following:

1. Students will be referred to the College disciplinary process.
2. Employees will be referred to their respective units for progressive discipline.
3. Contractors will be referred to their respective employers for appropriate action.
4. Visitors will be required to leave the campus.

Conduct Standards & Discipline

Hendrix College expects every employee to adhere to the highest standards of job performance and of personal conduct--including individual involvement with Hendrix College personnel and outside business contacts.

We reserve the right to discipline or terminate any employee for violating any Hendrix College policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior. Be aware that Hendrix College retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or Hendrix College procedures, or
- failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including:

- falsifying an employment application or any other Hendrix College records or documents
- failing to record working time accurately or recording a co-worker's timesheet,
- insubordination or other refusal to perform
- using vulgar, profane or obscene language including any communication or action that violates our policy against employment harassment and other discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing Hendrix College property or another person's property
- possessing, entering with or using weapons on Hendrix College property
- possessing, selling, using or reporting to work under the influence of alcohol, controlled substances or illegal drugs on Hendrix College property or on Hendrix College time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Hendrix College's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or threatens Hendrix College or its employees in any way.

Hendrix College Equipment and Vehicles

When using Hendrix College property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Hendrix College because of such mistreatment.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your supervisor--or if the situation warrants, to the Human Resource Department or to any Hendrix College Vice President or Executive Vice President.

Hendrix College Property

Please keep your work area neat and clean and use normal care in handling Hendrix College property. Report any broken or damaged equipment to your supervisor at once so that proper repairs can be made.

You may not use any Hendrix College property for personal purposes or remove any Hendrix College property from the premises without consent of the Vice President of the area in which you work.

Corporate Communications & Technology

Use of Email, Telephones, and Mail

Hendrix College may regulate employees' use of its electronic data and communications systems--including telephones, voicemail, e-mail and other electronic communication and data storage systems.

Employees should limit their personal use of Hendrix College's computer and communication systems —and should not disclose individual passwords to others within or outside Hendrix College. All electronic data, whether voice or e-mail messages, data files, information stored on databases, etc., are Hendrix College records, and Hendrix College reserves the right to access and disclose all messages sent over or stored in its electronic systems.

Misusing these systems--including accessing or transmitting Hendrix College data without authority, disclosing confidential or proprietary information, using profane, harassing or other offensive language or other inappropriate uses may result in discipline, including termination.

General Employment

Employee Records

An employee's original personnel file consists, if applicable, of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents. It is the

employee's responsibility to notify the Human Resources Department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact on your application or in your personnel file is sufficient reason for termination. Personnel records are considered College property. You may review your personnel file by scheduling a time with the Director of Human Resources.

Conflict of Interest

College Related Business: Employees of the College have an obligation to conduct College-related business, activities, and relationships without actual or apparent conflicts of interest. A financial interest is not necessarily a conflict of interest. An employee who has a financial interest may have a conflict of interest only if the appropriate person (see below) decides that a conflict of interest exists. Employees shall take necessary precautions to avoid any actual or apparent conflicts of interest. Conflict of interest occurs when an employee is in a position to influence a decision that may result in a direct or indirect personal gain for that employee or for his or her family member, friend or associate as a result of the College's business dealings. College employees shall refrain from accepting gifts, trips or favors of significant monetary value from outside parties. Any College employee who has any influence on transactions involving purchases, contracts, leases, or business matters must make full disclosure as soon as possible so that appropriate safeguards can be established. Employees should disclose this information to their direct supervisor, and this information should be reviewed in consultation with the Director of Human Resources. Vice Presidents of the College should disclose this information to the President for review by the Senior Staff, and the President should disclose information to the Executive Committee of the Board of Trustees. In addition, the employee must refrain from further participation in the transaction until the actual or potential conflict can be reviewed and resolved.

Outside Employment: Full-time employment at the College is expected to be an employee's primary job. However, outside employment is allowed if the employment does not interfere with work at the College, with the College's policies, or bring discredit to Hendrix College. Employees accepting outside employment must advise the Director of Human Resources and Department Head in writing so that these individuals can determine that the requirements stipulated above have been met.

Disciplinary Action: Failure to adhere to the above policies will result in disciplinary action, up to and including termination. If the College deems the existence of a conflict of interest to be contrary to the above guidelines, then the employee's job assignment may be changed or disciplinary actions up to and including termination procedures may be initiated.

