



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

Effective 1/1/2019

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 extension 1494. 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 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.

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 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. More information regarding resignation and termination can be found in the appropriate section of this handbook. 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.

Notice of non-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 principle of equal educational and employment opportunity without regard to age, race, color, gender, disability, religion, sexual orientation, gender identity or expression, genetic information, or national origin.

Title IX Staff:

Title IX Coordinator: Shawn Goicoechea, goicoechea@hendrix.edu,

Human Resources, 1545 Washington Ave, 501-450-1415

Title IX Investigator & Education Coordinator: Dr. Allison Vetter, vetter@hendrix.edu, SLTC 150

Title IX Deputies: Vicki Lynn, VP of Human Resources; Dr. Terri Bonebright, Provost of the College; Jim Wiltgen, Dean of Students; Kesha Baoua, Associate Dean of Students and Director of Student Rights and Responsibilities; Amy Weaver, Director of Athletics

Gender-based Misconduct Policy

Gender-based Misconduct Policy Overview

Upon notice of alleged gender-based misconduct, the College will consider this violation under the Gender-based misconduct policy (GBM) prior to any other campus policy. This policy will apply to any cases of Gender-based Misconduct in which an employee is the respondent. For any case in which a student is the respondent please refer to the process and procedures outlined in the student handbook.

All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Upon notice of gender-based discrimination or sexual misconduct as described by this policy, protective and other remedial measures will be taken, as appropriate, to end the conduct, remedy the effects on individuals and the Hendrix community, and prevent recurrence. Remedies include serious disciplinary action, up to and including termination, when a responding party is found to have violated this policy. The Hendrix College Gender-

Based Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define College community expectations and to establish a mechanism for determining when those expectations have been violated.

The College encourages any individual who has been subject to non-consensual sexual contact of any kind or harassment to report that to the College. To provide sensitive personal information to as few people as possible during the reporting process it is recommended that employees report incidents to Shawn Goicoechea, Title IX Coordinator and Assistant Director of Human Resources, at 501-450-1415. A conversation with a Title IX official does not require an individual proceed with the formal investigative process outlined below, however the determination as to whether to proceed with an investigation and potential disciplinary action against an individual ultimately lies with the College and campus safety may require the institution to proceed regardless of a reporting party's desire to participate in the process. The College is committed to the preservation of the rights of both the reporting party and the person in question, including the right to confidentiality insofar as legal requirements and issues of individual and community safety allow, the right to the presumption of innocence, and the right to a fair and timely adjudication process.

Any allegation of misconduct that, if true, is determined to represent a potential violation of this policy will be investigated in accordance with this policy. The Title IX Coordinator or Title IX Investigator will complete the investigation. For cases in which the employee is the respondent the decision makers will be the Vice President of Human Resources and one Title IX Deputy to be determined by the Vice President of Human Resources or Title IX Coordinator.

In the event that the Title IX Coordinator determines that an allegation does not represent a policy violation complaint involving employees will be handled through normal HR procedures, and faculty may consult the Faculty Handbook for grievance procedures to determine appropriate pathway for resolution.

Gender-based Misconduct Charges

Gender-based Misconduct Offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Non-Consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation

1. Sexual harassment is:

- Unwelcome,
- Sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

Types of Sexual Harassment:

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational and/or employment, social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when:
 - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
 - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

2. Non-Consensual Sexual Intercourse is

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- with any object,
- by a person upon a person,
- that is without consent as defined by this Policy.

By way of example, this includes:

vaginal or anal penetration by a penis, object, tongue or finger, and oral penetration or mouth to genital contact, no matter how slight the penetration or contact.

3. Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon a person,
- that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts

4. Sexual Exploitation is:

- Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage

anyone other than the one being exploited, and that behavior does not otherwise constitute one of other gender-based misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Offering another person for sexual activity for purpose of benefiting oneself;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent with respect to viewing, recording or transmission (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation
- Removing a condom during sex without the consent of the partner, or "stealthing"

Relationship Violence Offenses

1. Dating Violence
2. Domestic Violence
3. Stalking

Relationship Violence Charges

1. Dating Violence

- Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim. Dating violence includes sexual or physical abuse or the threat of such abuse.
 - The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. Domestic Violence

- Violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child, or a person cohabitating with the victim.

