



Hendrix College

Hendrix College Employee Handbook

August 06, 2026

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1.0 Welcome

1.1 Welcome to Hendrix College

Hendrix College extends a warm and sincere welcome to all employees. Hendrix College hopes employment with the College will be both challenging and personally rewarding. Employees with questions about employment or any provisions in this handbook should contact Human Resources at 501-450-1494 or hr@hendrix.edu. Hendrix College wishes each employee success in employment at Hendrix College.

All the best,
Hendrix Human Resources

1.2 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.

1.3 Handbook Disclaimer

The purpose of this handbook is to provide a ready source of information regarding the College's personnel policies and benefits pertaining to employees. Although it provides answers to many basic questions, it is not intended to cover all possible situations. This document is not intended to create any contractual rights in favor of employees or the College. It is anticipated that changes will be made as needs arise, legislation changes, or Hendrix processes evolve. These changes will be issued as supplements or replacements for specified sections. An employee should consult Human Resources if questions regarding the College's policy on a particular matter remain after reading the handbook. This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Hendrix College policies and procedures. Hendrix College reserves the right to change, add or delete benefits and policies as necessary.

1.4 At-Will Employment

All Hendrix College employees are at-will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time but are encouraged to provide at least a two weeks' notice. Any employment relationship other than at-will must be set out in writing and signed by the President of Hendrix College, or the Chief Human Resources Officer where designated by the President. For employees of the College classified as Faculty, policy and procedure related to appointments can be found in the faculty handbook section C.2.

1.5 EEO Statement and No harassment Policy

Equal Opportunity Statement

Hendrix College is committed to the principles of equal employment. The College is committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is the College's intent to maintain a work environment that is free of harassment, discrimination, or retaliation on the basis of the following protected classes: age (40 and older); race; color; national origin; ancestry; religion; sex; sexual orientation

(including transgender status, gender identity or expression); pregnancy (including childbirth, lactation, and related medical conditions); sensory, physical, or mental disability; genetic information (including testing and characteristics); veteran status; uniformed servicemember status; or any other status protected by federal, state, or local laws.

The College is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The College will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The College will take appropriate corrective action, if and where warranted. The College prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

Policy Against Workplace Harassment

Hendrix College has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Reporting Discrimination and Harassment

Any member of the community who believes they have experienced discrimination or misconduct that violates the Hendrix College Discriminatory Harassment Policy should report that conduct to any Official with Authority (OWA) in this policy. Reports of discrimination or misconduct will be investigated in a manner that is prompt, thorough, equitable, impartial and fair to all parties involved. The OWA who receives the initial report will review the information (with other officials as appropriate). The College encourages any individual who has been subject to discrimination to report the incident(s) directly to one of the following Officials with Authority:

Name: Karen Tumlinson

Role: Vice President for Finance and Operations and CFO

Phone: 501-450-1334

Email: tumlinson@hendrix.edu

Name: Dr. Teresa Garrett

Role: Executive Vice President for Academic Affairs and Provost

Phone: 501-450-1254

Email: tgarett@hendrix.edu

Name: JB Banks
Role: Vice President for Student Affairs and Dean of Students
Phone: 501-450-1222
Email: banksa@hendrix.edu

Name: Amy Weaver
Role: Director of Athletics
Phone: 501-450-3899
Email: weaver@hendrix.edu

Name: David Bugh
Role: Director of Public Safety
Phone: 501-450-1467
Email: bugh@hendrix.edu

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

Discipline for violation of these policies may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the College determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the College may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the College will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

2.0 Hiring and Orientation Policies

2.1 Introductory Period

Arkansas is an at-will state (see 1.4). 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 the employee to determine whether the career decision is the right fit and allows Hendrix College to determine whether the employee's initial work performance meets the College's needs. The employee's manager will monitor work performance, attitude, and attendance during this time—and will be available to answer any questions or concerns the employee may have about the new job. The introductory period may be extended at management's discretion.

2.2 Reference and Background Checks

Reference checks are completed to ensure that Hendrix College employees are well qualified for the positions they fill and accurately report employment history. Supervisors may conduct reference 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 state and federal laws. Employees will receive a request for the authorization of such screening and have a right to review and contest the results of any screening. Failure to authorize a screening, and to do so in a timely manner, will result in a revocation of the employment offer. Information obtained through

background screenings is confidential and will be securely stored in Human Resources 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 Human Resources.

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.

2.3 Identification Cards

Public Safety issues an identification card to all new employees. This card is pre-loaded each semester with a designated amount of Benefit Bucks, which may be used at the Dining Hall and all other Dining Services locations. Additionally, the ID card serves as the employee's primary access key for campus facilities and events and entitles the employee to a discount at the Spirit Store.