Employee Classifications

Exempt employees are salaried employees and are not eligible for overtime pay. Non-exempt employees are paid on either an hourly or salary basis and entitled to overtime pay under FSLA. All non-faculty personnel will fall into one of the following classifications:

Senior Staff: Employees who answer directly to the President and who generally have responsibility for an administrative area of the College. These individuals also maintain faculty status.

Administrative Staff: Exempt employees who are responsible for performing program, administrative, and/or executive functions requiring training and/or experience in specialized areas of competence.

Support Staff: Non-exempt employees responsible for providing support services of a secretarial, clerical or technical nature. These employees may vary between full-time, 12-month employees with benefits (including vacation and sick leave) and full-time, 10 month employees with benefits (excluding vacation and sick leave).
Part Time: Employees who regularly work less than 30 hours per week or less than 10 months a year.

Unless specifically stated, part-time employees are only paid wages and any other mandated state or federal benefits.

Your supervisor and/or the human resources department will verify whether you are a full-time or part-time employee, and whether you are exempt or nonexempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while nonexempt employees can qualify for this pay.

Nepotism

The College has no policy against employing or appointing persons who are related. Relatives, however, will not ordinarily be employed in the same department, or in positions where one has direct authority over the other. Exceptions must be approved by the President.

Reference and Background Checks

Hendrix College has the right to conduct reference and background checks on all new employees (including faculty). The background checks can include Motor Vehicle Registration, Registered Sex Offenders, and drug or alcohol convictions. Employees who have falsified information on their employment applications will be disciplined, which could include termination.

Introductory Period

The first 90 days of employment are an Introductory Period for both the employee and Hendrix College. However, during and after this period, the work relationship will remain at-will.

This time period allows you to determine if you have made the right career decision and for Hendrix College to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time—and be available to answer any questions or concerns you may have about your new job.

The Introductory Period may be extended at management's discretion.

Identification Cards

The Human Resource Department issues all new employees an identification card. If you lose this card, there will be a $25 replacement fee before a new one is issued.

For full-time employees, a pre-designated amount is loaded on the identification card each semester. These dollars may be used in the main Dining Hall or any other Dining Service locations. This identification card is also used to access a variety of facilities and events on the Hendrix College Campus.

Termination, Resignation, Discharge

Employment with Hendrix College is at-will and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If an employee resigns, Hendrix College **requires** at least 2 weeks notice for an employee who is in a support position, and at least 4 weeks for an employee who is in an administrative position. NOTE: If an employee fails to provide the required resignation notice, Hendrix is not obligated to make final payment for any unused vacation days.

The employee will normally be given two or four weeks notification of termination (two weeks for support positions and four weeks for administrative positions). At the supervisor's discretion, the appropriate amount of termination pay (outlined above) may be paid in lieu of working out the notice. Dismissal due to the dishonesty, insubordination, conduct reflecting unfavorably upon the reputation of the College, or any other serious misconduct may be made without prior notice or termination pay.

Compensation & Work Schedule

Work Hours for Non-Exempt Employees

Hendrix College follows a work schedule of 40 hours per week. The normal work week is Monday through Friday from 8:00 a.m. to 5:00 p.m., with one hour for lunch. The requirements of a particular department may make it necessary to vary this schedule in individual cases. Each department head may establish alternative hours with the approval of the area Vice President or Executive Vice President.

Pay Schedule

Salaried employees are paid once a month on the next to last regular workday of the month.

Bi-weekly employees are paid on Fridays. The pay week starts at the beginning of a shift on Sunday and includes all work one performs up to the close of business on Saturday. Pay day is always the Friday after the pay period ending date.

For both payroll groups: If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time. If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible.

Unsatisfactory attendance, including reporting late or leaving early, may be cause for appropriate discipline action, up to and including termination.

Time Records

Your manager will instruct you about how to account for and record the time you spend working. Failing to record work time or clocking another person in or out are both violations of Hendrix College policy and may be cause for disciplinary action, up to and including termination.

For payroll purposes, time is rounded to the nearest one-quarter of an hour.

Overtime

Because of the nature of work, employees may be asked to work overtime on weekends, holidays, or additional hours during the regular workday--and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked in excess of 8 hours per day and 40 hours per week.

If you are nonexempt, you must receive authorization from your manager before working overtime. In addition, after you have worked overtime, you must enter it on a timecard on the day it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. In addition, time off on holidays, sick leave, vacation leave, personal leave, or any leave of absence will not be factored in as hours worked when calculating overtime.