3. Stalking

- A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to either fear for his or her safety or the safety of others or suffer substantial emotional distress.

Stalking is the repeated following, watching or harassing of a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

Other relevant definitions:

Consent is:

- clear,
ongoing,
knowing, and
voluntary
words or actions,
that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent between those same individuals to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. If there is any question about whether consent still exists, the individuals should clarify that consent still exists.
- In order to give consent, one must be at least 16 years old.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy. The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want it to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is determined by evaluating the combined effect of the

frequency, intensity, duration, and pressure applied. Additionally, isolation of parties at the time of incident in question will be considered as a contextual factor.

Duress means a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that he or she would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the impacted party and his or her relationship to the responding party, are relevant factors.

Menace means a threat, statement, or act showing intent to injure someone.

NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is typically an indication of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Reporting and Investigation Procedures

How to report gender-based misconduct or discrimination:

Employees are encouraged to report gender-based misconduct, or their suspicion it may have occurred, to the Assistant Director of Human Resources and Title IX Coordinator, Shawn Goicoechea at 501-450-1415.

A report may be made by an individual who is the subject of alleged misconduct, or any member of the campus community that is aware of misconduct.

Discussing potential misconduct, asking questions, seeking support or interim measures does not automatically initiate an investigation into the alleged misconduct. It is at the discretion of the Title IX Coordinator as to whether a formal investigation must occur.

Except as specified below, all faculty, adjunct instructor or administrative staff (including coaches) at Hendrix College are mandatory reporters and required to immediately notify the Title IX Coordinator, Investigator or Deputies of actual or suspected gender/sex discrimination or gender-based misconduct including any report they receive. As such these individuals should be prepared to explain their reporting obligations prior to receiving any information that is required to be disclosed.

Some resources/individuals on campus are not required to provide information to Title IX officials and are therefore considered anonymous resources. Anonymous resources for support are:

- On-campus licensed professional, counselors and staff (Student Counseling services)
- On-campus health service providers and staff (Student Health Services)
- Campus Chaplain

Initial report and notification of allegations

Any member of the community who believes they have experienced discrimination or misconduct that violates Hendrix College policy should report that conduct to the Title IX Investigator, Coordinator, or Title IX Deputies listed in this policy. All reports of discrimination or misconduct will be investigated in a manner that is prompt, thorough, equitable to all parties involved, impartial and fair.

The Title IX Investigator or assigned Deputy who receives the initial report will review the information collected with the Title IX Coordinator and determine if a policy violation is alleged to have occurred. The wishes of the party who has been the subject of misconduct or discrimination (“complainant”) will be considered before proceeding with a formal investigation and conduct process, however it is ultimately the discretion of the Title IX Coordinator as to whether or not the College will proceed with the process outlined here. The College may determine, when considering the safety of the community, that it is necessary to proceed against the wishes or without the participation of the complainant.

The next step will be for each party to have an individual initial meeting. The complainant and respondent have the right to an advisor at the initial meeting and thereafter. The purpose of an initial meeting with the complainant and the respondent is to provide individuals will have the opportunity to discuss the investigative process, request interim measures to ensure access to educational programs during the process, learn about support resources, and otherwise ask questions of the Title IX representative without providing a statement for the investigation.

If a party elects to provide a statement about the alleged incident during the initial meeting that statement may be recorded. In general, any information provided about the alleged incident to a College employee not listed as an anonymous resource may be included in the investigative packet.

In cases in which a report provided to the College where a definition of prohibited conduct is alleged to have occurred, the responding party will be contacted to meet with the investigator assigned to the case and receive a notice of allegations. This is considered the initial meeting between the investigator and the responding party and the respondent is not required to make a statement of any kind during this meeting, though they have the option to do so should the desire.

After initial interviews with complainants and respondents the Investigator will work with appropriate College officials to enact any interim measures deemed reasonable and necessary, assist employees or students in accessing support resources as needed, and determine if a formal investigation will proceed.

