



# DONNELLY COLLEGE

EST. 1949

## EMPLOYEE MANUAL

APPROVED BY THE ADMINISTRATIVE COUNCIL  
Updated through November 2022

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## **WELCOME TO DONNELLY COLLEGE**

We are delighted to have you as an integral part of Donnelly College. We pride ourselves on hiring people, like you, who believe in our Mission and in our students, and who strive to do the best job possible in every situation.

## **USE OF THIS MANUAL AS A REFERENCE**

This Employee Manual is intended to provide you with a general understanding of the basic personnel policies of Donnelly College and with guidelines concerning your duties as an employee of Donnelly College. It contains general statements of policy. All employees are responsible for reading this Manual and becoming familiar with its contents, as it will answer many commonly asked questions concerning your employment with Donnelly College. This Manual cannot, however, anticipate and address every specific situation or answer every question about your employment. If you have any questions regarding our personnel policies, procedures, guidelines, or benefits, or you do not understand any provisions of this Manual, you are responsible for bringing your questions to your supervisor or a member of the administration.

**Upon receipt of this Manual, you are required to read, sign and date the 4 forms attached at the end and promptly submit the forms to the Human Resources Office.**

- 1. The Acknowledgement of Review & Understanding of the Employee Manual**
- 2. The Anti-harassment Form**
- 3. The Employee Technology Use Form**
- 4. The Photo Release Form**

**You will also receive an email with the link to the TITLE IX & FERPA (Family Educational Rights and Privacy Act) POLICY training videos. You are required to promptly complete the training.**

During your employment with Donnelly College, you will be required annually to view and complete the Title IX and FERPA training videos when they are emailed to you within the stated deadline.

This Manual is not a contract regarding the terms, conditions or duration of your employment, and the policies set forth in this Manual are not intended to create contractual obligations of any kind between you and Donnelly College. Your employment with Donnelly College is specifically "at will," which means that your employment may be terminated either by you or by Donnelly College at any time, with or without prior notice unless you are employed under a faculty contract outlining the terms, duration, and conditions of your employment.

Donnelly College may, in its sole discretion, add to, change, revise, eliminate or deviate from any of the policies, procedures and/or benefits described in this Manual at any time, without prior notice. Donnelly College will attempt to keep this Manual current, but there may be times when policies will change before the material in this Manual can be revised. Certain policies and procedures set forth in this Manual may be applied differently in any given situation at the discretion of Donnelly College. As this document is frequently updated, employees should always view the most recently approved Manual that will be available for viewing and personal printing from the Donnelly College Website, Human Resources webpage. As the Manual references other official publications at the College, should there be a conflict between this manual and the other referenced sources, the information contained in this Manual will be considered current and in effect.

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## **DONNELLY COLLEGE ORGANIZATIONAL CHART**

www.donnelly.edu › staff › files › DC Organizational Chart 2021

[https://campussuite-storage.s3.amazonaws.com/prod/738581/f9ead7f6-bb6f-11e6-bf0d-22000bd8490f/2373060/67422efc-89cc-11ec-b136-0e44eb2bda1b/file/DC%20Organizational%20Chart%202021%20\(1\).pdf](https://campussuite-storage.s3.amazonaws.com/prod/738581/f9ead7f6-bb6f-11e6-bf0d-22000bd8490f/2373060/67422efc-89cc-11ec-b136-0e44eb2bda1b/file/DC%20Organizational%20Chart%202021%20(1).pdf)

## **HISTORY OF DONNELLY COLLEGE**

Donnelly College is an independent, co-educational college. Founded in 1949 by the Benedictine Sisters at Mount St. Scholastica in Atchison, Kansas, and the Archdiocese of Kansas City in Kansas, it is a Catholic college affiliated with the archdiocese. Donnelly College has remained in the heart of Kansas City, Kansas since its founding. As a Catholic liberal arts college, Donnelly's institutional vision derives from a belief in God and in the dignity of each person. As an educational institution, Donnelly believes that education can lead people to recognize their potential and value as human beings, to be aware of their relationship to God, and to function as constructive members of society. Over the years the College has expanded its programming to include Associates Degrees in a variety of disciplines; a Nursing Program; Bachelor's degree programs in Business Leadership, Urban Teacher Education, and Information Services; dual credit programs with several local school districts; and a prison education program at Lansing Correctional Facility.

## **MISSION**

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world.

Specifically, the mission of Donnelly College is to provide education and community services with a personal concern for the needs and abilities of each student, especially those who might not otherwise be served.

## **EMPLOYEE GENERAL INFORMATION**

### **PARKING PERMITS:**

- Parking Permit – Take a photo of your License plate number to enter into the App; you will find the QR Code for the App at the front desk, 1<sup>st</sup> floor of the Academic Building. You can also use the form at the front desk to apply for the Parking Permit.
- All staff and students must register their vehicle and obtain a FREE parking permit. Please complete the parking permit form from the app or from the front desk. Allow 2 business days and you may pick the permit up from the front desk to hang on your rearview mirror.

The Seelos Chapel is on the 1<sup>st</sup> floor, in the main academic building. It is open between 8:30 and 4:30 daily. All are welcome to our chapel of spiritual peace and strength. Daily masses are normally at 12:20pm during weekdays.

Voter Registration is available through the Donnelly Librarian.

Donnelly Lost & found is located at the reception desk in the Academic building.

Outgoing mail – There is a basket at the reception desk

### **DRESS CODE:**

The Donnelly Employee Dress Code is Business Casual.

### **DONNELLY COLLEGE EMAIL SIGNATURE BLOCK:**

Donnelly employees are expected to present a professional image. This includes email communications from the Donnelly email address @donnelly.edu. Our policy requires you use the email signature format below for all email communication sent as part of your position. Other information such as personal cell phone numbers, social media links, quotes and any other material, personal pronouns, facts, or data, may not be included in the signature block. In Outlook 365 > Select File > Options > Mail > click Signatures button on left > Create name for signature to edit > Under Edit signature enter your name and details > click OK when complete

**First & Last Name | Full Job Title | Direct phone number | email address**

**DONNELLY COLLEGE** | (913) 621-8700 | 608 N. 18<sup>th</sup> Street | Kansas Cit, KS 66102 | donnelly.edu

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## **I. ETHICS:**

### **DONNELLY COLLEGE EMPLOYEE CODE OF CONDUCT**

The success of the college is dependent on the trust and confidence earned from employees, students, alumni, and donors. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching

college goals through honorable conduct. It is easy to *say* what we must do, but the proof is in our words and *actions*. Ultimately, we will be judged on what we do and the impressions we make on each other.

As part of its mission, Donnelly College promotes an environment conducive to academic, social, spiritual, personal, and physical growth for persons from a variety of economic, social, religious, racial, ethnic, and national backgrounds. An individual who enters this college community as an employee voluntarily assumes obligations to accept the code of conduct of the institution and to promote its purposes and functions. The College may take disciplinary actions whenever employee conduct interferes with its responsibility of providing an opportunity to accomplish workplace goals of other employees or educational achievement of students.

The college adheres to the Equal Employment Opportunity (EEO) policy that incorporates the value of a diverse workplace and the expectation of a healthy, safe, and secure workplace free from reprisal. The principle of equal education and employment opportunity without regard to age, race, sex, disability, or national origin. All members of the community are expected to exhibit integrity and personal honesty in the office, the classroom, and in all campus affairs. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all faculty and staff. Through enforcing this policy, the college seeks to prevent, correct and, where it exists, eliminate unacceptable behavior inconsistent with this policy and protect the rights and greater good of the college community.