Employee Benefits

Employee Benefits

Hendrix College employees are entitled to a wide range of benefits. A number of the benefit programs--such as Social Security, workers' compensation, state disability and unemployment insurance--cover all employees as required by law.

Eligibility for most benefits depends upon a variety of factors, including employee classification. You can find the details of many of these programs in separate written summaries. For more information, contact the Human Resources Department.

Some benefit programs require contributions from employees, but some are fully paid by Hendrix College. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs without prior notice.

Currently, Hendrix College provides the following benefits:

1. Medical Insurance Plan

Hendrix College offers a medical insurance plan and bears a substantial cost of this plan for all full-time employees and eligible dependents. Coverage is effective immediately from the first day of employment. Information detailing the specific provisions of the current coverage may be obtained from the Human Resources Department.

2. Group life insurance

The College pays for the cost of 1 time's annual salary for a term life insurance policy for each full-time employee.

3. 403(b) Retirement Program

All full-time employees are eligible to participate in the TIAA-CREF retirement plan into a SRA. Full-time employees, for this purpose, are those who work at least 40 hours per week for at least nine months of the fiscal year.

For the first two years of employment, Hendrix does not contribute to the retirement plan. The employee can contribute up to the maximum allowed by the IRS into a SRA. After a person has been a full-time employee for two full years, the College will contribute an amount equal to 2.25% of their regular base salary (excluding overtime) into the TIAA-CREF retirement program (RA) without regard to any employee contribution into the program. The College will also match the employee's contribution into a RA, up to a maximum of 2.25% of base salary. After a person has been a full-time employee for six full years, the College will contribute an amount equal to 8.5% of their regular base salary with no requirement for matching into the RA. The employee may contribute to a SRA.

An employee may make additional contributions to the program on a tax-deferred basis within legal limits. Please consult with the Human Resource Department for these limits.

Details regarding the retirement program may be obtained from the Human Resources Department.

4. Tuition Remission/Exchange Program

The College provides Tuition Remission/Exchange as an educational benefit for employees and their dependents as recognition of its commitment to higher education. Benefits are provided at the discretion of the College and are subject to amendment or termination.

<u>INITIAL EMPLOYEE ELIGIBILITY CRITERIA</u>

For the purposes of the Tuition Remission/Exchange Program, initial eligibility is determined as follows: any active employee with a status of full-time or limited full-time, or

an hourly employee who worked a minimum of 1,400 hours in the preceding year. **(Limited part-time and temporary/seasonal employees <u>are not</u> eligible for tuition remission**).

<u>REMISSION ELIGIBILITY</u>

Employees who meet the initial employee eligibility criteria above qualify for remission according to the following:

- One course per semester for academic credit for eligible employees who have been employed for at least three months
- Supervisor permission received and arrangements for a satisfactory alternate work schedule established to ensure a full eight-hour workday.
- Office of Academic Affairs permission granted to ensure that class participation will not create a class space issue and that necessary prerequisites have been satisfied.
- Registration process completed by employee.

<u>INITIAL DEPENDENT ELIGIBILITY CRITERIA</u>

Employee's dependents are eligible for tuition remission according to the following schedule.

Prior service credit awarded for employment at other institutions of higher education immediately prior to employment at Hendrix College. The applicability of equivalent professional experience will be determined by the President of the College on a case-by-case basis. Any prior service credit awarded can be used to satisfy the eligibility requirements.

Employed by College for less than two years, eligible dependents will receive a waiver of one-fourth of tuition.

Employed by College for at least two years but less than five years, eligible dependents will receive a waiver of one-half of tuition.

Employed by College for five years or longer, eligible dependents will receive a waiver of full tuition.

The appropriate waiver will be applied the semester immediately following the appropriate anniversary date. Example: A new employee is hired on May 2, 2004. On January 18, 2009, the employee's son has met all of the admission requirements, and is approved for tuition waiver. For the first semester, one-half of the tuition would be waived. The full tuition will begin with the fall semester in August 2009.

Eligible dependents will be defined as:

Spouse/Domestic Partner: A person currently legally married to an eligible employee or an eligible employee's domestic partner who has been certified by the Human Resources Director.

Children: A child age 24 or under who is dependent on the eligible employee for the majority of his/her support. To be considered dependent, the child must be a son or daughter by birth, current marriage, or adoption, or have the eligible employee as their legal guardian. If the child is married, the spouse is not eligible to receive the tuition remission benefit.

Spouses and dependents must meet the admission requirements of Hendrix College and must maintain the continuing academic standards required of all students at the College.
High school students wishing to take one or two courses, and who are admitted to the College as a special student, will be eligible for tuition remission.