If so desired, and the College determines that it is appropriate, a complainant and respondent may both agree to enter into a process of informal resolution mediated by the Title IX Coordinator, Vice President of Human Resources, or other deputy. If parties elect the informal process no formal process may be pursued. The ability to enter into an informal resolution is at the discretion of the Title IX Coordinator and may not be appropriate for more severe charges such as non-consensual sexual

intercourse. Informal resolutions may still result in disciplinary action, determined in coordination with the Vice President of Human Resources.

A respondent has the right to be heard and defend themselves against allegations by participating in an investigation. Should a respondent choose, they may also accept responsibility for allegation at any time during the process at which time the available information, along with any final statements from either party, will be submitted to the Vice President of Human Resources for determining appropriate disciplinary action.

Investigation

An initial evidence packet will be compiled by the investigator in every case. This will include preliminary evidence including the statements of complainants and respondents, witness interviews, material evidence or information submitted by either party (eg. text messages, social media posts, images, etc). The initial evidence packet will be used to determine which policy violation, if any, has occurred.

Written notice will be provided to both party's relevant information about the timeline for next steps. After written notice has been provided, both parties will be contacted by the investigator to provide access to the initial evidence packet.

Upon reviewing the initial evidence packet both the respondent and complainant may submit additional evidence, including witnesses and documents or additional statements.

Complainants and respondents will have four business days to review the evidence packet to submit further information to the investigator. Once the period for submitting evidence, which will be stated in the written notice of policy violation, has ended the information will be compiled and provided to both parties as an investigative packet. At this time no additional evidence may be submitted to the packet unless it was unknown or unavailable and could not have been known or available at the time of the submission period.

Responding to the Charge

For each alleged policy violation, an employee will be asked to enter a statement of Responsible or Not Responsible.

Responsible Statements

If the employee in question accepts responsibility in a gender-based misconduct case, the employee may provide a statement to the Vice President of Human Resources, or Provost, to determine an appropriate sanction.

By accepting responsibility, the employee in question is waiving his or her right to appeal any procedural matters or on the basis of newly discovered evidence. However, either party may appeal based on severity of sanctions.

Not Responsible Statements

If the responding employee does not accept responsibility a thorough investigation will proceed to provide College officials determining responsibility and disciplinary action, where appropriate, with all available and relevant information possible. From this point on the employee in question is assumed not-responsible concerning the policy violations which have been leveled against him or her. It is the responsibility of the College to collect evidence.

Questioning Phase

At this time the respondent and complainant may submit questions to the investigator to be asked of the other party or witnesses.

The investigator will review questions for relevance and notify the submitting party if any question is deemed not relevant. See evidentiary standards, character witnesses and past sexual history information in subsequent policy sections for more information on relevant questions.

Questions will be administered by the investigator in a timely manner and responses will be transcribed. Investigators may ask follow-up questions of their own as they see fit to ensure thoroughness.

Responses will be added to an updated investigative packet which will be provided to all parties for review.

Completed Investigative Packet & Final Statements

A complete investigative packet will be provided to the complainant, respondent and decision makers. The packet will include, but is not limited to:

- Initial statements (transcribed) by both parties
- Transcription of interviews of all witnesses deemed to have provided relevant information. Information not meeting evidentiary standards will be redacted.
- Any additional statements
- Evidence deemed relevant by investigator including, but not limited to: text messages, images, other communications, etc.
- Transcription from questioning conducted by investigator on behalf of complainant and respondent.
- Investigator synthesis of relevant evidence, timeline notes (where appropriate) and credibility assessments

Both complainant and respondent may submit a final statement within 2 business days of being provided the final investigative packet. Final statements will be promptly made available to the decision makers.

Closed Deliberation

The Vice President of Human Resources and their selected Title IX Deputy (the decision makers) will be given 5 working days from the deadline for submission of closing statements to deliberate and issue, in writing to both parties, an outcome letter including finding of responsibility for all charges. If the respondent is found responsible notice of disciplinary action will also be sent in writing.

Decision makers will determine responsibility for each charge and will base each determination on the preponderance of the evidence, whether it is more likely than not that the alleged conduct occurred and if so, whether it constituted a policy violation.