All Donnelly College employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

1. Treat others with civility and respect.
2. Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
3. Seek out insights from other employees with different experiences, perspectives, and backgrounds.
4. Give priority to each other's safety and well-being in all our behavior and decision making.
5. Avoid communication in person, via the phone or electronically that includes derogatory written words, pictures, graffiti, or objects. Also avoid use of slang or idioms that might not translate across cultures.
6. Address and report inappropriate behavior, physical conduct and comments that are unwelcome, disrespectful, bullying, offensive, intimidating, discriminatory, harassing, or abusive.
7. Treat another employee's personal information with discretion.
8. Avoid using a position to further external interests; financial, political, or otherwise.
9. Be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct.

Note: Diverse cultures may define civility and respect differently. Part of each employee's job is to strive to communicate, learn and understand how to support each other's sense of value.

Workplace practices:

- Managers responsible for evaluating staff performance will do so in a reasonable, respectful, and equitable fashion.
- All personal behavior of community members, while at work, must conform to federal and state regulations and to the standards of respect aligned with the College's heritage and mission.

## **LOGGING A COMPLAINT**

- Lodging a complaint will not be used against the complainant and will not impact the individual's employment status. Management cannot guarantee confidentiality or anonymity when investigating workplace harassment complaints. Special workplace accommodations can be requested.

- Management will take appropriate action by engaging with any employee who has violated this policy. Appropriate action includes investigation, verbal and written counseling, training, reprimands, suspension, demotion or removal from one's position and termination from employment.

### **EMPLOYEE PROHIBITED WORK RELATED MISCONDUCT**

All employees share responsibility for keeping Donnelly College operating in a professional, safe, productive, efficient, and orderly manner. Accordingly, employee misconduct will not be tolerated and may result in disciplinary action, including immediate discharge, with or without a warning.

While it is not possible to list all the forms of conduct and behavior that are considered unacceptable in the workplace or work-related settings, the following are examples of gross misconduct or infractions which jeopardize good working relationships, interfere with professional, safe, productive, efficient, and orderly operations, and will not be tolerated:

- Harassment including sexual harassment or any other unlawful harassment of any persons in or around the workplace or work event including students, parents, visitors, and contract workers.
- Discourteous treatment of other Donnelly College employees, students, and suppliers.
- Refusal or failure to perform assigned duties.
- Insubordination or lying to a member of the administration, or other disrespectful or dishonest conduct.
- Incompetence or failure to achieve and maintain reasonable levels of productivity and accuracy in performing duties.
- Engaging in horseplay, or unsafe or negligent conduct that could or does result in personal injury or property damage.
- Failure to immediately report a workplace or work-related accident.
- Fighting, intimidation, disrespect, or threatening violence to any persons in or around the workplace or work event including students, parents, visitors, and contract workers.
- Intoxication or other violations of Donnelly College's Drug and Alcohol policy.
- Sleeping on the job.
- Removing Donnelly College property without permission, or waste or neglect of Donnelly College property.
- Possession on Donnelly College's premises or at a Donnelly College event (except to the extent that may be specifically permitted by applicable law), of firearms, weapons, explosives, or any other articles of a nature which may be hazardous to the health and safety of other employees or customers.
- Unexcused absences or tardiness.
- Theft or any other illegal activity.
- Any other violations of any of the policies set forth in this Manual or established from time to time by the administration.

Please remember that the foregoing list merely contains examples of misconduct or infractions which are deemed unacceptable and may result in disciplinary action, up to and including immediate discharge. There may be other situations in which the administration believes disciplinary action is appropriate **considering** an employee's conduct or behavior.



## **CONFLICTS OF INTEREST**

In connection with federal regulation 24 CFR 84 (Institutions of Higher Education, non-profit organizations), Donnelly College has developed the following addendum to the Code of Conduct that prohibits real and apparent conflicts of interest. These may arise among officers, employees, or agents. This policy prohibits the solicitation and acceptance of gifts or gratuities for personal benefit more than minimal value.

A conflict of interest exists when an employee takes work-related action because it benefits him/her personally. Biased decision-making may constitute corrupt conduct.

As an example, no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The officers, employees, and agents of Donnelly College shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, the College may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the College.

An individual employee may often be the only person aware of the potential for conflict. It is therefore his/her responsibility to avoid any financial or other interest that could compromise the impartial performance of their duties, and disclose any potential, or actual conflicts of interest to their supervisor or other senior staff member. If employees are uncertain whether a conflict exists, they should discuss the related matter with their supervisor and attempt to resolve any conflicts of interest that may exist.

To resolve any conflicts of interest that occur, or could occur, a range of options is available depending on the conflict's significance. These options include:

- a) Documenting the details of the disclosure while taking no further action because the potential for conflict is minimal or can be eliminated by disclosure, or effective supervision.
- b) Relinquishing personal interest.
- c) Being removed from the task/activity/situation where conflict could occur.
- d) Disputes over alleged conflicts of interest may be resolved through an appeal through the President's Office.

### Acceptance of gifts or benefits

- a) Employees should not accept a gift or benefit that is intended to, or is likely to, cause them to give preferential consideration in the course of their duties.
- b) Employees should report to their immediate supervisor if they believe they have received or been offered a favor or benefit.
- c) Employees dealing with, or having access to, sensitive investigations, or sensitive commercial information, should be particularly alert to inappropriate attempts to influence them.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not disproportionate in value.

## **II. SAFETY, HEALTH, AND SECURITY:**

### **Campus Crime Report**

Under the regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Donnelly College files an Annual Security Report with the United States Department of education which among many other things includes campus crime statistics. The full report is found on the Donnelly College website at [www.donnelly.edu/clery](http://www.donnelly.edu/clery).

### **Campus Security**

Security Personnel from the facilities department can be contacted by calling 913-514-2155. In emergency situations call 911.

### **Safety**

Each person is responsible for his/her belongings. Taking another's belongings will not be tolerated and will result in disciplinary action.

Children are welcome on campus only when accompanied by a parent or guardian. The presence of children in classes or labs is only permitted in unusual circumstances and requires the permission and supervision of the instructor. Children of employees are permitted on campus with approval of the appropriate department head.

### **Accident and Incident Reports**

In an emergency or accident, call 911. Then report the accident/incident to the Chief Operating Officer and Facilities staff at 913-514-2155. Incident reports should be filled out for all emergencies, accidents, or incidents. Incident reports are found on the Donnelly College Website and are given to the Vice President of Business Affairs. Incident reports are maintained by the Vice President of Business Affairs.

## **POLICY FOR THE PREVENTION OF DRUG AND ALCOHOL ABUSE**

In 1989 the United States Congress passed the Drug-Free Schools and Communities Act as amendments to the 1965 Higher Education Act. The legislation, which was signed into law in December of 1989, requires institutions that receive federal funds to implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Donnelly is committed to the maintenance of a drug-free environment and workplace for students and employees. To provide a drug-free campus for the benefit of students and employees, the College adopts the following policy statement with reference to employees and students at the college.

1. Donnelly College supports and endorses the 1989 Drug-Free Schools and Communities Act. The college is committed to a program to prevent the abuse of alcohol and the illegal use of drugs on the campus. The college prohibits the unlawful possession, use, manufacture or distribution of drugs, or alcohol by students and employees on its campus, or as part of any college program or activity.

2. Employees of the college who are found to be abusing alcohol or using, possessing, manufacturing, or distributing a controlled substance in violation of the law on college property or as a part of college events shall be subject to disciplinary sanction.
3. Illegal possession or use of drugs or alcohol may subject individuals to criminal prosecution under the provision of Kansas and Federal laws as applicable. Internal investigations regarding violation of any laws will immediately be turned over to the appropriate local/state/federal authorities and Donnelly College will actively cooperate with and help with full prosecution of such violations as permitted by law.