APPLICATION PROCEDURE
Tuition Remission Applications are available at the Office of Human Resources. Each person must complete a Tuition Remission Application form per academic year (if enrollment plans are known) or per semester. Tuition Remission Application forms must be completed and submitted by the following deadline(s):

- July 1 for fall and spring semesters.
- December 1 for spring semester only.
- Part-time students - 30 days prior to the beginning of each semester.

All parents of unmarried, dependent children applying for tuition remission, and any employees or spouses who plan to enroll are encouraged to file a Free Application for Federal Student Aid (FAFSA) with Federal Student Aid Programs. If more than one student from a family is applying for tuition remission, then a separate FAFSA should be filed.

ONGOING ELIGIBILITY CRITERIA
Academic
Students must attain at least a 2.0 cumulative grade point average after the equivalent of four semesters of full-time course work at Hendrix College. Those not meeting this criteria will lose their tuition remission for at least the next two semesters, and until they achieve a 2.0 cumulative grade point average.
Employment
If an employee resigns, retires, or is terminated during the course of a semester, the employee, the employee's spouse and dependent children will receive tuition remission on a pro rata basis only for the courses in which they are currently enrolled. For example: If the employee leaves after ten weeks of a fifteen-week semester, two-thirds tuition remission would be granted. Upon completion of those courses, they will lose eligibility for tuition remission.
Marital
If an employee is divorced during the course of a semester, the employee's spouse will continue to receive tuition remission only for the courses in which he/she is currently enrolled. Upon completion of those courses, the former spouse will lose eligibility for tuition remission.
Dependent Child's Age
Dependent children who reach the age of 25 during the course of a semester will continue to receive tuition remission only for the courses in which they are currently enrolled. Upon completion of those courses, they will lose eligibility for tuition remission.

Death and Disability

Eligible dependents (defined as: Spouse: a person currently, legally married to an eligible employee; Children: a child age 24 or under who is dependent on the eligible employee for the majority of his/her support. To be considered dependent, the child must be a son or daughter by birth, current marriage, or adoption, or have the eligible employee as their legal guardian. If the child is married, the spouse is not eligible to receive the tuition remission benefit. The child will continue to receive tuition remission on the following basis:

- Employed by College for less than two years, eligible dependents will receive a waiver of one-fourth of tuition.
- Employed by College for at least two years but less than five years, eligible dependents will receive a waiver of one-half of tuition.
- Employed by College for five years or longer, eligible dependents will receive a waiver of full tuition.
- The foregoing applied only to courses taken at Hendrix College.

Retirement

Eligible dependents (see above definition) will continue to receive tuition remission on the following basis:

- If the employee has served the College for a minimum of 15 years, those eligible will receive full tuition remission.
- If the employee has served the College for at least 10 years and less than 15 years, tuition remission will be pro-rated according to the number of years of service. If a person has begun a new year of employment, s/he will be given credit for a full year of service. For example: Ten years, two months of service equals 11 years = 73.3% remission.
- Tuition remission (whether full or pro-rated) will only be granted to those eligible dependents that are eligible at the time of retirement.

The foregoing applies only to courses taken at Hendrix College.

LIMITS AND EXCLUSIONS

- Tuition Remission applies only to the College's tuition charge. Fees and any other charges are specifically excluded.
- Tuition remission applies only to courses taken for academic credit.
- The limit of a recipient's tuition remission is determined as follows:
    1. A single recipient's full tuition remission is limited to 8 semesters or 36 credits, whichever is longer.
    2. Graduate courses are covered by this policy; however, if a student has already received 8 semesters or 36 credits of tuition remission but is still eligible under the preceding criteria, he/she will be entitled to one-half tuition remission.

DETERMINATION OF TUITION REMISSION AMOUNT

The following process will be used to determine the amount of tuition remission for which a student is eligible.

- Begin with the full tuition amount and subtract the appropriate amount based on whether the eligible dependent is qualified for full, half or quarter tuition remission.
- Subtract the total of all external forms of financial aid which a student receives from the previous amount. The only exception to this will be if an award had been specifically designated by the awarding body to be used for a charge other than tuition. Examples of external forms of financial aid include, but are not limited to 1) Pell Grants; 2) National Merit Scholarships; and 3) State of Arkansas Scholarships.
- **With the exception of certain awards, no Hendrix funded sources of aid can be applied for those receiving tuition remission awards.** Questions about individual cases should be directed to the Director of Financial Aid.