2.4 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

Hendrix College provides reasonable accommodations to employees experiencing limitations related to pregnancy, childbirth, or related medical conditions. The College is committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

The College will engage in an interactive process with the employee to identify suitable accommodations. While the College strives to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to the College. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it will run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The College strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

2.5 Disability Accommodation

Hendrix College complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the College will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the College.

An employee requiring an accommodation because of a disability is responsible for notifying Human Resources. The employee may be asked to include relevant information such as:

- The reason the accommodation is needed.

- A description of the proposed accommodation.
- How the accommodation will help the employee perform the essential functions of the job.

After receiving the request, the College will engage in an interactive dialogue with the employee to determine the precise limitations of the disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, the College may need the employee's permission to obtain additional information from the employee's medical provider. All medical information received by the College in connection with a request for accommodation will be treated as confidential.

The College encourages employees to suggest specific reasonable accommodations that they believe would allow them to perform their jobs. However, the College is not required to make the specific accommodation requested by the employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the College.

If leave is provided as a reasonable accommodation, such leave will run concurrently with leave under the federal Family and Medical Leave Act. The College will not discriminate or retaliate against employees for requesting an accommodation.

2.6 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 by the first day of employment and must present acceptable documents (no copies) authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Hendrix College.

Employees authorized to work in this country for a limited time will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by the College.

2.7 Job Descriptions

Hendrix College attempts to maintain a job description for each position. Employees who do not have a current copy of their job description should request one from their supervisor. Job descriptions prepared by Hendrix College serve as an outline only. Due to the College's needs, employees may be required to perform job duties that are not within their written job descriptions. Furthermore, the College may revise, add to, or delete from job duties based on the College's needs. On occasion, the College may need to revise job descriptions with or without advance notice to employees. Employees with questions regarding their job description or the scope of their duties should speak with their supervisor.

2.8 Religious Accommodation

Hendrix College recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the College complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The College will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's

religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting Religious Accommodation

Employees needing an accommodation because of religious beliefs or practices should make the request to Human Resources. The employee may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason the accommodation is needed.
- How the accommodation will help resolve the conflict between the employee's religious beliefs or practices, or lack thereof, and work requirements.

After receiving the request, the College will engage in an interactive dialogue with the employee to explore potential accommodations that could resolve the conflict between the employee's religious beliefs or practices and work requirements. The College encourages employees to suggest specific reasonable accommodations. However, the College is not required to make the specific accommodation requested by the employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the College. The College will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

2.9 Training Program

In most cases, and for most departments, employee training is provided on an individual basis by the supervisor. Even if an employee has had previous experience in the specified functions of the job duties, it is necessary for the employee to learn the College's specific procedures, as well as the responsibilities of the specific position. Employees who require additional training should consult their supervisor or Human Resources. In addition, employees are required to complete the following annual training:

- Title IX and Sexual Harassment
- FERPA
- Annual Training Assignments from Information Technology

3.0 Performance, Discipline, Layoff, and Termination

3.1 Pillars of Service Excellence

At Hendrix College, service excellence is a shared commitment that shapes how employees work, collaborate, and support one another. Every interaction—whether with students, colleagues, alumni, or visitors—contributes to the experience of the community and reflects the values of the College. By approaching work with purpose, professionalism, positivity, and respect, employees strengthen the College's ability to serve others and advance the mission of Hendrix College.

The **Pillars of Service Excellence** provide a framework that guides how employees carry out their responsibilities and engage with those around them. They encourage employees to take thoughtful action, maintain high professional standards, cultivate a positive and empathetic attitude, and treat every member of the community with respect and dignity. Together, these pillars

help create a culture where accountability, collaboration, and care are central to Hendrix College. By embracing these principles, each employee contributes to a supportive workplace and an exceptional experience for students—the heart of the Hendrix community. Hendrix College's 4 Pillars of Service Excellence are as follows:

1. Action

- Employees should always strive to make a difference and approach every task with purpose and the intent to create a positive impact.
- Employees should act with a sense of urgency, demonstrating dependability and commitment to delivering results on time.
- Employees should communicate effectively; clear and timely communication strengthens collaboration and trust.
- Employees should work efficiently by focusing on doing things smarter, not just faster, and maximizing productivity without sacrificing quality.
- Employees should be resourceful by finding creative solutions, adapting quickly, and making the most of available tools and information.

2. Professionalism

- All employees share responsibility for the success of Hendrix College. When employees take pride in their work, they build a sense of ownership and dependability that supports both employee satisfaction and a positive experience for those served.
- Employees should know their role. Understanding an area of responsibility is key to performing effectively and contributing to the College's overall success.