As a condition of employment, all employees must understand that the College prohibits unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

Employees also agree to notify the College within five days of any conviction of controlled substance offense. Employees convicted of controlled substance offenses may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program and/or be subject to appropriate personnel actions up to and including termination.

An employee who violates this policy is subject to sanctions including suspension, non-renewal of contract, and/or termination of employment.

### **SMOKING POLICY**

All Donnelly College buildings have been declared smoke-free. Smoking is prohibited in all college-owned buildings, vehicles and on all grounds of the College campus.

### **WORKPLACE ACCOMMODATIONS**

It is Donnelly College's policy to consider an employee's request for a workplace accommodation, and to make reasonable accommodations for specific employee needs where necessary, appropriate, and feasible. It is your responsibility to inform your supervisor and the human resources coordinator if you need any workplace accommodation. Your job description can be provided to your physician and a physician's signed recommendation may be requested to make the accommodation.

### **EMPLOYEE PROHIBITED SEXUAL HARASSMENT – TITLE IX**

As part of the new hire on-boarding process, you are required to promptly read, sign and date the **ACKNOWLEDGEMENT OF DONNELLY COLLEGE'S ANTI-HARASSMENT POLICY FORM**, at the end of this document. Please submit the signed document to Human Resources to be placed in your personnel file. During your employment with Donnelly College, you may be required, from time to time, to read, sign and date the same or a similar acknowledgment form, at the request of the Human Resources office.

To access the full Donnelly College Title IX Policy, refer to the current **SEXUAL MISCONDUCT - TITLE IX POLICY** which can be found on the Donnelly Website > Staff & Faculty webpage > Scroll down to the Policies heading > Click the Personnel Policies dropdown

### **WORKPLACE VIOLENCE POLICY**

Donnelly College maintains a policy of zero tolerance for violence. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment will be subject to appropriate disciplinary

action, up to and including termination. No verbal or written communication of violence or jokes about violence will be tolerated.

Violence includes but is not limited to, physically harming others, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening to or communication of engaging in any of those activities.

### **WORK-RELATED INJURY OR ILLNESS AND WORKER'S COMPENSATION**

Employees who sustain work-related injuries or illness must inform their supervisor and the Human Resources Coordinator of the injury or illness after any emergency treatment is administered. The employee will be asked to report the injury or illness to the Church Mutual Worker's Compensation Claim number as soon as possible, available through the Human Resource Coordinator. No matter how minor an on-the-job injury or work-related illness may appear, it is important that it be reported as soon as possible. It is the responsibility of the employee's manager to report or follow-up on a work-related injury or illness with the Human Resources Coordinator in a timely and efficient manner to be sure HR (Human Resources) has been informed.

### **RETURN OF COMPANY PROPERTY**

Employees are responsible for all Donnelly College property, materials and/or written information issued to them or in their possession or control. This includes any keys, computers, documents, credit cards, phones, equipment, tools, identification cards, uniforms, and/or any other business-related items which may be delivered to you during your employment. Employees must return all property to Donnelly College immediately upon request, or upon termination of their employment, whether voluntary or involuntary. In the event an employee or former employee fails to return any Donnelly College property upon request, or upon termination of their employment, the individual may be held financially and legally responsible, and may be subject to prosecution and criminal liability in accordance with applicable law. Donnelly College may take all legal action deemed appropriate to recover or protect its property or the financial value of the property.

### **CONFIDENTIAL INFORMATION – NON-DISCLOSURE**

During employment with Donnelly College, employees will become exposed to valuable and confidential information concerning matters relating to Donnelly College, its students, vendors, donors, and service providers. The protection of confidential business information and trade secrets is vital to the interests and success of Donnelly College. All information concerning the business affairs of the college, its students, suppliers, donors, funders, employees, or personnel with which it is associated is considered confidential information and is the sole and exclusive property of Donnelly College. Employees shall not use, disclose or reveal any such confidential information, at any time either during or following their employment with Donnelly College, except while performing their duties for the College, under the direction and approval of the administration, or as may be required by law. If you are unsure if the information constitutes confidential information, please refer your inquiries to your supervisor or the Human Resources Coordinator.

Such confidential information and trade secrets shall specifically include, among other things, without limitation, the following:

- Compensation data
- Financial information of Donnelly and/or its students
- Personally, identifiable student information (FERPA)
- Operating strategies
- Pending projects and proposals

- Funding sources
- Contracts
- Personnel information
- Employee Payroll Data
- Business & Marketing Plans & Strategies
- Budgets
- Computer Processes
- Student and Donor Lists
- Student and Donor Programs
- Student and Donor Preferences
- Student and Donor Leads
- Past Projects & Proposals
- Grant and funding information
- Proprietary Operations Procedures/Manuals
- Pricing Information & Costing Sheets
- The Identity of Donnelly College's Preferred Vendors

**Employees who improperly use or disclose confidential business information or trade secrets to anyone outside Donnelly College, or to anyone within the College who is not authorized to receive the information, may be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the use or disclosure of such information. Further, current, or former employees who misappropriate or improperly use or disclose Donnelly College's confidential information or trade secrets may be subject to legal action, in accordance with applicable law.**

### **III. PAY, BENEFITS & LEAVE:**

#### **CLASSIFICATION AND EMPLOYMENT STATUS**

The college workweek is defined as 40 hours for both Hourly Non-Exempt employees and Salary Exempt employees. The workweek begins at midnight on Saturday and ends at 11:59 on Friday. Each department determines the work schedules, hours, and flex time (during a work week) for employees as necessary for its operations.

#### **Full-time regular**

A full-time regular employee who works in a staff or administrative capacity will work a minimum of 30 hours of the normal workweek to be considered full-time. A normal workweek is 40 hours for both Hourly Non-exempt employees and Salary Exempt employees.

Faculty on 9-month contracts are considered to be full-time employees for classification purposes and eligible for most benefit programs, not including PTO. 12-month contract faculty and full-time staff personnel are eligible to participate in employee fringe benefits, PTO, and benefits programs. 10-month faculty are also benefit eligible and are eligible for PTO/Paid Time Off. 9-month faculty and adjunct faculty are eligible for emergency leave.

### **Part-time regular**

A part-time regular employee is one who normally works less than 30 hours per week. Part-time regular employees are not eligible to participate in most employee fringe benefits programs. Instructors on Adjunct Contracts and Clinical Instructors are part-time regular employees for classification purposes but are not PTO eligible.

Part-time, 12-month employees are eligible for pro-rated PTO and should be paid for college designated holidays for regularly scheduled hours if the holiday takes place on the employee's regularly scheduled workday.

### **NON-EXEMPT HOURLY EMPLOYEES**

Non-exempt, hourly employees receive overtime pay for hours worked over 40 hours in a week when they have received supervisor approval for working the additional hours. Non-exempt hourly employees are required to record all time worked in Paylocity. Working more than 40 hours in a week must always have the prior consent of the supervisor of the department.

### **Flex time**

Flex time refers to a working schedule with a flexible starting and ending time. For hourly non-exempt employees flex time must be used during the same week extra hours were worked during a day; for example, an employee worked a regular 8:30 – 4:30 day on Monday, but worked 8:30 – 7:30 on Tuesday, 3 extra hours, they then chose to work 8:30 – 4:30 Wednesday and Thursday and flex on Friday working 8:30 – 1:30 (less 3 hours). Per Federal FLSA (Fair Labor Standards Act) regulations, the flex time day must be used in the same workweek. Flex time should be approved by the employee's supervisor.

