



HENDRIX

C O L L E G E

Hendrix College Employee Handbook

Statement of Purpose

Hendrix College cultivates empathy, creativity, self-understanding, rigorous inquiry, informed deliberation, and active learning across the liberal arts, toward the development of the whole person. Through engagement that links the classroom with the world, and a commitment to diversity, inclusion, justice, and sustainable living, the Hendrix community inspires students to lead lives of accomplishment, integrity, service, and joy.

Approved by the Hendrix College faculty and Board of Trustees in spring 2015

Introduction & Description of Hendrix College

Statement of Purpose

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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.

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 501-450-1494 or hr@hendrix.edu. The Human Resources department prides ourselves in excellent service and is glad to help with any questions you might have.

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 employees. Although it provides answers to many basic questions, it is not intended to cover all possible situations. This document 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, legislation changes, or Hendrix processes evolve. These changes will be issued as supplements or replacements of specified sections. An employee should consult with the Human Resources Department if questions regarding the College's policy on a particular matter remain after reading the handbook.

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.

Employment at-Will

All 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, but are encouraged to provide at least a two-week notice. Any employment relationship other than at-will must be set out in writing and signed by the President of Hendrix College, or the Vice President of Human Resources where designated by the President. For employees of the College classified as Faculty, policy and procedure related to appointments can be found in the faculty handbook section C.2.

Notice of non-discrimination

Hendrix College strives to maintain an environment free from discrimination and harassment, where members of the Hendrix Community treat each other with respect, dignity and courtesy. The College adheres to the principle of equal educational and employment opportunity without regard to age, race, color, religion, gender, disability, sexual orientation, gender identity or expression, genetic information, or national origin. Any member of the community who believes they have experienced discrimination or misconduct that violates Hendrix College Interim Policy Prohibiting Discrimination should report that conduct to any Official With Authority (OWA) in this policy. Reports of discrimination or misconduct will be investigated in a manner that is prompt, thorough, equitable, impartial and fair to all parties involved.

The OWA who receives the initial report will review the information (with other officials as appropriate) and determine if a policy violation is alleged to have occurred.

The College encourages any individual who has been subject to discrimination to report the incident(s) directly to one of the following Officials With Authority:

- Dr. Allison Vetter, Title IX Coordinator - title9@hendrix.edu; vetter@hendrix.edu; 501.505.2901; SLTC 150
- Shawn Goicoechea, Assistant Director of Human Resources and Deputy Title IX Coordinator - goicoechea@hendrix.edu; 501.450.1415; 1545 Washington Ave
- Dr. Terri Bonebright, Provost - bonebright@hendrix.edu; 501.450.1273; Fausett Hall, 2nd floor
- Jim Wiltgen, VP Student Affairs - wiltgen@hendrix.edu; 501.450.1222; SLTC 2nd floor
- Michael LeBlanc, Assistant Dean of Students - leblanc@hendrix.edu; 501.450.1222; SLTC 2nd floor

- Kesha Baoua, Interim VP for Diversity & Inclusion - baoua@hendrix.edu; 501.450.3824; 104 Fausett Hall
- Amy Weaver, Director of Athletics - weaver@hendrix.edu; 501.450.3899; WAC 213
- David Bugh, Director of Public Safety - bugh@hendrix.edu; 501.450.1467; Washington Ave.
- Vicki Lynn, VP of Human Resources - lynn@hendrix.edu; 501.450.1494; 1545 Washington

The College's complete non-discrimination policy, including information about the process for resolving alleged instances of discrimination or violations of Title IX, can be found at https://hendrix.edu/policy/Human_Resources

Grievances

Employees are encouraged to bring concerns, problems and grievances to the attention of their supervisor, the Vice President for their area or to Human Resources. Grievances will be addressed on a case-by-case basis considering context and relevant applicable policies included here or at <https://hendrix.edu/policy>. If you are not comfortable reporting misconduct that you have witnessed to a supervisor or Human Resources you may also anonymously report it via the confidential Campus Conduct Hotline at 1-866-943-5787 (campusconduct.com for more information).

Conduct Standards

Drug (Controlled Substances) 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. As an institution committed to maintaining a drug-free workplace we prohibit the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

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. Employees who conduct business under these special circumstances should maintain an appropriate level of professionalism.

During approved special events, alcohol* may be served in the following locations** on the Hendrix Campus:

- Worsham
- Murphy House

- Trieschmann Gallery
- Mills Library
- Fausett Rotunda
- Henley Room (Library)

When requested for private dining, alcohol may be served in:

- Bates Dining Room
- Burton Dining Room
- Campbell Dining Room
- O'Kelley Dining Room

* Alcohol refers to such beverages as wine, Champagne, Prosecco, and beers. Hard liquor and mixed drinks are prohibited. Requests for exceptions to the approved alcoholic beverages may be made in writing to the President's Office for consideration by the Senior Leadership Team.