3. Attitude

- Employees should maintain a positive attitude and choose optimism, even in challenging situations, to help create a supportive and productive environment.
- Employees should own their actions and reactions. While every situation may not be within an employee's control, each employee can control how they respond and should lead with intention and composure.
- Employees should lead with kindness and empathy, treating others with respect and understanding. Compassion supports strong relationships.

4. Respect

- Students are at the heart of Hendrix College's work. They are the reason the College is here, and they deserve full attention, respect, and best efforts in every interaction.
- Employees should foster a respectful and supportive work environment. Each employee is expected to treat co-workers with respect and be willing to help when needed; teamwork strengthens the community.
- Employees should be accountable, own their responsibilities, and follow through on commitments. Accountability builds trust.
- Employees should lead with empathy and grace. When others seek guidance or support, employees should respond with patience, understanding, and a genuine desire to help.

3.2 General Conduct Standards and 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.

Hendrix College reserves the right to discipline or terminate any employee for violating any College policy, practice, or rule of conduct. The following list is intended to provide notice of the College's expectations and standards. However, it does not include every type of unacceptable behavior. 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 tardiness
- failing to follow instructions or Hendrix College procedures
- failing to follow established safety regulations

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

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

3.3 Faculty/Staff Relationships with Students or Employees

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. There are inherent risks in any romantic or sexual relationship between individuals in positions of unequal power (teacher and student, supervisor and employee), such as quid pro quo harassment. 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 consented at the outset of a relationship to romantic or sexual involvement, this past consent will not remove grounds for a later charge of a violation of this policy. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student) are strongly discouraged. 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

removal of 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. Failure to self-report such relationships as required is a violation of this policy and may result in disciplinary action for an employee. Employees are cautioned that in many circumstances an imbalance of power, perceived or real, may occur in employee-student relationships. In such cases, consent is not an acceptable defense against an allegation of non-consensual sexual relationships. Any romantic relationship between two employees (regardless of supervisory capacity) or between an employee and student should be promptly reported to Human Resources.

3.4 Nepotism

The College has no policy against employing or appointing persons who are related. Relatives, however, will not ordinarily be employed in the same department, or in positions where one has direct authority over the other. Exceptions must be approved by the President. Employees classified as Faculty should review section C.3 of the Faculty Handbook for further information regarding Faculty Appointments and Family Relationships. No individual may be involved in a search process for which a member of their immediate family has applied. Any member of a search committee who becomes aware that a family member has applied for, or intends to apply for, the associated position should immediately notify Human Resources.

3.5 Attendance and Punctuality

Employees are expected to attend work regularly and report at their scheduled work time. Employees who are unable to report to work on time for any reason should contact their supervisor as far in advance as possible. Unsatisfactory attendance, reporting late, or leaving early may be cause for appropriate disciplinary action, up to and including termination. Faculty duties and responsibilities are outlined in Section E of the Faculty Handbook at <https://hendrix.edu/facultyhandbook>.

3.6 Drug (Controlled Substances) and Alcohol Policy

Hendrix College strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. As an institution committed to maintaining a drug-free workplace, the College prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while on campus.

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. The Alcohol Service Policy is outlined in the at [https://www.hendrix.edu/Policy/Facilities and Campus Use/Alcohol Service Policy/](https://www.hendrix.edu/Policy/Facilities_and_Campus_Use/Alcohol_Service_Policy/).

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. Employees 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, fentanyl, heroin, marijuana, cocaine, PCP, “crack,” and “ice.” Also included are legal drugs that are not prescribed by a licensed physician.

Every employee is required to notify the College within five days of any conviction for violation of a federal or state criminal drug statute. A conviction means a finding of guilt, including a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any federal, state, or other court. For any employee who is employed in a position utilizing federal funds or a federal grant, and for any violation that occurs 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, the employee 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 Workplace Act of 1988. Substance dependence programs are available to all employees and their dependents by contacting our Symetra Employee Assistance Program at 1-800-327-9573. 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 in Hendrix College facilities without prior notice. Such searches may be conducted at any time. Employees are expected to cooperate fully. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

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

Arkansas Medical Cannabis Act

The College complies with the Arkansas Medical Cannabis Act, which prohibits the use of medical cannabis on campus.

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. 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 Hendrix 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 tobacco use on campus, Hendrix College encourages members of the community to consider options to eliminate all tobacco use. To learn about tobacco cessation programs, employees should contact Human Resources.

3.7 Termination, Resignation, Discharge

Employment with Hendrix College is at-will and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. To remain in good standing, Hendrix College employees should provide 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.