**Overtime** The Federal Labor Standards Act/FLSA requires that employers compensate Hourly Non-exempt employees at a rate of one and one-half times the regular rate for more than forty hours of work per week. Supervisor approval is mandatory for overtime work, more than 40 hours in a week.

PTO and Jury Duty do not apply toward the calculation of overtime.

### **EXEMPT SALARY EMPLOYEES**

Exempt, salary employees are paid a set salary per pay period and are not entitled to overtime due to federal FLSA (Fair Labor Standards Act) guidelines. Extra pay can be discussed with the supervisor in exceptional circumstances that should be documented by Human Resources.

### **EMPLOYEE PAYROLL**

Donnelly College has a bi-weekly pay frequency. There are months when there will be three pay periods. The Payroll Specialist will publish an annual official calendar of pay dates. The payroll schedule is also on the Donnelly College web site. Employees are responsible for making their own banking account changes for the deposit of their paychecks by logging into the Paylocity Payroll system.

Employees should contact the payroll office regarding any errors on their paychecks. Adjustments will appear on the next paycheck. If an employee loses a paycheck, they should notify the payroll office immediately. The check will be replaced (after bank authorization). A stop payment fee may be charged to the employee.

Non-exempt Hourly employees are responsible to punch/record their worked hours in Paylocity. Supervisors should approve all timecards in Paylocity by Monday, Noon of payroll week. Payroll is closed on Monday at 1:00 p.m. of payroll week.

## **FRINGE BENEFITS**

Donnelly College makes available to full-time employees, who work 30 hours or more weekly hours, a balanced program of benefits through the Archdiocese of Kansas City in KS which includes medical, dental, vision and life insurance programs as well as a 401k plan. These benefits are subject to change based upon the discretion and decision of the Archdiocese.

Employee	Benefit	Link:
		<a href="https://archdiocesekck.millercares.com/">https://archdiocesekck.millercares.com/</a>

### **Employee Insurance Benefits**

Donnelly College offers the following employee insurance benefits to full-time employees: health, dental, vision insurance, life insurance, short-term and long-term disability insurance, and a variety of accident and critical illness insurance options. Donnelly College shares in the premium payments of health, dental, life, and short-term and long-term disability plans. Premiums for vision and the various accident and critical illness plans are the responsibility of the employee and deducted from the employee paycheck twice a month from 24 or the annual 26 paychecks. At the start of employment, the employee will have 30 days to enroll for benefits through the Paylocity payroll system. Benefits become effective after a full calendar month of employment. Benefits are available for all full-time (min of 30 weekly hours) instructional and non-instructional employees. The Archdiocese reserves the right to amend or terminate any benefit plan at any time or require or alter the amount of employee premium contributions. Please see the Guide to Benefits for the current year, which explains all benefits offered to eligible employees on <https://archdiocesekck.millercares.com/>. Download the "Benefit Brochure."

### **Archdiocesan 401K Plan through Mutual of America**

All part-time and full-time employees are eligible to participate in the Archdiocesan 401K Plan. Full-time employees are also eligible for the employer's 2% matching contribution if they make a voluntary contribution of at least 4% from their paycheck. An additional 2% discretionary employer contribution will also be made to the employee's 401k account. Vesting is effective with the first paycheck. Employees can register and set up contributions into the plan by logging into the [www.mutualofamerica.com](http://www.mutualofamerica.com) website after they receive regular paychecks. Additional 401k plan information can be obtained from the benefits website <https://archdiocesekck.millercares.com/> navigate to the 401(k) Retirement Plan link.

### **Tuition Waiver/Remission**

The College grants waiver of tuition for attendance at Donnelly to all full-time employees after 1 year of employment and to the spouses and dependent children of the same, provided such students have necessary academic entrance requirements and maintain the academic standards of the College of grades C or above. These students will be required to apply for Financial Aid. This waiver does not apply to non-credit classes or audit of classes. An employee can take up to 12 credit hours per academic year. See the full policy on the Donnelly website > Faculty & Staff webpage.

### **Supplementary Retirement Plan - Grandfathered Plan**

In the past, the College established a supplementary 403B retirement plan through TIAA - the Teachers Insurance Annuity Association- College Retirement Equities Fund (TIAA-CREF). Details are available from the Human Resources Office.

### **FMLA - Family and Medical Leave Act**

It is the intent of Donnelly College to comply with all applicable provisions of the Family and Medical Leave Act, 29U.S.C. && 261 et. seq. FMLA unpaid leave is designed to protect the employee's position and benefits while the employee is on FMLA qualified leave. Under FMLA regulations, eligible employees with a minimum of twelve (12) months of service, or 1250 minimum worked hours in months worked within the Archdiocese of Kansas City, KS locations with less than a 7-year break, are entitled to take up to twelve (12) weeks of leave in a 12-month year beginning with the first week of leave. The leave is unpaid but can be taken in unison with paid short term disability leave. PTO must be taken during FMLA leave. Details can be obtained by contacting the Human Resources Office.

FMLA qualified leave reasons:

- The birth of a child within one year of the birth.
- The placement of an adopted or foster care child within one year of placement
- Disability leave due to physical health as determined by a medical doctor
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition
- Any qualifying exigency arising from the employee's spouse, son, daughter, or parent being a military member on covered active duty.
- An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period to care for a covered United States servicemember with a severe injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (military caregiver leave).

### **Leave for Victims of Domestic Violence, Abuse and Sexual Assault**

Employees who are victims of domestic abuse (including physical violence and/or sexual assault), may take leave from work to:

- Obtain protection for the employee or his/her child(ren), such as restraining orders or injunctions,
- Seek medical attention for injuries caused by the abuse,
- Seek help from domestic violence shelters or programs, or
- Make court appearances in connection with the abuse.

Such leave should be scheduled in advance with the President or his designee whenever possible. The employee must provide documentation to certify the nature of the leave. If the leave is scheduled in advance, the employee must submit the documentation within 48 hours after returning from the scheduled leave. If the leave is unscheduled, the employee must submit the documentation within 48 hours after the start of the unscheduled leave. Such documentation should be given to the President or his designee and may consist of one or more of the following:

- A police report indicating that the employee was a victim of domestic abuse,
- A court order protecting the employee from the perpetrator of the abuse, or other evidence that the employee has appeared in court in relation to domestic abuse, or
- Documentation from a health care provider, an advocate for victims of domestic violence or sexual assault, or a counselor that the employee was undergoing treatment for physical or mental injuries caused by an act of domestic abuse.

Employees requiring this type of leave may use any accrued PTO. The employee may then take unpaid time off. The total number of days available for leave under this policy is limited to eight days per calendar year.



For the purposes of this policy, domestic abuse means any of the following when caused by a domestic partner or household member:

- Intentional infliction of bodily harm,
- Causing fear of bodily harm by physical threat, or
- With respect to a child under the age of 16 (who is not the spouse of the offender), sexual intercourse, lewd fondling or touching of either the minor or the offender with the intention or arousing of satisfying sexual desires.

The President or his designee will take all necessary precautions to protect the confidentiality of the employee and any documentation provided to substantiate a request for time off under this policy.

### **PAID HOLIDAYS**

Donnelly College observes the following holidays:

1. Martin Luther King, Jr. Day
2. Good Friday
3. Spring Break
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Break
9. Christmas Break

All employees are eligible for Holiday pay. Regularly scheduled part-time employees are paid for holidays only if they fall on the employee's regularly scheduled workday. The part-time employee is paid for the number of hours that would normally be scheduled for work on that day.

### **PAID TIME OFF - PTO**

This policy applies to 12-month and 10-month employees only. 9-month and adjunct contract faculty are not PTO eligible but are eligible for emergency leave.