The amount of tuition charged the dependent will be the amount determined from the preceding steps. If this calculation produces a negative number, then the amount of tuition charged will be $0.

Note that tuition remission will not be used to give a student aid in excess of the total tuition bill, unless the students eligible to receive federally-based grants and assistant. Tuition remission students are eligible to apply for campus employment and loans.

TUITION EXCHANGE

Hendrix College is a member of Tuition Exchange, Inc., an association of colleges and universities that subscribe to a program of reciprocal remission of tuition charges for children of the participating schools' employees. Limited opportunities are available under this plan. Tuition exchange policies and procedures are administered in the same manner as tuition remission at Hendrix College. However, the participating College administers acceptance and award amounts. (A student using Tuition Exchange is subject to the participating College's entrance requirements and tuition remission policies.) Children of faculty members receive priority consideration for this program.

ADMINISTRATION OF POLICY
The Tuition Remission/Exchange Program is administered by the Office of Financial Aid and the Office of Human Resources. Further information can be obtained from those offices.

5. Section 125 Cafeteria Plan
All full-time employees are eligible to participate in a plan that allows them to withhold up to $2,500 per year for unreimbursed medical expenses for themselves and their eligible dependents, and up to $5,000 per year for dependent/child care expenses on a pre-tax basis. This plan reduces the employee's federal, state and FICA withholdings, thereby increasing the employee's net pay.

In addition, each employee may purchase voluntary insurances under the cafeteria plan. Currently, Hendrix offers dental, vision, and cancer. Also available on a

voluntary "after-tax" basis are long-term disability, short-term disability, term life, whole life and long- term care plans.

6. Full Service Credit Union

All employees are eligible for membership in the TruService Community Federal Credit Union. The Hendrix Branch office is located in the Hendrix Public Safety building with an outside entrance located on Washington Avenue, and their phone number is 501-225-3636. TruService has an ATM located on the first floor of the SLTC. Normal operating hours are:

Monday, Wednesday and Fridays: 9:30am - 3:00pm closed for lunch 1p – 2p

The main office is located at 11001 Hermitage Road and they have other locations in Little Rock/NLR.

7. Employee Retirement

The College will pay a portion of the cost (currently 75%) of a Medicare supplement insurance policy for any employee and spouse (if applicable) who is retired and who is 65 years of age or older (and has at least 15 years of service at the College). The College will continue to pay the portion of premiums paid for all active employees (and qualified dependents) who are retiring early and meet the circumstances outlined below:

- He or she has activated and is receiving benefits payable under the TIAA/CREF retirement program and/or the Social Security Program, and
- He or she is at least 55 years old, and has at least 20 years of service at the College, or is at least 60 years old and has had at least 18 years of service at the College, or is at least 62 years old and has at least 15 years of service at the College.

Any exceptions to this policy must be approved by the President and the Executive Committee of the Board of Trustees.

COBRA

If an employee is terminated for any reason other than gross misconduct or otherwise leaves Hendrix College and has been continuously covered by the Hendrix College's group insurance plan, the employee and his/her dependents may have the right to continue or convert coverage as set forth in the rules of the plan. The employee should receive written notification of his/her right to continue coverage within two weeks of your last day on the job. Should you have questions about this coverage, contact the Human Resources Department.

Worker's Compensation

Hendrix College provides insurance to compensate for compensatory illness or injury an employee suffers in the course of work. If an employee is injured on Hendrix College premises or while traveling on official business, get medical attention at once.

The employee must also report the details of the incident to his/her supervisor as soon as possible and within 24 hours at maximum. In addition, the employee must complete a report for every injury, no matter how small. Transitional work and/or duties will be made available whenever possible to accommodate employees who are released to return to work but not to their normal duties because of medical restrictions.

Vacation & Holidays

Vacation

Hendrix College provides paid vacations for **eligible** employees as follows:
If the employee begins employment on or before the 15th of the month - vacation accrual is effective the month of hire. If the employee begins employment on or after the 16th of the month, vacation accrual begins the following month.

President and Senior Staff	1.66 days per month (20 days yearly)
Administrative Staff	1.25 days per month (15 days yearly)
Support Staff	
0-5 years of employment	.833 days per month (10 days yearly)
6-15 years of employment	1 day per month (12 days yearly)
15 years and longer	1.25 days per month (15 days yearly)

Vacation time is computed monthly as of the last day of each month. The above schedule is for full-time, twelve-month employees only. Employees who work only during the academic year are not entitled to vacation pay. All vacation must be earned before being taken.