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

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

3.8 Open Door/Conflict Resolution Process

Hendrix College strives to provide a comfortable, productive, legal, and ethical work environment. To this end, employees are encouraged to bring workplace problems, concerns, or grievances to the attention of their supervisor and, if necessary, to Human Resources. To help manage conflict resolution, the College has instituted the following problem-solving procedure:

An employee who believes there is inappropriate conduct or activity should bring the concern to the attention of the employee's supervisor at a time and place that will allow the supervisor to properly listen to the concern. Most problems can be resolved informally through dialogue between the employee and the employee's immediate supervisor. If the employee has already brought the matter to the supervisor's attention and does not believe a sufficient response has been received, or if the employee believes the supervisor is the source of the problem, the employee should present concerns to the appropriate Vice President or the Department of Human Resources. The employee should describe the problem, the people involved, the efforts made to resolve the problem, and any suggested solution.

4.0 General Policies

4.1 Hendrix College Property

Employees should keep work areas neat and clean and use normal care in handling Hendrix College property. Employees should report any broken or damaged equipment to their supervisor at once so that proper repairs can be made. Employees may not use Hendrix College property for personal purposes or remove Hendrix College property from the premises without consent of the Vice President of the area in which they work.

4.2 Institutional Communications and Technology

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 in databases, etc., are Hendrix College records, and Hendrix College reserves the right to access and disclose all messages sent over or stored in its electronic systems.

Misusing these systems—including accessing or transmitting Hendrix College data without authority, disclosing confidential or proprietary information, using profane, harassing or other offensive language, or other inappropriate uses—may result in discipline, including termination. Inappropriate uses include accessing pornography or other content deemed inappropriate by Human Resources using Hendrix College technology resources. If an employee has access to information but the information is not needed to perform the employee's job, the employee should not access it.

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

4.3 Hendrix College Equipment and Vehicles

When using Hendrix College property, including computer equipment or hardware, employees should exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees should notify their supervisor if any equipment or machine appears to be damaged, defective, or in need of repair. Prompt reporting could prevent equipment deterioration and help prevent injury to the employee or others. Employees who have questions about the maintenance and care of workplace equipment should ask their supervisor. Employees who use or operate equipment improperly, carelessly, negligently, or unsafely may be disciplined or discharged.

Hendrix College defines a vehicle as any equipment used to transport employees between locations, including but not limited to automobiles, carts, tractors, and mowers. All vehicle operators are required to possess a valid driver's license and complete appropriate training through their assigned department. Employees are prohibited from operating College-owned vehicles without prior approval from their supervisor and, when applicable, from the supervisor of the department to which the vehicle is assigned.

4.4 Employee Records

An employee's original personnel file consists, if applicable, of the employee's employment application, tax 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 Human Resources 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 an employment application or in a personnel file is sufficient reason for termination. Personnel records are considered College property. Employees may review their personnel file by scheduling a time with Human Resources.

4.5 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 Human Resources. Vice Presidents of the College should disclose this information to the President for review by the Senior Leadership Team, 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 their supervisor and Human Resources 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.

5.0 Wage and Hour Policies

5.1 Travel Time Pay

Some nonexempt positions within Hendrix College require travel. The College pays nonexempt employees for travel time in accordance with federal and state laws. For purposes of this policy, the regular workday is 8:00am-5:00pm Monday through Friday.

Home to Work Travel

Employees who travel from home before the regular workday and return home at the end of the workday are engaged in ordinary home-to-work travel, which is not work time.

Home to Work on a Special One-Day Assignment in Another City

If an employee regularly works at a fixed location in one city and is given a special one-day assignment in another city but returns home the same day, the time spent traveling to and returning from the other city is work time, except that the employee may deduct or not count the time normally spent commuting to the regular work site.

Travel That Is All in a Day's Work

Time spent traveling as part of an employee's principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is hours worked not only on regular working days during normal working hours, but also during corresponding hours on nonworking days. The College will not consider as work time spent traveling away from home outside the employee's regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Work Performed While Traveling

Any work performed while traveling must be counted as hours worked.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating, and reporting their travel time. Travel time should be calculated by rounding up to the nearest quarter-hour.

5.2 Overtime

Nonexempt employees may qualify for overtime pay. All overtime must be approved in advance by the employee's supervisor. At certain times, Hendrix College may require employees to work overtime. The College will attempt to provide as much notice as possible; however, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

Unless otherwise required or exempted by law, overtime pay of one and one-half times the employee's regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing 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.

5.3 Employee Classifications

Exempt employees are salaried employees and are not eligible for overtime pay. Nonexempt employees are paid on either an hourly or salary for fixed schedule basis and entitled to overtime pay under the Fair Labor Standards Act (FLSA).

All non-faculty personnel will fall into one of the following classifications:

Senior Leadership Team: 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 expertise.

Support Staff: Nonexempt employees responsible for providing support services.

Part Time: Employees who average less than 30 hours per week during the appropriate twelve-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. Supervisors and/or Human Resources will verify whether employees are full-time or part-time and whether they are exempt or nonexempt.