** Alcohol consumption may not go beyond the borders of the locations.

Controlled Substances

Hendrix College employees are prohibited from using or being under the influence of controlled substances while performing Hendrix College business, either on-campus or off. You may not use, manufacture, distribute, purchase, transfer or possess a controlled substance while in Hendrix College facilities or while performing Hendrix College business.

The term “controlled substance” means any drug listed in 21 U.S.C. §812 and other federal regulations. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, “crack”, and “ice”. Also included are legal drugs which are not prescribed by a licensed physician.

Every employee is required to notify the College within five days of any conviction of violation of federal or state criminal drug statute. A conviction means a finding of guilt (including plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state or other court.

For any employee who is employed in a position utilizing federal funds or a federal grant, and for any violation which occur on College premises, the College will notify the Federal Funding Agency of the conviction for drug use or abuse within ten days of receiving notice of conviction from the employee or otherwise receiving actual notice of such conviction.

If an employee is convicted of violating any criminal drug statute while in the workplace, he/she will be subject to discipline up to, and including, termination. The College may determine, at its sole discretion, that an employee may be required to successfully complete a drug rehabilitation program approved by the College.

This policy is intended to comply with the Drug-Free Work Place Act of 1988.

Substance dependence programs are available to all employees and their dependents by contacting New Directions Employee Assistance Program at 1-800-624-5544. The employee assistance program is free and confidential.

Alcohol and Drug Policy Violation 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.

Drug 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.

Arkansas Medical Cannabis Act

The College complies with the Arkansas Medical Cannabis Act which prohibits the use of medical cannabis on campus. The College's complete medical cannabis policy can be found at https://hendrix.edu/Policy/Human_Resources

Smoking Policy

Effective August 1, 2013, tobacco products (including e-cigs and vapor smoking devices) are prohibited from use on the Hendrix College campus, including parking lots, grounds adjacent to buildings, and athletic fields. Employees who violate this policy are subject to disciplinary action.

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 stating that the campus is tobacco free.

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 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.

While this policy is enacted to eliminate use on our campus, we encourage members of our community to consider options to eliminate all tobacco use. To learn about tobacco cessation programs, contact the Office of Human Resources. For employees enrolled in the Hendrix health plan, tobacco cessation options are available at no cost.

General 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 falsifying records on behalf of a co-worker

- insubordination or other refusal to perform job duties
- using vulgar, profane or obscene language including any communication or action that violates our policy against 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
- violating the drug and alcohol policies outlined above
- 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.

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.

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. Inappropriate uses includes the accessing of pornography or other content that is deemed by Human Resources as inappropriate using Hendrix College technology resources.

More detailed computer use policies maintained by Technology Services are available at https://hendrix.edu/policy/technology_services and employees are expected to comply with those policies in addition to instruction and requests from the Technology Services department related to their use of Hendrix College technology resources.

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 Vice President 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 Vice President 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 Vice President of Human Resources and Department Head 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 for fixed schedule basis and entitled to over-time pay under the Fair Labor Standards Act (FLSA).

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.

Part Time: Employees who average less than 30 hours per week during the appropriate 12-month measurement period.

Definitions for Faculty, Adjunct Teaching Staff and Classroom Teacher may be found in the Section C of the Faculty Handbook (<https://hendrix.edu/facultyhandbook>).

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.

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. Employees classified as Faculty should review section C.3 of the Faculty Handbook for further information regarding Faculty Appointments and Family Relationships. No individual may be involved in a search process for which a member of their immediate family has applied. Any member of a search committee who becomes aware that a family member has applied to, or intends to apply to, the associated position should immediately notify Human Resources.

Reference and Background Checks

Reference checks are completed to ensure that Hendrix College employees are well qualified for the positions they fill and accurately reporting employment history. Supervisors may conduct references checks prior to or after an offer of employment and use information in making their final hiring decision.

Hendrix College conducts background screenings for all prospective employees who have received an offer of employment. Employment at Hendrix College is contingent upon the satisfactory outcome of a background screening conducted in accordance with the Fair Credit Reporting Act and other state and federal laws. Employees will receive a request for the authorization of such screening and have a right to review and contest the results of any screening. Failure to authorize a screening, and to do so in a timely manner, will result in a revocation of the employment offer. Information obtained through background screenings are confidential and will be securely stored in the Human Resources Department separately from personnel files.