#### **PTO Accrual**

- Paid Time Off (PTO) combines vacation days, personal days, and sick days and can be viewed and tracked through Paylocity, Donnelly's payroll system.
- The accrual of PTO hours is per pay period and starts with the employee's first paycheck. There are 26 paychecks each year. PTO accrues to a maximum of 240 hours.
- After 240 hours have accrued, PTO accrual per pay period stops and resumes after the employee's total PTO hours drop below 240.
- Previous years for Staff Positions - Previous service within the Archdiocese of Kansas City, KS is transferable to Donnelly when calculating newly hired staff employee's seniority dates and PTO/Paid Time Off accruals.
- Previous years for Faculty Positions - The number of years of service accumulated within the Archdiocese of Kansas City, KS locations for new Donnelly full-time faculty and faculty directors is

eligible for FMLA leave per federal regulation. PTO/Paid Time Off accruals and any other faculty seniority considerations will be considered by the Dean of the college when the employee is hired.

- All exempt and non-exempt employees will accrue PTO according to years of service based on the schedule below:

<b>Years. of Service</b>	<b>PTO Per Year Accumulation</b>	<b>PTO Accrual Per Paycheck</b>
0-2 years	17 days per year	5.23 hours
3-5 years	21 days per year	6.46 hours
6-10 years	25 days per year	7.69 hours
11 years+	30 days per year	9.23 hours

#### Part-time Employee PTO

12-month, regularly scheduled, part-time employees earn PTO according to years of service. Hours are prorated based on a 40-hour week and the number of regular scheduled hours the employee is assigned to work per week.

For example -

- If a new part-time person was assigned to work 20 hours a week as their regular schedule, 50% of a 40-hour week, their prorated PTO would be 50% of 5.23 or 2.62 hours per paycheck.
- If a new part-time person was assigned to work 15 hours a week 37.5% of a 40-hour week, their prorated PTO would be 37.5% of 5.23 or 1.96 hours per paycheck.

Part-time employees must use PTO in hourly increments up to a maximum of the same number of hours per day that they would normally work on that day.

Employees transferring into Donnelly from other Archdiocese locations cannot transfer time off balances to Donnelly College.

#### PTO Usage

- PTO is required to be approved by the employee's supervisor with advanced notice from the employee. Two weeks advance notice is a recommended minimum.
- The supervisor can deny approving PTO requests due to work requirements in the department. An alternative PTO leave should be considered at this time.
- The employee should notify the supervisor within 24 hours of illness that requires time off. The employee should indicate they are taking a medical leave; medical details are not required.
- A supervisor is required to grant medical leave to an employee.
- Non-exempt, Hourly employees may take PTO in hourly increments.
- Exempt, Salary employees may take PTO in either half day/4-hour or full day/8-hour increments.
- Employees cannot go negative with their PTO available balance, except new employees during their 90-day introductory period, with supervisor approval. During a new hire's 90-day introductory period, PTO can be approved on a case-by-case basis by the supervisor.
- Employees are required to request Jury Duty and Bereavement leave in Paylocity and inform their supervisor. A copy of the letter from the county or the obituary or death notice should be sent to Human Resources. Jury duty and Bereavement leave will not be charged against PTO.
- Upon departure from Donnelly, employees will be paid 50% of their total remaining PTO hours through their last day of work if they have given at least 14 days (excluding holidays) advanced written resignation notice to their supervisor. The PTO payout will be 30% if the employee worked less than a

year and did not give 14 days (excluding holidays) written notice to their supervisor. Employees are not allowed to use more than 2 days of PTO leave after giving resignation notice to their supervisor.

#### Policy Transition Plan

- Donnelly's PTO/Paid Time Off policy began January 1, 2021.
- Employees' previous accrued sick days, vacation days, and personal days were rolled over into PTO on December 31, 2020. The PTO accrued maximum of 240 hours was waived for the 2021 transition year only.

#### **Bereavement or Emergency Leave**

All employees are eligible for emergency leave upon their supervisor's approval. Emergency leave can be used for employee absence necessitated by death or critical illness in the family requiring the employee's presence, and other legitimate instances to be determined by the supervisor.

Up to Three (3) days bereavement or emergency leave will be granted per year, available PTO/Paid Time Off leave can then be used if the leave needs to be extended and there is supervisor approval. An obituary, funeral service program, death certificate or physician's statement should be submitted to Human Resources.

#### **Paid Parental Leave Policy**

Full-time regular employees employed for at least 12 months are eligible for 6 weeks of paid parental leave. This includes fathers and mothers. This leave may be in unison with short term disability leave and can assure 100% of leave pay. A birth certificate, adoption or foster care paperwork should be submitted to Human Resources. (See the Donnelly Website > Staff and Faculty web page > Under "Policies Continued" > "Paid Parental Leave").

#### **Paid Grandparent Leave Policy**

Full-time regular employees employed for at least 12 months are eligible for 3 days of paid grandparent leave. This includes grandfathers and grandmothers. A birth certificate, adoption or foster care paperwork should be submitted to Human Resources. (See the Donnelly Website > Staff and Faculty web page > Under "Policies Continued" > "Paid Grandparent Leave").

#### **Medical Documentation of Illness or Injury**

Employees who have more than three consecutive days of excused absences because of illness or injury are required to give the Human Resources Coordinator proof of physician's care. If an illness or injury prevents an employee from performing his or her regularly scheduled duties, a physician's (or other qualified medical professional) statement must be provided verifying:

- Existence of a medical condition that impacts scheduled work,
- When the employee will be able to return to work, if applicable
- Whether the employee can perform his or her regularly scheduled duties, whether an accommodation is needed, and how many hours per day and week can be worked.

#### **Short Term Disability**

Benefit eligible employees should contact the Sun Life Short Term Disability Claims office for physical, mental health or maternity situations when their physician indicates the employee should not be at work. Short term disability provides partial pay while a benefit eligible employee cannot work.

## **Sun Life Short-Term Disability Customer Service – claim service: 877-932-7287**

Short term disability will coincide with FMLA (Family and Medical Leave Act) leave if the employee is eligible and a doctor's notice is provided. FMLA leave does not provide pay but protects the employee's position and benefits for up to 12 weeks. (See the FMLA section of this handbook for more information).

### **Jury Duty**

Donnelly encourages responsible citizenship among its employees. If notification is received by an employee to report for jury duty, the supervisor and the HR office should be notified immediately and be provided with a copy of the summons. The department supervisor will approve and keep a record of the jury duty leave. Exempt and Non-exempt employees will continue to receive full pay for regularly scheduled hours while on jury duty.

## **WORKING HOURS AND EMPLOYEE ATTENDANCE**

Non-Exempt hourly employees must clock in and out using the Paylocity payroll system at the beginning and end of each workday and for lunch. Noon Mass may be attended without timing/punching out. Regular working hours for most non-faculty, full-time staff employees are from 8:30 a.m. to 4:30 p.m. with up to one hour for lunch, Monday through Friday (40-hour work week).

Summer hours may differ as determined by the President but will not exceed 40 hours for full-time hourly non-exempt employees. The nature of work in some departments necessitates arranging special work schedules for some employees. Where necessary, special work hours will be assigned on an as needed basis by the department.

Employees may work summer flex hours during a week with supervisor approval and the stipulation that there is department coverage and at least one employee in the department during the Donnelly business hours of 8:30am to 4:30pm, Monday through Friday with overlap of employees during those hours.