5.4 Work Hours for Nonexempt 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.

5.5 Work Hours for Students

All student workers are limited to working no more than 19 hours per week during the fall and spring semesters. Students may work up to full-time during the times classes are not being held during breaks.

5.6 Pay Schedule

Salaried employees are paid once a month on the next to last regular workday of the month. Bi-weekly employees are paid on Fridays. The pay week starts at the beginning of a shift on Sunday and includes all work one performs up to the close of business on Saturday. Payday is always the Friday after the pay period ending date. For both payroll groups: If the regular payday falls on a federal holiday, payday will be the last regular workday before the holiday.

5.7 Time Records

Supervisors and/or Human Resources will provide hourly employees with information regarding appropriate timekeeping procedures. Failing to record work time or clocking another person in or out are both violations of Hendrix College policy and may be cause for disciplinary action, up to and including termination.

Employees who accrue vacation and/or sick leave are expected to record their leave appropriately each month. For payroll purposes, time is rounded to the nearest one-quarter of an hour.

6.0 Benefits

6.1 Crime Victim Unpaid Time Off

Hendrix College will provide employees who are the victim, or the representative of a victim, of a violent crime or sex offense with unpaid time off to:

- Participate, at the prosecuting attorney's request, in the preparation of a criminal justice proceeding relating to the crime; or
- Attend a criminal justice proceeding if attendance is reasonably necessary to protect the interests of the victim.

Employees will be eligible for unpaid time off if they are:

- The victim of the violent crime (felony resulting in physical injury to the victim or involving the use of a deadly weapon, terroristic threatening, and stalking) or sex offense at issue in the proceedings;
- A minor who is a victim of kidnapping, false imprisonment, permanent detention, or restraint;
- The victim's spouse, child by birth or adoption, stepchild, parent, stepparent, or sibling; or
- An individual designated by the victim or by a court in which the crime is being or could be prosecuted.

The College will not retaliate against employees who request or take leave in accordance with this policy.

6.2 Bone Marrow and Organ Donation

Hendrix College will provide eligible employees with up to 90 days of unpaid leave to serve as a bone marrow or organ donor.

All employees in Arkansas are eligible for bone marrow or organ donation leave; however, employees eligible for leave under the federal Family and Medical Leave Act may not take leave under this policy. To request leave under the policy, employees should provide reasonable written notice of the need for leave to Human Resources.

The College will not retaliate against employees who request or take leave in accordance with this policy.

6.3 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, and unemployment insurance—cover all employees as required by law. Eligibility for some benefits depends upon a variety of factors, including employee classification and pay. Details of many of these programs can be found in separate written summaries. For more information, employees should contact Human Resources. Some benefit programs require contributions from employees, while others are fully paid by Hendrix College. Hendrix College reserves the right to add, amend, modify, or terminate any employee benefit plan or program without prior notice. The list of benefits here is a summary and is not intended to be a complete listing of all benefits available to full-time employees. Further benefit information, including summary plan documents, is available at <https://hendrix.edu/hr> and from Human Resources. Employee benefits will terminate on the last day of the month in which employment ends.

Hendrix College benefit offering includes:

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 on the first day of the month following employment unless the employee starts on the first day of the month, in which case coverage begins immediately.

Part-time employees who average over 30-hours per week during a measurement period (twelve 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.

Group life insurance

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

403(b) Retirement Program

All full-time and part-time employees are eligible to participate in the TIAA retirement plan. Full-time benefit eligible employees are eligible to receive retirement account contributions from Hendrix College as outlined below. Contributions are made in accordance with the College's summary plan document.

For the first two years of employment, Hendrix does not contribute to the retirement plan. The employee can contribute up to the maximum allowed by the IRS.

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 retirement program without regard to any employee contribution into the program. The College will also match, one-to-one, the employee's contribution, up to a maximum of 2.25% of eligible wages.

After a person has been a full-time employee for six full years, the College will contribute an amount equal to 5% (effective 1/1/2021) of the employee's regular base salary with no requirement for matching, though the employee may contribute. An employee may make additional contributions to the program on a pre-tax basis or an after-tax Roth basis within legal limits. Employees should consult with the Human Resource Department for these limits.

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.

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

Section 125 Cafeteria Plan

All full-time employees are eligible to participate in a flexible spending account 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/childcare 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 insurance under the cafeteria plan. Currently, Hendrix offers health, dental, vision, Flexible Spending Accounts (FSA) for medical and dependent childcare, 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, critical illness, whole life and long-term care plans.

Full-Service Credit Union

All employees are eligible for membership in the TruService Community Federal Credit Union. The Hendrix Branch office is located in the Hendrix Public Safety building with an outside entrance located on Washington Avenue, and their phone number is 501-225-3636. The main office is located at 11001 Hermitage Road, and they have other locations in Little Rock/NLR.