Employment may not begin until Human Resources has received the results of a background screening and notified the hiring supervisor or department that the employee is clear to begin work, unless otherwise approved by the Human Resources Department.

Positions that require operation of Hendrix College vehicles or motorized equipment may require screenings that include records from the Department of Motor Vehicles.

Employees who have falsified information on their employment applications will be disciplined, which could include termination.

Introductory Period

The first 90 days of staff 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.

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 discretion of the College, 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.

Detailed information regarding termination policies specific to faculty are available in Section C of the faculty handbook at <https://hendrix.edu/facultyhandbook>.

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. Payday 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

Employees are expected to attend work regularly and report at their scheduled work-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.

Faculty duties and responsibilities are outlined in Section E of the Faculty Handbook (<https://hendrix.edu/facultyhandbook>)

Time Records

Supervisors and/or Human Resources will provide hourly employees information regarding appropriate timekeeping procedures. 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.

Employees who accrue vacation and/or sick leave are expected to record their leave appropriately each month and will be provided instructions by Human Resources.

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

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. The list of benefits here is a summary and not intended to be a complete listing of all benefits available to full-time employees. Further benefit information is available at <https://hendrix.edu/hr> and from the Human Resources office.

Hendrix College benefit offering includes:

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 full-time employment. Information detailing the specific provisions of the current coverage may be obtained from the Human Resources Department. Part-time employees who average over 30-hours per week during a measurement period (12 months) will be offered medical benefits as required

by the Affordable Care Act and will be contacted by Human Resources during the appropriate administration period.

2. Group life insurance

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

403(b) Retirement Program

All full-time and part-time employees are eligible to participate in the TIAA-CREF retirement plan into a supplemental retirement account (SRA). Full-time employees are eligible to receive retirement account contributions from Hendrix College as outlined below. For this purpose, full-time employees are those who work at least 40 hours per week for at least nine months of the fiscal year. Contributions are made in accordance with the College's summary plan document.

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 eligible wages into the TIAA-CREF retirement program (RA) without regard to any employee contribution into the program. The College will also match, one-to-one, the employee's contribution into a RA, up to a maximum of 2.25% of eligible wages. After a person has been a full-time employee for six full years, the College will contribute an amount equal to 5% (effective 1/1/2021) 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, include a plan document, may be obtained from the Human Resources Department.

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.

Full time faculty & staff are eligible for a full tuition waiver to enroll in one course per semester, with supervisor permission under certain conditions.

Children & spouses of full-time Hendrix College faculty & staff will be granted tuition waivers as follows:

- <2 years of service: Family members are eligible for a waiver of 1/4 of tuition.
- 2-5 years of service: Family members are eligible for a waiver of 1/2 of tuition.

- 5 years or more: Family members are eligible for a waiver of full tuition. In order to be eligible for this benefit, a student must meet the normal admission standards applied to all new students and must maintain the continuing academic standards of all students at Hendrix College.

The full policy and details regarding tuition remission and exchange eligibility and process can be found in the complete policy at:
https://www.hendrix.edu/Policy/Human_Resources/

Section 125 Cafeteria Plan

All full-time employees are eligible to participate in a plan that allows them to withhold up to the IRS defined annual limit for unreimbursed medical expenses for themselves and their eligible dependents (if that employee is not participating in the Health Savings Account), and up to the IRS defined limit 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, a Health Savings Account (HSA) and specified illness plans on a pre-tax basis. Also available on a voluntary "after-tax" basis are long-term disability, short-term disability, term life, whole life and long-term care plans.

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.

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

Retiree Health Benefits

The College currently pays 50% of the premium for a Medicare supplement insurance policy for any employee and spouse (if applicable) who is retired and meets the following conditions: is 65 years of age or older, began full-time employment prior to August 2, 2012, and has at least 15 years of service at the College. The College will continue to pay the portion of health premiums paid for active employees of the same classification the employee held prior to retirement, who are retiring early and meet the circumstances outlined below:

- 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 and established by the Consolidated Omnibus Budget Reconciliation Act of 1986. 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. Employee dependents who lose coverage by Hendrix provided group insurance plan(s) may also be eligible for COBRA and will receive appropriate notice.

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.

Administrative Staff

10 hours per month (120 hours yearly)

Support Staff

0-5 years of employment 6.667 hours per month (80 hours yearly)

6-15 years of employment 8 hours per month (96 hours yearly)

15 years and longer 10 hours per month (120 hours 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 on 9, 10 or 11-month appointments 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.