When unexpected circumstances occur, which prevent an employee from being at work on time, the employee must notify his/her supervisor prior to the employee's starting time or within a reasonable time thereafter in the event of an emergency. If direct contact cannot be made with the supervisor, a message should be delivered to the supervisor either through voicemail or email in a reasonable and timely manner. Employees who fail to adhere to this tardiness policy above will be charged PTO time or, if there is no unused PTO, a deduction of pay. Employees with an unexcused absence from work are subject to disciplinary action. Donnelly College is an "at will" employer and because tardiness results in hours not worked or work shifted to another employee, repeated tardiness can subject an employee to termination.

In case of inclement weather or building or grounds issues, a broadcast announcement will be made by 6am via Donnelly email for daytime activities and 3pm for evening activities that announces when the campus is closed.

## **EXIT INTERVIEW AND FINAL PAYCHECK**

Each employee who terminates employment will have an exit interview with the Human Resources Office designate. Upon termination of employment, the employee will turn over all Donnelly College property and as best practice, computer system access will be ended and/or transferred. The final paycheck will be received on the next scheduled payroll after the employee termination date per State of Kansas Dept. Of Labor.

## **IV. EMPLOYMENT GUIDELINES:**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Equal employment is a fundamental principle at Donnelly College when receiving and considering job applications and inquiries. Employment decisions are based on qualifications, abilities, job history and references. The college does not discriminate in employment decisions or practices based on race, color, national origin, ethnicity, sex, age, ancestry, marital status, parental status, disability, veteran's status, genetic information, or any other classification protected by law.

Donnelly College employees represent multiple religions and faiths. As permitted by law, with respect to our Catholic faith, the college reserves its right to exercise discretion in employment decisions to employ persons who readily support the college mission, vision and values based on our Catholic identity as adopted by the Board of Trustees.

- Staff and faculty applicants are encouraged to review the article "Catholic Teaching on Special Issues of Concern." A link to the document is provided to all applicants.
- Faculty applicants are asked to also review Pope John Paul II's Ex corde Ecclesiae/From the Heart of the Church, which describes the mission of Catholic Universities, and to submit a philosophy of teaching statement which expresses a teaching philosophy that will fit with the Catholic Church's mission of higher education expressed in Ex corde Ecclesiae. A link to the document is provided to faculty applicants.

Equal employment applies to all facets of college employment including but not limited to all policies and procedures relating to recruitment, hiring, compensation, employee benefits, performance evaluations, performance improvement plans, termination, and all other employment activity.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Each supervisor of the company is responsible for ensuring affirmative implementation of these policies to avoid employment discrimination. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The College Vice Presidents are the named Affirmative Action Officers and have been assigned to monitor the implementation of personnel procedures to guide the affirmative action program throughout Donnelly College.

### **PERSONNEL RECORDS**

Employee's personnel records are solely the property of Donnelly College and may be accessed only by persons with a legitimate need in the performance of their duties as determined in Donnelly College's sole discretion, or by others as required by law, subpoena, or court order. Without limiting the foregoing, an employee does have the right to view that employee's own personnel records in the presence of a Human Resource Personnel.

To keep personnel, payroll and benefit records current each employee is responsible for updating their own Paylocity payroll data of the following changes by logging into Paylocity:

- Name

- Address
- Telephone number
- Emergency Contact
- Marital status - requires a marriage certificate to be uploaded
- Dependents - new dependents will require a birth, adoption, or foster care certificate to be uploaded
- Change in Benefit eligibility; Spouse employment change, Medicare eligibility, etc. - requires documents to be uploaded – 30 days to enroll for benefits or end benefits from date of change.

The employee is responsible for notifying the Human Resources office in writing via email of any of the following changes:

- Citizenship or work authorization - new identification will need to be loaded into EVerify and the I-9 reverified
- Registration, certification, licensure
- Other information having a bearing on employment

The employee will be responsible for providing the Human Resources Office with proof documentation for approved leave for jury duty, bereavement, and emergency leave. Personnel records are maintained to document employment-related decisions and to comply with government recordkeeping and employment requirements.

### **EMPLOYMENT OF CLOSELY RELATED INDIVIDUALS - NEPOTISM**

Present and prospective employees shall be evaluated based on individual merit without respect to race, sex, religion, national origin, disability, or any factors not involving professional qualifications and performance. In accordance with this principle, the following restrictions are adopted to avoid the possibility of favoritism based on family relationships for all College employees.

1. The College shall not employ two (2) or more persons concurrently who are “closely related” in positions which would result in one person of such relationship supervising another closely related person or having a substantial influence over employment, salary or wages, or other management or personnel actions pertaining to the close relative.
2. “Closely related” is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, stepparent, stepchild, step-brother, step-sister, guardian or ward, or persons engaged in an amorous, physical, or romantic relationship and any person who lives in the same household.
3. With respect to the concurrent service of closely related persons within the same academic department or other comparable institutional subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.
4. For any official action regarding the employment status of a family member that would result in the financial gain to the Board member or the employee, the Board member or employee will disclose

the conflict to the full Board and will not take part in the official action, unless otherwise allowed by law.

### **PARTISAN POLITICAL ACTIVITY PROHIBITION**

As a 501 C3 organization, Donnelly College prohibits employees who engage in partisan political activity from representing themselves as spokespersons for the College. Such actions are also prohibited during work time or using Donnelly College resources. Employees involved in partisan political activity must see that this is clearly recognized as the exercise of their individual rights and has no association with the College.

### **SUSPECTED MISCONDUCT, DISHONESTY, FRAUD AND WHISTLE-BLOWER PROTECTION**

If any person knows of or has suspicion of misconduct, dishonesty or fraud, the President or any other supervisor other than the parties involved should be contacted.

At all times, to the extent appropriate, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the good faith reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

For the purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with college policy
- Theft or other misappropriation of college assets
- Misstatements or other irregularities in college records
- Incorrect financial reporting
- Misuse of college resources including finances
- Illegal activities
- Forgery or alteration of documents
- Any other form of fraud

### **INTRODUCTORY PERIOD OF EMPLOYMENT**

The first ninety (90) days of employment is an introductory period. During the introductory period, the supervisor will guide the employee in the position's responsibilities and should provide a 90-day job evaluation at the end of the 90-day period.

### **EMPLOYEE RESIGNATION**

Exempt and non-exempt employees intending to resign should submit written notice of intent, at least 14 regular workdays, (not including holidays or breaks,) before leaving to their immediate supervisor. Failure to give this advance notice cancels all rights to the 50% payout (30% payout if less than 1 year of service) of the employees PTO/Paid Time Off balance.

Faculty are contracted for the year and are expected to fulfil their contract. However, if an instructor must resign before the expiration of the contract because of ill health or family circumstances, a written notice of intent must be submitted to the President at least 14 days in advance of leaving when possible.

Employees are considered to have resigned when they leave of their own accord, fail to return from an authorized leave of absence, or fail to report to work and fail to provide their supervisor with a valid excuse.

### **TERMINATION OF NON-FACULTY/STAFF EMPLOYEES**

Kansas is an at will employer state. An employee may be legally discharged at any time.

### **PERFORMANCE EVALUATIONS**

Faculty Performance Evaluations will be conducted at least once a year by the immediate supervisor and will include classroom observation. The evaluation includes 3 sections, pre, classroom and post. Faculty supervisors will receive the current year evaluation templates annually from the College Dean.

Staff Performance Evaluations will be conducted at least once a year between the immediate supervisor and the employee with input from both parties. The evaluation should be an opportunity for both to evaluate goals, obstacles, development needs, communication effectiveness, productivity, and collaboration opportunities. The employee's signature on the evaluation indicates the evaluation was conducted.