COBRA

If an employee is terminated for any reason other than gross misconduct or otherwise leaves Hendrix College and has been continuously covered by Hendrix College's group insurance plan, the employee and the employee's 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 the right to continue coverage within two weeks of the last day on the job. For questions about this coverage, employees should contact Human Resources. Employee dependents who lose coverage through Hendrix-provided group insurance plan(s) may also be eligible for COBRA and will receive appropriate notice.

Worker's Compensation

Hendrix College provides insurance to compensate for a compensable 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, the employee should get medical attention at once. The employee must also report the details of the incident to Human Resources and the employee's supervisor as soon as possible and within 24 hours at maximum. Additionally, the employee must complete a report on every injury, no matter how small, to Public Safety. If an employee does not report an injury, the employee may jeopardize the right to collect workers' compensation payments, as well as health benefits. 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.

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

6.4 Hendrix Retiree Definition

The definition of a Hendrix Retiree is as follows:

- He or she is at least 55 years old, has at least 20 years of service at the College
- or is at least 60 years old, has had at least 18 years of service at the College
- or is at least 62 years old, has at least 15 years of service at the College

Hendrix retirees receive tuition remission, a membership to the Wellness and Athletics Center, and a retiree email.

6.5 Vacation, Sick and Holidays

Vacation

Hendrix College provides paid vacation 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. There are no payouts for leave balance upon separation from the college. Vacation leave must be accrued before taken.

Senior Leadership Team

15 hours per month (180 hours yearly — maximum accrual 30 days)

Administrative Staff

10 hours per month worked (120 hours yearly – maximum accrual 30 days)

Support Staff

0–5 years of employment 6.667 hours per month worked (maximum accrual 20 days)

6–15 years of employment 8 hours per month worked (maximum accrual 24 days)

15 years and longer 10 hours per month worked (maximum accrual 30 days)

Sick

All full-time employees earn sick leave at the rate of 8 hours per month worked, with a maximum accrual of 720 hours. 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.

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. Paid sick leave must be accrued before taken.

Holidays

The specific holiday schedule is announced by Human Resources prior to the beginning of each fiscal year. The College typically observes 19–24 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 Human Resources.

Reinstatement of Leave Time

When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six months, accrued leave may be restored to their credit.

For voluntary exits, leave may be reinstated if a break in service does not exceed two pay periods.

6.6 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. Employees who plan to take such time off should notify their supervisor before Election Day.

6.7 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Hendrix College provides twelve to twenty-six weeks of job-protected leave in a twelve-month period to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, employees must:

- Have worked for the College for at least twelve months, although that time need not be consecutive;
- Have worked at least 1,250 hours in the last twelve months

Reasons for Leave

Eligible employees may take up to twelve weeks of unpaid FMLA leave in a twelve-month period, which is defined as the first day of the twelve-month period beginning at the time of the first day of leave as required by law, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with the employee and for the purpose of caring for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for the employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

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;
- Continuing treatment by a health care provider for a condition that lasts more than three consecutive days;
- Pregnancy or prenatal care;
- 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;
- 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 the employee incapable of working for more than three consecutive days if not treated, such as chemotherapy or radiation treatments for cancer.

Eligible employees may take up to 26 weeks of unpaid FMLA leave in a single twelve-month period, beginning on the first day the employee takes FMLA leave, to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to the employee when the employee was a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as the caregiver, that individual will be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.

Notice

If the need for leave is foreseeable because of an expected birth, adoption, or planned medical treatment, employees must give at least 30 days' notice. If 30 days' notice is not possible, employees must give notice as soon as practical, generally within one or two business days of learning of the need for leave. Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, employees seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for themselves, a family member, or a covered service member must first consult with Human Resources regarding the dates of treatment to work out a schedule that best suits the employee's needs, the needs of the covered military member if applicable, and the College.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including requests for absences under this policy. Failure to provide appropriate notice may result in the delay or denial of leave.

Certification

Employees requesting leave because of their own or a covered relative's serious health condition, along with the relevant healthcare provider, must supply appropriate medical certification. Medical certification forms may be obtained from Human Resources. When leave is requested, Human Resources will notify the employee of the requirement for medical certification and when it is due, which will be at least 15 days after the leave request. If an employee provides at least 30 days' notice of medical leave, the employee should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At the College's expense, the College may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, the College, at their expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may delay further leave until it is provided.

The College also reserves the right to require certification from a covered military member's healthcare provider if they are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, employees must use available paid leave (sick then vacation) concurrently with FMLA to remain on payroll.

Employees receiving short- or long-term disability or workers' compensation benefits during a personal medical leave will not be required to use accrued paid leave. However, where state law permits, employees may elect to use accrued paid leave to supplement these benefits.