If a Hendrix College holiday occurs during a person's vacation period, the holiday is not charged as vacation time.

Part-time employees on twelve-month assignments who regularly work less than eight hours per day will be granted a proportional amount of vacation leave based on the full-time employee schedule above. Part-time employees who work only during the academic year are not entitled to sick leave.

Vacation schedules must be worked out with the department supervisor so that a department's operations will not be disrupted. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail. Because potential

scheduling conflicts may occur, each employee is encouraged to discuss vacation requests with the supervisor at least 2 weeks prior to the anticipated vacation day(s).

Once an employee reaches the maximum accrual allowed for their classification (20-30 days for support staff (depending on their year of employment), 30 days for administrative staff, and 40 days for senior staff), accruals will cease until the employees takes enough vacation to get below the maximum; i.e. additional days will be forfeited. *Pay in lieu of vacation is not permitted.*

Holidays

The specific holiday schedule is announced by the President prior to the beginning of each fiscal year. The College typically observes 14-18 staff holidays per year. All eligible employees are paid their normal wages for holidays.

Sick Days

Sick leave is not intended to be extra vacation. It is a way of providing employees with salary continuation during periods of legitimate illness. Sick leave can also be used to take care of a sick child or to attend the funeral of a family member or close friend. Employees applying for sick leave may be required to submit medical certifications to document the necessity of the leave. Hendrix College reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and the employee cannot produce it, the absence will be considered unexcused and the employee will not be paid for it.

All full-time, twelve month employees earn sick leave at the rate of one day per month, with a maximum accrual of 90 days. Payment for unused sick leave accruals when an employee leaves the employment of the College is not allowed.

Part-time employees on twelve-month assignments who regularly work less than eight hours per day will be granted a proportional amount of sick leave based on the full-time employee schedule above. Part-time employees who work only during the academic year are not entitled to sick leave.

Eligible employees may take sick leave intermittently if medically necessary. If an employee requests intermittent leave because of planned medical treatment, the College may require the employee transfer temporarily to an alternate job with equivalent pay and benefits if it would accommodate recurring periods of leave better than the employee's regular job.

When accrued sick leave is exhausted, the employee may choose to handle additional absences due to illness as a vacation until vacation time is exhausted, or as unpaid leave of absence. Overdraft of sick leave is not permitted.

Leave

FMLA

Family and Medical Leave
An employee is eligible for family and medical leave if s/he has worked for Hendrix College for at least 12 months and has worked at least 1,250 hours during the 12-month period before the leave is to begin.

Reasons for the Leave
An employee is entitled to take up to 12 workweeks of leave:

- to attend to the birth, adoption or foster care placement of the employee's child
- to attend to the serious health condition of the employee's child, spouse or parent, or
- to receive care for the employee's own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition during which the employee is incapable of working that involves:

- treatment requiring inpatient care in a hospital, hospice or residential care facility, or
- continuing treatment by a health care provider for a condition that lasts more than three consecutive days, or for pregnancy or prenatal care or for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

Substituting Paid Leave

You must exhaust accrued vacation or sick leave time for family and medical leave. In addition, if the request for leave is due to your own serious health condition, you must first exhaust all accrued sick leave time. Any accrued vacation leave time will then be used. Your total FMLA leave time—which includes paid vacation and sick leave time—may not exceed 12 weeks.

Types of Leave
Leave due to the birth or placement of a child must be taken in one continuous 12-week segment and must be taken within 12 months of the birth or placement of the child. An employee may take leave due to the employee's own or a family member's serious health condition in:

- one continuous 12 week segment
- an intermittent schedule, such as one day off each week, or
- a reduced schedule, such as beginning two hours late, twice a week.

Notice of Leave
If an employee's need for leave is foreseeable, they must give 30 days prior notice if possible.

If an employee's need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of his/her department. If the employee's need for leave is not foreseeable, he/she must request it as soon as possible.

Medical Certification
If an employee requests a leave due to their own or a family member's serious health condition, s/he must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. The employee may be denied leave if he/she does not provide satisfactory certification. Hendrix College may also require a second opinion or third opinion as to a serious health condition, at the College's expense, prior to approving the leave.

Outside Employment
An employee may not work for outside employers while on family and medical leave with Hendrix College.

Returning to Work
If an employee's leave is due to their own medical condition, the employee is required to provide medical certification that they are able to resume work before returning. The health care provider must provide a statement that the employee is able to return to work.