Complainant and respondent will both be notified of the finding within two working days of a decision being reached. Notification will be sent to both parties simultaneously and in writing. Responsibility will be stated for each charge.

Gender-based Misconduct Process Appeal

Grounds for Appeal. Both the complainant and the respondent have a right to appeal the finding(s). A written request for appeal must be submitted to the Title IX Coordinator (Shawn Goicoechea, goicoechea@hendrix.edu) within three (3) business days after a conduct decision is rendered. A request for appeal must be based on one of the following reasons:

- a. New information exists, unavailable during the original deliberation, that could be outcome determinative;
- b. A material deviation from written procedures could have impacted the fairness of the process or review;
- c. The discipline is grossly disproportionate to the severity of the offense.

Process Review

The Title IX Coordinator will, within three (3) business days after receiving the request for appeal, determine whether the petition meets at least one of the three grounds for an appeal. The Title IX Coordinator may:

- a. deny the appeal if it does not meet one of the grounds;
- b. refer the complaint back to the decision makers for re-opening of the deliberation to allow reconsideration in light of whichever of the three ground(s) the appeal is granted upon.

In the event the Title IX Coordinator is unable to process the appeal, then another Title IX Deputy will process the appeal using the same guidelines. If the Title IX Coordinator or other assigned deputy is unable to provide a response to the appeal request within three days, then that official will contact both parties in writing within three days of receiving the request to provide an updated timeline for determining the status of the appeal.

Scope of Response of original decision makers. An appeal may be referred to the original decision makers or, at the discretion of the Title IX Coordinator, new decision makers may be assigned the appeal. The assigned individual may take the following action:

- a. Uphold their original decision.

- b. Increase their original disciplinary action.
- c. Decrease their original disciplinary action.
- d. Change the finding of responsibility.

Appeals Procedures. If an appeal is granted that results in the complaint being sent back to the decision makers, then the decision makers will review the appeals document, any instructions or comments on the granting of appeal by the Title IX Coordinator, and any other documentation related to the case. The decision makers may confine their review to written or taped documentation only. However, as determined by the decision makers, they may speak with any student or employee involved with the investigative process for more information or clarification. They will respond in writing to any request for appeal within ten business days of receiving the appeal from the Title IX Coordinator, unless extenuating circumstances exist, in which case the parties will be notified of the modified timeline.

Finality of Appeals. Decisions made by the Title IX Coordinator and/or the assigned decision makers that has reviewed an appeal are final. No appeals of appeals are permitted.

Rights in the Gender-based Misconduct Investigation Process

Gender-based misconduct proceedings must be conducted by officials who do not have a conflict of interest or bias for or against either party. Requests for recusal of an investigator or decision makers must be submitted in writing to the Title IX Coordinator. In the event the Title IX Coordinator is the individual whose recusal is being requested please submit the request to the President of the College who will assign the task of determining the merit of the recusal to an appropriate deputy for consideration.

Confidentiality in the process:

Information provided for review to the complainant and respondent is to be accessed and used only by the respondent, complainant, their advisor, and the employees of the College assigned to adjudicate and monitor the process. Distribution of any document or other verbatim reproduction of any information provided by the College or other party in this process will result in immediate disciplinary action. Charges will be evaluated and may include retaliation under the GBM policy, or insubordination or other violation of the employee handbook. Distribution of confidential information undermines the process of adjudicating and resolving policy violations on campus and will not be tolerated, as such disciplinary action for doing so may include termination.

The respondent has the right to:

Be charged with a specific violation of College standards or policies in order to adequately prepare his/her case. It is the right of the Respondent to only answer the charges with which he/she has been charged.

The complainant has the right to:

Right to Present Own Complaint or Use Proxy. The complainant has the right to present his/her own complaint if they want to, or to ask the college to stand as complainant in their place. A complainant choosing not to participate in a conduct process, or request anonymity in the process, may limit the College's ability to respond. Upon notice, some situations may require the College to respond against the wishes of the complainant in order to ensure the safety of the campus community.