Leave Increments

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours the employee works per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the College will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the College may temporarily transfer the employee to an available alternative position that better accommodates the leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within twelve months of the birth or placement of the child; however, an employee may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If an employee takes leave because of the employee's own serious health condition, except for intermittent leave, the employee is required to provide medical certification confirming fitness to resume work. The employee will not be permitted to resume work until certification is provided. Documentation should include information about any restrictions required by the health care provider. If the College is unable to make appropriate accommodations, the employee will continue on leave. Upon returning to work, the employee will be restored to the employee's 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 the employee's status, the employee may be terminated.

Maintaining Coverage 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.

Health Insurance

Hendrix College will maintain the employee's group health insurance benefits while the employee is on leave. However, if the employee does not return to work after the leave, the employee may be asked to reimburse the College for the College's portion of insurance premiums for maintaining insurance coverage during the leave.

Payment of Premiums

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 twelve-week period of FMLA has expired. Employees with extenuating financial circumstances may make alternative payment arrangements with Human Resources 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 employee's absence. If an employee is terminated after the approved absence period ends, the College requires repayment for any premiums due at the time of termination.

Reinstatement

Upon returning to work at the end of leave, the employee will generally be placed in the employee's original job or an equivalent job with equivalent pay and benefits. The employee will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both spouses work at the College, they are collectively eligible for twelve weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the College will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for an employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If an employee fails to return to work or fails to make a request for an extension of leave prior to the expiration of the leave, the employee will be deemed to have voluntarily terminated employment. The College is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

An employee may not work or be gainfully employed for the employee's own business or another employer while on a leave of absence unless express, written permission to perform such work has been granted by the College. If an employee is on a leave of absence and is found to be in violation of this policy, the employee will be subject to disciplinary action up to and including termination.

Abuse of Leave

If an employee is found to have provided a false reason for a leave, the employee will be subject to disciplinary action, up to and including termination.

Designation of Leave

If the College becomes aware of any qualifying reason for FMLA leave, the College will designate it as such. Employees may not refuse FMLA designation under this policy.

Retaliation

The College will not retaliate against employees who request or take leave in accordance with this policy.

Required Notice

The College is required to provide employees with a copy of the *Your Employee Rights Under the Family and Medical Leave Act* notice, which is attached as an addendum at the end of this handbook.

6.8 Military Leave (USERRA)

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.

6.9 Donation of Leave Time

To assist colleagues in a time of need, employees who accrue leave may donate sick leave or vacation leave to another employee who also accrues leave and whose serious health condition, or other approved serious circumstance, has depleted the employee's own sick leave and vacation leave balances. Donation of time must be made in full days. For every sick day donated, the donor 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 twelve 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 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 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 twelve 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 days sick leave.
- **Vacation Time** — There are no restrictions regarding the donation of vacation leave. Donation of leave time forms are available in Human Resources.

6.10 Jury Duty Leave

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.

7.0 Campus Safety, Security and Emergencies

7.1 Fire Safety

Fire Safety

Fire Safety is a collective responsibility. All employees are expected to maintain a proactive role in fire prevention and strictly adhere to OSHA safety requirements.

- **Storage:** Flammable materials must be stored exclusively in covered metal containers.
- **Clearances:** Fire doors, exits, extinguishers, windows, and doorways must remain unobstructed at all times.
- **Egress:** Employees should regularly review the posted fire escape routes for their specific work area.
- **Space Heaters:** Portable space heaters are prohibited unless the Director of Facilities has inspected the area and provided formal written authorization to Human Resources.

7.2 Emergency Weather Procedures

The College monitors weather conditions to ensure campus safety. In the event of delayed openings or full campus closures, official notifications will be broadcast via H-Alert and Hendrix email.

- **Employee Judgment:** Employees should utilize their own judgement in determining whether conditions are safe enough for travel.
- **Compensation:** If the College officially closes, all full-time and part-time employees who are regularly scheduled to work will be paid for each day (or partial day) of the closure.

- **Absences during Open Status:** If the College remains open but an employee is unable to commute, they may elect to use a vacation day to maintain pay. Sick leave may not be utilized for weather-related absences.
- **Pre-scheduled Leave:** Employees already on scheduled vacation during a campus closure will continue to have that time deducted as vacation; status changes are not permitted retroactively.
- **Essential Staff:** Certain "essential staff" roles are required to report regardless of closure status. Personnel in these roles will be notified by their supervisors regarding specific expectations.

7.3 Reporting Crimes or Emergencies

Hendrix College advocates for the expeditious reporting of all criminal activity and safety concerns to the Department of Public Safety (DPS). DPS operates 24 hours a day, 365 days a year, providing continuous emergency response and campus monitoring. Public Safety Officers are authorized to receive initial verbal reports and are trained to stabilize immediate situations, ensuring the safety of the community before transitioning to formal documentation or investigation. While verbal reports facilitate a rapid response, community members are encouraged to follow up with a written statement to support administrative or legal proceedings.