Upon returning to work, the employee will be restored to their former position or to an equivalent position with the same employment benefits and pay, if possible. If the employee does not return to work at the end of the leave and/or does not notify Hendrix College of their status, the employee may be terminated.

Benefits During Leave
Taking family and medical leave will not cause the employee to lose any employment benefits accrued prior to the first day of leave and the leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any health or retirement plan in effect.

As long as the employee is using vacation and/or sick leave, they will continue to accrue at their set rate. However, once the employee begins using any unpaid leave, they no longer accrue vacation or sick leave time.

Hendrix College will maintain your group health insurance benefits while you are on leave, *although you may be required to pay your portion of the premium*. However, if you do not return to work after the leave, you may be asked to reimburse us for our portion of insurance premiums for maintaining insurance coverage during the leave.

Misrepresenting Reasons for Leave

If an employee intentionally misrepresents the reasons for requesting family and medical leave, they will be disciplined, which could include termination.

Donation of Leave Time

In order to assist colleagues in a time of need, employees may donate sick leave or vacation leave to another employee whose serious health condition, or other approved serious circumstance, has depleted his/her own sick leave and vacation leave balances. Donation of time must be made in full days. **For every sick day donated, you must donate a matching vacation day.** Please note that donated leave time will not increase the maximum time allowed under the Family and Medical Leave Act (FMLA), which is 12 weeks, including vacation and sick leave time.

A Donation of Leave Time Authorization Form must be completed by the donor. It will then be reviewed for approval by the Director of Human Resources. The approved donation of leave will be deducted from the donor's leave balance and the time will be credited to the identified recipient. All donations are confidential between the donor and Director of Human Resources.

Employees may donate **vacation time only** to another employee who is experiencing an approved leave without pay due to caring for the employee's spouse/approved domestic partner, child or parent who has a serious health condition for which the employee is using FMLA.

An employee will not be eligible for donated time after the expiration of 12 weeks of his/her FMLA leave. An employee requesting donation of leave time will be required to furnish documentation demonstrating a serious health condition or other serious circumstance and must have exhausted all sick and vacation balances.

Note the following restrictions:

- Sick Time - The donor must maintain a minimum balance of twelve (12) days sick leave.
- Vacation Time - There are no restrictions regarding the donation of vacation leave.

You can pick up a form to donate leave time in Human Resources office.

Military Leave

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

Employees shall be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

In recognition of the public service performed by reservists and members of the National Guard, employees shall receive the difference between their regular pay and their service pay, excluding any military subsistence allowance or other expense allowances during the training period.

Permanent employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in 6-month active duty tours.

Employees will be granted leave as required to complete the tour of duty.

Employees who apply to return to work within 31 days of satisfactory completion of the 6 month tour of active duty will be restored to their former job or a job of similar status and pay without the loss of seniority.

Time spent in the reserves or the National Guard will be credited to all employees toward meeting length of service requirements for eligibility for retirement benefits and vacation entitlement. Employer pension contributions, however, may be suspended during military service because the employee is not in pay status, and employees will not accrue vacation while in the military.

Time Off To Vote

Employees who are eligible to vote in an election and are unable to vote before or after working hours on an election day may be allowed time needed to vote, not to exceed one hour, without loss of pay.

If an employee plans to take such time off, notify your supervisor before Election Day.

Jury Duty

Hendrix College supports employees in fulfilling their civic responsibilities by serving jury duty when required and fully compensates them for time served. Since regular salary will be continued, the employee will be expected to assign any pay for jury duty to the College.

An employee must inform their supervisor of the jury summons as soon as possible so that arrangements can be made to accommodate their absence. In addition, the employee will be expected to report for work during their jury service whenever the court schedule permits.

Insurance benefits will remain in effect and unchanged for the full term of jury duty absence.

Safety & Emergency

Safety

Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your supervisor.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur during the workday. OSHA also provides for the right to know about any health hazards that might be present on the job.

In addition, the state Workers' Compensation Act also requires that an employee report any illness or injury caused by the workplace, no matter how slight. If an employee does not report an injury, they may jeopardize their right to collect workers' compensation payments, as well as health benefits.

An employee can get the required reporting paperwork from your supervisor or the Human Resources Department located in Fausett Hall.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area. **NOTE:** *Employees may not have portable space heaters unless the Director of Facilities has inspected the area where the portable space heater has been requested and provided written permission to the Human Resources Department.*

Emergency Measures

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, employees are expected to make a diligent effort to report to work when conditions have improved. If an employee determines that they are unable to report to work because of the conditions, they must inform their supervisor as soon as possible. This absence will be charged to vacation time – sick leave time will not be permitted.