### **CHANGES TO POLICIES AND PROCEDURES**

Proposed changes to the Employee Policy Manual may be submitted to any member of the Administrative Council. If Admin Council approves the change, the Human Resources Coordinator or the Chief Operating Officer will review the policy with legal counsel and then forward the proposed change to the President for approval. If the change is due to a legal or federal mandate the HR (Human Resources) Coordinator or the Chief Operating Officer will submit the policy directly to the President for approval.

If the approved change or mandate requires a vote by the Board, the President will present the change at a Board meeting. The President may request the attendance of the Human Resources Coordinator or Chief Operating Officer to provide details and answer questions. Those changes that do not require a vote by the Board will be included in the Employee Manual as soon as they are approved by the President.

After changes are approved, employees will be notified of the changes by email and a copy of the updated Employee Manual will be posted to the HR webpage on the Donnelly website



**ACKNOWLEDGMENT OF THE DONNELLY COLLEGE  
EMPLOYEE MANUAL CONTENTS - REVIEW & UNDERSTANDING**

I, the undersigned employee of Donnelly College, acknowledge that I have read and understand the contents of the Donnelly Employee Manual, and that I have had the opportunity of contacting a member of the administration to ask questions. I understand that it is my responsibility to comply with the policies and procedures contained in the Employee Manual adopted by Donnelly College, and that the contents may be amended or revised from time to time by Donnelly College.

I acknowledge that the policies and procedures in the Manual do not establish a contractual relationship between Donnelly College and me regarding the terms and conditions of my employment, nor do they guarantee my continued employment under any circumstance. (The employee manual and attachments are separate from a written faculty employment contract signed on behalf of both Donnelly College and the employee.) I understand that no statements (whether verbal or written) or other representations or promises, regardless of by whom and when made, shall be effective to modify the "at will" nature of my employment with Donnelly College.

I recognize that any of the policies, procedures or benefits described in the Manual or otherwise adopted by Donnelly College may be added to, changed, revised, eliminated, or deviated from at any time by Donnelly College, without prior notice, at the sole discretion of Donnelly College. Best efforts will be made to communicate changes to the Donnelly community.

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Employee's Signature

Date

## **ACKNOWLEDGEMENT OF THE DONNELLY COLLEGE ANTI-HARASSMENT POLICY**

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits sexual discrimination in education programs and activities. This amendment protects employees of educational institutions, that receive federal funds, when sexual harassment or sexual violence occurs. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination based on sex can include sexual harassment and sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Donnelly College has established a Policy pursuant to Title IX regarding sexual misconduct on campus. Employees are required to be familiar with the policy and must take Title IX training upon hire. In addition, the College has responsibility under the requirements of Title IX compliance to require employee attendance/participation in among other things online training, seminars, and webinars as designed by the Title IX Coordinator or designate.

Without limiting any other rules regarding improper conduct, Donnelly College will not tolerate any acts of sexual misconduct committed by or against any member of our community which includes students, staff, faculty, approved volunteers, visitors, and vendors.

Donnelly College is committed to providing a work environment that is free of unlawful harassment, including, but not limited to, sexual harassment. Accordingly, Donnelly College prohibits and will not tolerate any unlawful harassment based on factors such as gender, sexual orientation, race, religion, creed, color, national origin, ancestry, age, pregnancy, marital status, veteran status, disability, or any other status, condition or characteristic protected by applicable law, to the extent the status, condition or characteristic is protected by applicable law. This prohibition covers harassment by anyone in the workplace itself or in any work-related settings, including supervisors, managers, co-workers, and non- employees.

The term "harassment" includes, but is not limited to, actions, slurs, jokes, and other offensive verbal, graphic, visual, or physical conduct (both overt and subtle) relating to a legally protected status, condition or characteristic that creates an intimidating, hostile or offensive working environment or that unreasonably interferes with job performance. The term "sexual harassment" includes unwelcome or unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for any employment decision affecting the individual ; or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

While it is impossible to anticipate every type of behavior which may constitute harassment in a particular situation, the following types of behavior come within this prohibition:

- unwelcome touching, impeding, or blocking movements.
- offering employment benefits in exchange for sexual favors.
- making or threatening reprisals after a negative response to sexual advances.
- offensive facial expressions, leering, sexual gestures, or movements.
- displaying sexually suggestive objects, pictures, cartoons, calendars, or posters.
- graphic advances or propositions.

- graphic comments about another employee's body or clothes.
- use of derogatory names, slurs, epithets, or comments, especially of a sexual nature.
- unwelcome discussion of sexual experience, activity, or jokes.
- sexually degrading words used to describe another employee; and
- suggestive or obscene letters, notes or invitations including emails and texts.

Such behavior, and any other harassing or discriminatory activity, is unacceptable in the workplace itself or in any work-related settings.

Remember that it is not always possible to tell whether jokes or suggestive comments are "welcome" to another employee. The best policy is to refrain from all such jokes, comments, or activity in the workplace. It is also important to understand that a third party can be offended by jokes or comments that are overhead.

**VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISCHARGE.**

Employees who believe they have been subjected to or witnessed any unlawful harassment should immediately report the matter to their immediate supervisor, the Human Resources Coordinator, or the President. Employees are not required to complain first to any supervisor who they believe has engaged in or condoned the harassment.

Any supervisor who receives a complaint or report of any alleged unlawful harassment must immediately refer the matter to the Vice President of Business Affairs, or the President. Further, any supervisor who knows or has reason to know that any employee is being subjected to unlawful harassment is instructed and required to immediately take appropriate corrective action to stop any ongoing harassment, regard less of whether the supervisor has received a complaint or report regarding the harassment and must immediately thereafter report the matter to the Vice President of Business Affairs, or the President. Any supervisors or managers who fail to abide by this policy will be subject to disciplinary action, up to and including immediate discharge or removal from office.

Donnelly College will protect the confidentiality of harassment complaints to the extent possible, except as necessary to conduct a thorough investigation or to take appropriate action. Please do not assume that Donnelly College administration is aware of any incidents of sexual or other unlawful harassment. It is your responsibility to bring any such incidents to our attention so that we can promptly investigate and attempt to resolve the matter.

Donnelly College will promptly commence a thorough, impartial, and objective investigation of all incidents of alleged sexual or other unlawful harassment that are reported to the administration.

The Donnelly College Title IX Coordinator will work with an attorney if an investigation and hearing are needed. Upon completion of the investigation and hearing it will be determined if unlawful harassment has occurred, and to the extent appropriate will provide an explanation of the results of the investigation to the individual(s) who made the complaint or report and to the accused harasser(s). If it is determined that unlawful harassment has occurred, Donnelly College will promptly take appropriate remedial action commensurate with the circumstances. Appropriate disciplinary action will be taken against any employee who Donnelly College determines has violated this policy, up to and including immediate discharge. Appropriate remedial measures will also be taken to correct the effects of the harassment and to deter any future harassment. To the extent

appropriate, whatever remedial action is taken by Donnelly College will be communicated to the individuals involved in the matter.

Donnelly College prohibits and will not tolerate, any retaliation or retribution, directly or indirectly, against any employee who in good faith: (1) makes a complaint of harassment; (2) reports the harassment of another employee; (3) opposes any prohibited discrimination or harassment; or (4) participates in, provides information in connection with, or otherwise assists in the investigation of any incidents of alleged sexual or other. unlawful harassment conducted by Donnelly College or by any governmental agency. Any employee who engages in or encourages any such retribution or retaliation, directly or indirectly, will be subject to disciplinary action, up to and including immediate discharge. Further, any employee who knowingly and intentionally provides false or misleading information regarding any complaints or reports of alleged sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate discharge.

I, THE UNDERSIGNED EMPLOYEE OF DONNELLY COLLEGE, HAVE RECEIVED, READ, AND UNDERSTAND THE FOREGOING ANTI-HARASSMENT POLICY. I CAN RETAIN A COPY OF THIS POLICY FOR MY PERSONAL RECORDS.