Amnesty Policy. The Hendrix College community encourages the reporting of both policy violations and crimes. Sometimes, complainants or those who witness allegations of misconduct may be hesitant to report to college officials because they fear that they themselves may be accused of policy violations. It is in the best interests of this community that as many individuals as possible choose to report to College officials. To encourage reporting, the College pursues a policy of offering complainants and witnesses (including witnesses presented by the respondent) of allegations of misconduct immunity from minor policy violations related to the incident.

Both complainant and respondent have the following rights:

Present evidence by witness. Non-members of the Hendrix community may present written statements pertinent to the charges in question. If witnesses fail to respond to requests for information or reasonable attempts to conduct interviews or collect statements, the process will progress without that information. Evidence must be pertinent to the charges in question. Character witnesses are not allowed. Evidence is generally restricted to written reports and witness interviews conducted by the investigator assigned the case. The complainant and respondent, along with their advisors, will be granted access to all written materials in accordance with the timeline encapsulated in this policy.

The right to an advisor of your choosing. Advisors may not participate in examination of witnesses or presentation of materials or information to the decision makers, investigator or appeals person. The advisor's role is limited to providing support and private advice and consultation to the employee (or student) who is a complainant or respondent in the GBM process. Advisors may accompany a complainant or respondent to any meeting related to the investigation of misconduct. Advisors of record may review the investigative packet, but are not permitted to copy or record materials in any way. The advisor may not directly question or submit information on behalf of the advisee. The investigator will communicate only directly with complainants and respondents. The advisor may assist the employee (or student) in preparation of his or her complaint/response. Advisors may be asked to leave any meeting in which their conduct is unprofessional or disrespectful of College officials and if the guidelines for advisor conduct outlined here are not followed. In addition to these specific guidelines for advisors, advisors must follow the timelines and conduct process procedures provided to their advisees.

Submit questions for all witnesses. Questions must be relevant to the investigation, charges, and may not include prohibited character/sexual history questioning. It is at the discretion of the investigator as to whether questions are allowed/administered, and if questions or their responses are included in the final evidence packet for decision makers' review.

Right to Know Outcome and Sanctions. If the reporting party is an alleged victim of violence, then the complainant and respondent will receive the outcome and sanctions (when applicable) in writing at the same time. Notification of the outcome will be sent within two (2) working days of the decision. If there is a change to the outcome, such as when an appeal is filed and accepted, then the Complainant and Respondent will receive the notice of the change in writing at the same time. At the conclusion of such cases, the complainant and respondent will receive the notice of the final outcome in writing at the same time. If the reporting party is not the victim of violence or gender-based misconduct, then the outcome and any related disciplinary action will not be disclosed to the reporting party.

Right to Appeal. Both the complainant and the respondent have a right to appeal an outcome. A written request for appeal must be submitted to the Title IX Coordinator within three (3) business days after a conduct decision is rendered. The decision rendered during the appeal is final. There is no appeal of appeals. (For more information on appeals please see the appropriate policy section below)

Attempted Violations. In most circumstances, Hendrix College will treat attempts to commit any of the Gender-based misconduct violations listed in the Employee Handbook as violations of the Employee Handbook.

College as Complainant. The College reserves the right to initiate conduct proceedings without a formal complaint by the alleged victim of misconduct. In cases in which the accuser is not a member of the Hendrix community, the College will serve as the complainant.

False Reporting. Hendrix College will not tolerate intentional false reporting of incidents. It is a violation of this policy to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. A finding of not responsible is strictly a statement that decision makers did not determine an alleged policy violation met the preponderance of the evidence and is not automatic grounds for a claim that a report was intentionally false. Any report determined to have been made in good faith will not be subject to false reporting discipline. In the event a student is the complainant, any intentionally false report

would result in referral to the Dean of Students office for discipline under appropriate Student Handbook policies.

Notice of When Complaint Delivered to Respondent(s). Complainants are notified as to when notice of the complaint is delivered to the Respondent(s).

Jurisdiction of the Student Conduct Process v Employee Handbook Process. If the complainant is a student, but the accused is a Hendrix faculty or staff member, the case will be processed by Human Resources. If the respondent is a student, but the complainant is a Hendrix faculty or staff member, then in most instances the case will be processed through the Student Gender-based Misconduct Process.