If it becomes necessary to shut down the College due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the College will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the College is closed.

General Procedures for Reporting a Crime or Emergency

Community members and guests are encouraged to report crimes and public safety related incidents to Public Safety in a timely manner. To report a crime or emergency, call 450-7711 or notify the Resident Assistant on duty. If there is a medical emergency that requires immediate attention, dial 9-911 and then Public Safety. Public Safety is available 24 hours a day to respond to calls. These individuals can receive your verbal report of the incident and deal with the immediate situation. Members of the Residence Life staff or Dean of Students can help you to understand your formal and informal options for dealing with the incident and assist you in preparing and filing an incident report, should you wish to do so. A written report is required in order to pursue formal resolution options at Hendrix. The College does not have procedures for anonymous reporting of incidents.

All reports generated by Public Safety officers or Residence Life staff will be sent to the office of the Dean of Students for review and potential judicial action. A report may be investigated by Public Safety or by a member of the Student Affairs staff if additional information is required.

Preparation and Distribution of Crime Statistics

The Chief of Hendrix College Public Safety prepares the crime statistics from reports of campus crime made to campus officials (including but not limited to Public Safety officers and staff members of the College) and local law enforcement agencies. According to the Jeannie Cleary Disclosure Security Policy and Campus Crime Statistics Act, numbers reflect crimes "reported" and do not necessarily reflect a finding of guilt or criminal responsibility.

The crime statistics report is available on the web at the following address: www.hendrix.edu/studentlife/clery.htm. Students, faculty and staff receive an email notification that provides the web address. In addition, portions of the report are included as a part of the student handbook found in the "Facefinder" publication that is distributed to all students and faculty at the beginning of each academic year. The student handbook is also available on the web at www.hendrix.edu. For printed copies of the report, contact the Chief of Public Safety at Hendrix College.

Residence Hall Safety

Residence Hall Coordinators (professional staff) and Resident Assistants live on campus and provide 24 hour staff coverage. Residents should observe building security procedures and notify and Residence Life staff member or Public Safety officer of any unfamiliar faces or unusual incidents within the residence halls or apartments.

All Residence Life staff in the halls receive and provide training each semester for both the prevention of and response to safety and security issues. As part of their responsibility for campus security, both student and professional staff participate in lectures and seminars associated with topics such as substance abuse, prevention of sexual assault and community security. Crime prevention programs include orientation sessions, individual floor and residence hall meetings, residential floor programming, and community educational programs. The

Department of Public Safety offers programs such as Operation I.D. and Rape Aggression Defense System (RAD) training each year.

Access to Hendrix College residential facilities is limited to residents, escorted guests, and college staff.

Educational programs are typically open to and advertised to the entire Hendrix College community. Every year sessions on crime prevention are presented by public safety, residence hall staff and other professionals. Some of the topics include: personal safety, crime awareness, sexual assault, and substance use. In addition information may be distributed through flyers, posters, displays, and articles in the student newspaper. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the safety of the community.

Hendrix College Department of Public Safety

The Hendrix College Department of Public Safety Officer has the authority to ask persons for identification and to determine whether individuals have lawful business on Hendrix College property. Public Safety Officers have the authority over parking issues including decals and tickets. Public Safety Officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Department of Public Safety maintains a highly professional working relationship with the Conway Police Department and the Faulkner County Sheriff's Office.

The Department of Public Safety does not monitor off-campus activities nor are off- campus activities recognized by college authority.

Timely Warning

In the event that a situation arises, either on or off campus that, in the judgment of the Chief of Public Safety or the Dean of Students, constitutes an ongoing or continuing threat to the campus community a campus wide warning will be issued. The warning will be issued through the college email system to students, faculty, and staff. Notices may also be posted prominently in all residences facilities and other campus buildings.

Sexual Offender Registration

Information regarding registered sex offenders near campus may be obtained from the Conway Police Department.

NOTES

I have received a copy of the Hendrix College Personnel Policies and Benefits for Non-Faculty Employees, and I acknowledge that it is my responsibility to read and become familiar with the policies and benefits. I understand that any time I have questions regarding policies or benefits, I can ask or contact the Human Resource Department for explanations.

_____ _____

Employee Signature Date

NOTE: Please sign and detach this page and return it to the Human Resources Department.