General Reports: Call 501.450.7711 to report crimes and emergencies.

Medical Emergencies: Dial 9.911(campus extension) or 911 immediately, followed by a notification to Public Safety.

7.4 Crime Statistics (Clery Act)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Director of Public Safety compiles annual crime statistics, informed by reports made by Public Safety officers, staff members, and local law enforcement agencies. These figures represent crimes 'reported' and do not necessarily imply a finding of guilt or criminal responsibility. The annual report is accessible via the [Campus Safety Webpage](#).

7.5 Facilities Safety and Security

Hendrix College maintains a secure environment through a tiered 24-hour support system involving Public Safety officers, professional Area Coordinators, and Resident Assistants. Access control is managed based on facility type, with residential "Restricted Zones" limited to residents and escorted guests, while administrative and academic spaces remain accessible to the public during business hours before transitioning to credential-only access. To support these protocols, the College emphasizes a culture of mutual accountability and vigilance, backed by mandatory semesterly safety training for staff and proactive community education on topics like personal safety and crime prevention.

- **Our Support Team:** Provides 24-hour safety and security coverage of all facilities through a tiered support system comprising a team of Public Safety officers, professional Area Coordinators and student Resident Assistants.
 - **Public Safety Officers:** Provide 24-hour campus patrol and emergency response.
 - **Area Coordinators:** Professional staff managing residential life and building security.
 - **Resident Assistants (RAs):** Student leaders providing immediate peer support and facility monitoring.
- **Access Control:** Access to campus facilities for visitors and authorized personnel is handled in a tiered security approach typical for a residential campus environment. This tiered approach addresses two basic types of facilities.
 - **Restricted Zones:** Residential facilities (halls and apartments) have the highest level of restriction. Access is strictly limited to residents, authorized staff (like RAs or

Facilities), and escorted guests. **NOTE: “Escorted Guests” must be accompanied by their student host at all times.**

- **Administrative/Academic Access:** These areas are open to the “public” (visitors with business) during standard business hours (8:00am - 5:00pm, M-F). After-hours access is strictly limited to faculty, staff, and students via keycard/ID credential.
- **Authorized Personnel:** Typically refers to faculty, staff, and security or maintenance contractors who have been granted specific digital or physical “keys” to these spaces.
- **Vigilance:** Community members are expected to adhere to established building security protocols. Suspicious activity or unauthorized individuals should be immediately reported to the Department of Public Safety at 501.450.7711.
- **Training and Professional Development:** To maintain a secure living environment, all Residence Life staff undergo comprehensive safety training each semester. This curriculum focuses on both the prevention of and response to security incidents. Staff participation includes specialized seminars on substance abuse awareness, sexual assault prevention, and community security strategies. Security initiatives are integrated into the residential experience through orientation sessions, floor meetings, and targeted community programming.
- **Community Education and Awareness:** The College is committed to an initiative-taking approach to campus safety through continuous education. In collaboration with Public Safety and external professionals, the College hosts annual educational sessions. Key topics include personal safety, crime awareness, sexual assault prevention, and substance use education. Safety awareness is reinforced through diverse communication channels, including digital displays, campus-wide flyers, and the student newspaper. A fundamental objective of all safety programs is to foster a culture of mutual accountability, empowering students and employees to take active responsibility for their personal safety and the well-being of the Hendrix community.

7.6 Authority and Jurisdiction

Public Safety Officers have the authority to request identification and verify whether individuals have lawful business on Hendrix College property. While the Department of Public Safety manages parking decals, tickets, and campus security, Public Safety officers do not possess arrest powers.

- **Law Enforcement Liaison:** Criminal incidents are referred to the Conway Police Department or the Faulkner County Sheriff’s Office, with whom the College maintains a professional partnership.
- **Off-Campus Activity:** The Department of Public Safety does not monitor or exercise authority over off-campus activities.

7.7 Timely Warnings

If a situation poses a significant ongoing or continuing threat to the campus community (either on or off campus), as determined by the Director of Public Safety or the Dean of Students, a Campus-Wide Warning will be issued. These alerts are distributed via email and H-Alert text messages students, faculty, and staff. Notices may also be posted prominently in all residence facilities and other campus buildings.

7.8 Sex Offender Registry

Information regarding registered sex offenders in the vicinity of the campus is maintained by the [Conway Police Department](#).

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Hendrix College Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the College has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. I also understand that any delay or failure by the College to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the College or affect the right of the College to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment.

This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Hendrix College.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Signature

Date

Print Name

APPENDIX

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