Prohibition of sexual history as evidence and character witnesses

All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the investigator assigned to the case determines that such information is highly relevant to determining whether the policy has been violated.

Retaliation

Retaliation is defined as any materially adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for reporting an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy. Retaliation can occur in-person or online by any member of the Hendrix Community (including a witness, complainant, reporting party, or respondent) or a third party. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or any Title IX Deputy. Retaliation is considered an independent allegation that may lead to interim measures and/or disciplinary action if found responsible. Reports of retaliation in violation of this policy will be processed under this policy the same as other alleged violations of this policy.

Romantic Relationships at Work (including Employee-Student relationships)

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both

parties have consented at the outset to romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student) are very strongly discouraged.

Employees are cautioned that in many circumstances an imbalance of power, perceived or real, may occur in employee-student relationships. Any romantic relationship between a student and employee of the College must be disclosed from the outset by contacting Human Resources. It is the responsibility of the employee to disclose such a relationship. In the event misconduct is alleged against an employee of the College for their participation in a relationship that is not disclosed to Human Resources the person adjudicating that case will not consider the claim that the relationship was consensual as a defense. Romantic relationships or conduct that have not been disclosed to HR and are alleged by a student are considered, by the College, non-consensual and investigations are only conducted to determine whether the alleged conduct was more likely than not to have occurred.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor and Human Resources at the outset and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or make changes to prevent an individual from being supervised or evaluated by someone with whom they have established a consensual relationship. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

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.

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 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 1-816-237-2352. 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.

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 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
- 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. In addition, you may be held financially responsible for any loss to Hendrix College because of such mistreatment.

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.

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.

Institutional 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 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 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 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 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, 9-month - 11-month employees with benefits (excluding vacation and sick leave).

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. 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. Employees classified as Faculty should review section C.3 of the Faculty Handbook for further information regarding Faculty Appointments and Family Relationships.

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 will preclude employment by Hendrix College. 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 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 may be a \$25 replacement fee before a new one is issued.

A pre-designated amount is loaded on employee's 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

Non-faculty employment with Hendrix College is at-will and may be terminated with or without cause or notice. Similarly, non-faculty 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. For Faculty policies on resignation and termination please review Section C of the Faculty Handbook.

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 in an attempt to falsify records 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 non-exempt 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 non-exempt, 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.

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 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 supplemental retirement account (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 eligible wages 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 eligible wages. 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, include a plan document, 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.

Initial Employee Eligibility Criteria

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 are not eligible for tuition remission).

Remission Eligibility

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.

Initial Dependent Eligibility Criteria

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 Requirement: 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.

Ongoing Eligibility Requirement: 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.

Ongoing Eligibility Requirement: Marital Status

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.

Ongoing Eligibility Requirement: 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.

Ongoing Eligibility Requirement: 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 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.

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.

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

7. Employee Retirement

Effective 1/1/2020 the College 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.

Employees who began full-time employment with the College prior to August 2, 2012 who retire prior to age 65 will remain eligible (along with spouses and dependent children under age 26) for coverage offered to current employees. Those eligible for coverage will continue to pay the portion of premiums paid by active employees. Those retiring early must meet the criteria outlined below to be eligible for coverage at the time of retirement and the subsequent Medicare supplement policy.

- 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 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.

Employees who are not full-time or began full-time employment on or after August 2, 2012 are not eligible for any retiree healthcare benefit provided by Hendrix 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.

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)

The maximum accrual allowed for Administrative or Support Staff is twice the annual accrual associated with the employee's classification and current years of service. Vacation leave for Senior Leadership is not tracked or accumulated, but may be taken with pay as approved by the President or Board Chair.

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.

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 (160-240 hours for support staff (depending on their year of employment) or 240 hours for administrative 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. 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.

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 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 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.

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.

By signing below I acknowledge that I have on-going access to the Hendrix College Employee handbook at <https://hendrix.edu/hr> and that it is my responsibility to read and become familiar with the policies of the College. I understand that, as an employee of the College, I am subject to the policies contained in the Employee Handbook, and that if I have questions regarding those policies or benefit I can contact the Human Resources Department for explanations and additional information.

Signed

Date