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee name – printed)

A signed copy of this form will be placed in the employee’s personnel file.



# DONNELLY COLLEGE

## Employee Technology Use Policy

### **Purpose:**

The purpose of this policy is to ensure the proper use of Donnelly's technology. Our stated goal is to maximize student service of which the effective / efficient use of our technology plays an integral role.

This policy intends to encourage every Donnelly employee to use our technology to its fullest in a manner that is consistent with our Donnelly's mission. This policy intends to discourage and eliminate inappropriate use of our technology.

### **Definitions:**

**Technology:** This refers to our computers, voice mail, electronic mail, Internet access, Internet e-mail, phone systems, network systems, voice and data communications, printers, copy and fax machines, video cassette recorders, cameras, pagers, radios, and electronic equipment in general.

**Management:** Management is defined as Donnelly senior administrators.

**Background:** There is a tremendous amount of money and time invested in the computing and communication systems of Donnelly. Our computers, networks, e-mail, voice mail, Internet access, phone systems, etcetera, combine as a backbone of our daily operations. Without these modern tools we would become much less able to provide citizen service.

### **Policy:**

#### **General Policy:**

All users of the Donnelly's technology must respect and adhere to Donnelly, state, federal, and international laws. Any attempt to violate these laws will be met with prompt appropriate legal and/or disciplinary action.

- Efficient, ethical, authorized, and legal utilization of Donnelly's technology, which is in concert with our stated goal of maximizing citizen service is desired.
- The following policies apply to ALL of Donnelly's technology. Policies on specific technologies may be more restrictive as senior administrators have the right to implement more restrictive technology policies.
- The Director of Computer Services or his / her designated representative may override these policies when necessary.

- Donnelly hereby notifies all employees and management personnel that no member of personnel should have any expectation that their use of Donnelly’s technology is in any way private. The technology belongs to and is managed by Donnelly and Donnelly may access the technology when required and when the law permits. Generally, Donnelly will only access information contained or stored in the technology for work-related non-investigatory purposes or for work-related investigatory purposes relating to claims of misconduct.
- Threats, harassment, slander, defamation, obscene or suggestive messages and images, political endorsements, commercial activities, material that is discriminatory regarding race, sex, religion, ethnicity, disability, and age are prohibited.

**Privacy Advisory: IMPORTANT**

- Do not expect privacy when you use a communications system that is operated or owned by Donnelly.
- Management reserves the right in certain circumstances to monitor your electronic conversations, to read your messages and to inspect mail or documents sent to or by you, including deciphering encrypted text.
- Management reserves the right in certain circumstances to access, without notice: data or text caches, pager memory banks, e-mail and voice mail boxes or accounts, and other employer provided electronic storage systems.

**Section 1: General Computing & Network Policy**

1.1 Users of Donnelly’s network services should promote efficient use of the networks to minimize, and avoid, if possible, congestion of the networks and interference with the work of other users of the network.

1.2 No encryption of communications is allowed unless necessary for the safety of students or employees.

1.3 No “bios” passwords allowed unless approved by the Director of Computer Services or his / her representative.

1.4 Users of the Donnelly’s network services shall not disrupt or damage any components of the Donnelly’s Computer systems.

1.5 Deletion, examination, copying, or modification of files and / or data belonging to other users without their prior consent is prohibited.

1.6 Any unauthorized access or attempts to gain unauthorized access to data, system resources, passwords, etc. is prohibited.

1.7 Decryption of system or user passwords is prohibited.

1.8 The copying or deleting of network system, operating system, and application software, is prohibited.

1.9 Intentional attempts to “crash” the network or computer systems or programs are prohibited.

1.10 Any attempt to secure a higher than assigned level of privilege as assigned by Computer Services on the network or on specific technologies is prohibited.

1.11 Software license and copyright infringement are prohibited.

1.12 Loading of any software on Donnelly’s computers or network systems is prohibited unless approved by Computer Services.

1.13 The playing of any computer games, except for instructional purposes, is prohibited.

1.14 The willful introduction of computer “viruses” or other disruptive programs into the Donnelly’s systems is prohibited.

1.15 Any data on Donnelly equipment is considered Donnelly property. Electronic mail, documents, spreadsheets, etc. are all accessible if deemed necessary.

1.16 Sharing your passwords with others is prohibited.

1.17 The use of strong passwords is required for access to Donnelly’s computers and applications. A strong password should be more than 8 characters, with capital letters, numbers and at least one special character should be included.

1.18 All users must lock their computer terminals when they are away from their work area.

1.19 All users must log off their computer terminals at the end of the day.

## **Section 2: Donnelly-wide & Internet Electronic Mail**

Electronic mail, in general, lends itself to a more relaxed and less guarded way of communicating which could lead to misunderstandings and unwarranted liability. Electronic mail is Donnelly equipment and hence all material is Donnelly property. There exist extensive backups of all communications and it is imperative to remember that “erased” mail / messages may linger forever.

2.1 Do not put anything on e-mail that you would not broadcast to the public.

2.2 Be polite.

2.3 Use appropriate language.

2.4 Delete all messages from the e-mail system when they are no longer needed as a finite amount of network storage is available.

2.5 Be aware that Internet e-mail transmissions can be easily intercepted by others.

2.6 Forgery or attempted forgery is prohibited.

2.7 Junk mail or “chain” letters is prohibited.

2.8 Never e-mail from someone else’s e-mail account / box.

2.9 Computer viruses can be spread easily via the Internet and especially via Internet e-mail. Do not stop our virus scan programs and follow all instructions for cautious use.

2.10 Jokes and pornographic e-mails are prohibited.

2.11 E-mail attachments should not be opened unless you are expecting them from a known source. E-mail attachments may host viruses that can have major negative impact.

2.12 If you receive an expected attachment and the attachment has a file extension of exe, bat, vbs, or other type of program files please contact Computer Services before opening.

### **Section 3: Internet Access**

3.1 Internet access is granted to employees as a tool to do Donnelly business. Reasonable personal access is allowed during lunch or after-hours subject to department or supervisor's restrictions. Inappropriate or unreasonable usage is prohibited. There should be no expectation that any use of Donnelly's technology is private. Donnelly can monitor all usage of the Internet and e-mail.

3.2 Be aware that file downloading and uploading from and to the Internet creates significant network traffic which can consume scarce Donnelly bandwidth (resources) to the Internet.

3.3 Accessing gambling, adult entertainment, pornography, suggestive or any other inappropriate material, at any time from any Donnelly facility is prohibited regardless of whether you are using Donnelly or personal equipment or not.

### **Section 4: Violations**

Violations of this policy will result in disciplinary action up to and including termination.

By signing & dating below, I acknowledge that I understand the policies as contained herein.

Signature \_\_\_\_\_

\_\_\_\_\_ Date





# Donnelly College

## GENERAL PHOTO RELEASE FORM

I, \_\_\_\_\_, hereby consent and agree

that pictures taken of me may be used by Donnelly College for the purpose of promoting the college, its curriculum and programs, and said pictures may be included within or utilized as illustrations, advertisements, or publications either in printed form, on television, or on the World Wide Web.

I release all claims against the College with respect to copyright ownership and publication including any claim for compensation related to use of the materials. \_\_\_\_\_

YOUR NAME (PLEASE PRINT) \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

General Guidelines: Signed releases are used when adults are poised for photographs or staged to appear on videos. Signed release forms are not needed when subjects are in public places such as fairgrounds, parks, or public streets. When images are published, Donnelly College will take cautionary steps to provide minimum identifying information.