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, as listed above, accruals would 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. The staff holiday schedule can be found at <https://hendrix.edu/hr> and a memo will be distributed annually by the Human Resources department.

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 dependent 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 8 hours per month, with a maximum accrual of 720 hours. Payment for unused sick leave accruals when an employee leaves the employment of the College is not allowed.

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

The Hendrix College leave policy has been designed to meet and exceed the requirements put forth by the Family Medical Leave Act (FMLA). The leave policy stated here is applicable to all employees designated as full-time staff by the Human Resources Office. Members of the faculty should consult the Faculty Handbook for the relevant policy. In the event that a part-time employee has worked at least 1,250 hours during the 12-month period before leave is begins that employee would be eligible for leave in accordance with the Family Medical Leave Act. All rights defined by FMLA remain in effect and this policy is an extension of that requirement, each employee receives a standard explanation of rights under FMLA at the date of hire and may consult that document, available in the Human Resources Office, for a full explanation of those benefits. Outlined here is the process and procedure for leave and does not nullify any rights afforded by FMLA.

Reasons for Leave

The following reasons grant an employee eligibility for leave, and include any reasons listed in the FMLA as well as those reasons generally permitted by the College. Employees requesting leave for reasons not listed here must seek approval from the Vice President of Human Resources, and leave for those reasons may be granted or denied at the discretion of the College on a case-by-case basis.

The duration of leave may vary based on the circumstances, reason for leave, and the needs of the employee's department. All reasons covered by FMLA will be granted the minimum of 12 weeks leave in a twelve-month period beginning at the time of the first day of leave as required by law.

Reasons for the 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, domestic partner (with appropriate affidavit of partnership on file with Human Resources prior to the request) or parent, or
- to receive care for the employee's own serious health condition.

For those employees facing a serious health condition Hendrix College offers an extended period of leave, which may be paid with the use of accrued leave, covered by a voluntary short term or long-term disability policy, or taken without pay. That period of leave may extend up to 12 months in total at the discretion of the College. Leave beyond the 12 weeks associated with the Family Medical Leave act provides continued employment upon return at the same rate of pay in the same or similar position, continued benefits and credit for service while absent. 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 that would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

Parental Leave (childbirth or adoption) for Faculty Members

This policy is applicable to all full-time, voting faculty of the College, including those faculty who are in a domestic partner relationship in accordance with the College's domestic partner policy.

This policy provides paid leave benefits to the following:

- Birth mother and/or
- Primary caretaker. An eligible faculty member is defined to be the primary caretaker of their newborn or newly adopted child (less than 6 years of age) who is under the custody, care and control of the parent for the first time. The primary caretaker has responsibility for the care of the child for at least 20 hours per week, from Monday through Friday, between the hours of 8 a.m. and 4 p.m.

The standard parental leave consists of one semester away from the College and $\frac{3}{4}$ salary for the year in which the semester off occurs. Details about a leave should be discussed with the Provost.

In cases where both parents are Hendrix College faculty members, only one parent may be designated as the primary caretaker for the purposes of this policy. However, paid leave for the other parent will be allowed in accordance under the College's Family and Medical Leave (FMLA) policy.

Paid versus Unpaid Leave

Employees must communicate with the Human Resources Department in the event that they do not plan to exhaust all accrued leave, followed by 12 weeks of unpaid

leave provided by FMLA. Employees may be paid for extended leave by a voluntary disability policy offered by the College, with the use of accrued leave time, or may elect to take an unpaid leave of absence. During a continuous absence not paid by accrued leave an employee will be required to make payments toward premiums associated with any elected benefits in order to continue coverage once the 12-week period of FMLA has expired. Employees with extenuating financial circumstances may make alternative payment arrangements with the Human Resources Department so long as a good faith effort is made to ensure that premiums will be paid in full within twelve months from the first day of the employees absence. In the event that an employee is terminated after the approved absence period ends the College requires repayment for any premiums due at the time of termination.

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. A parent may request intermittent leave for the birth or placement of a child, however the human resources department and the appropriate area Vice President must approve such arrangements. An employee may take leave due to the employee's own or a family member's serious health condition is entitled to a minimum of 12 weeks total during a 12 month period which may be taken 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, that employee must 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. For an employee's own medical condition documentation provided for the purposes of payment under a voluntary disability policy offered by the College will be considered sufficient.

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. Documentation should include information about any restrictions required by the health care provider. In the event that the College is unable to make appropriate accommodations the employee will continue on leave. 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 who accrue leave may donate sick leave or vacation leave to another employee (who also accrues leave) 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.

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 a 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.

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.

Print Name

Signature

Date