



PRESBYTERIAN COLLEGE

Non-Faculty Employee Handbook

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Replaces Prior Versions

THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED. YOUR EMPLOYMENT IS "AT-WILL," WHICH MEANS THAT EITHER YOU OR THE COLLEGE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, AND FOR ANY REASON OR FOR NO REASON. THE COLLEGE RESERVES THE RIGHT TO AMEND, RESCIND, CHANGE OR ADD TO THE POLICIES IN THIS HANDBOOK AT ANY TIME, AT THE COLLEGE'S SOLE DISCRETION, WITHOUT ADVANCE NOTICE TO ITS EMPLOYEES, AND WITHOUT SEEKING OR OBTAINING CONSENT FROM ANY EMPLOYEE.

THIS HANDBOOK DESCRIBES SOME OF THE NORMAL PERSONNEL PRACTICES OF PRESBYTERIAN COLLEGE. SEE THE SECTION ON PAGE 2, ENTITLED "PURPOSE OF THIS HANDBOOK," FOR FURTHER INFORMATION ABOUT THIS HANDBOOK.

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PRESBYTERIAN COLLEGE

Non-Faculty Handbook

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Presbyterian College's Mission and Goals

Presbyterian College is a fully accredited, private, residential, baccalaureate institution related to the Presbyterian Church (U.S.A.). The College provides a liberal arts education within a community of faith, learning, and intellectual freedom.

In 1880, William Plumer Jacobs, pastor of Clinton's First Presbyterian Church, who had earlier established Thornwell Orphanage, founded Presbyterian College primarily to provide education at a higher level for the orphans. For many years predominantly an institution for the education of men, Presbyterian College became fully coeducational in 1965. The College now selects academically qualified students, a majority of whom rank in the top quarter of their high school class, without regard to race, religion, sex, handicap, nationality, or ethnic origin. While the student body typically represents more than twenty states and several countries, most of the students traditionally come from the Southeastern United States. Presbyterian College sustains a Christian heritage of integrity and service not only by striving for academic excellence but also by a comprehensive honor code, wide-ranging opportunities for volunteer service, and close attention to the needs of each student. The College grants both B.A. and B.S. degrees.

The compelling purpose of Presbyterian College, as a church-related college, is to develop within the framework of the Christian faith the mental, physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment and responsible contribution to our democratic society and the world community. The following goals guide the College in its attempt to fulfill its mission:

- To help students gain a basic knowledge of humanities, natural sciences, and social sciences; a special competence in one or more particular areas of study; and an ability to see these studies as part of the larger search for truth.
 - To develop in students the ability to think clearly and independently, to make critical judgments, and to communicate effectively in both speech and writing.
 - To foster in students an aesthetic appreciation of the arts and literature.
 - To acquaint students with the teachings and values of the Christian faith.
 - To help students develop moral and ethical commitments, including service to others.
 - To help students attain a sense of dignity, self-worth, and appreciation of other persons with diverse backgrounds.
 - To encourage in students an appreciation for teamwork and for physical fitness and athletic skills that will contribute to life-long health.
 - To foster in students an appreciation of, and concern for, the environment and natural resources.
-

It is important that each employee understands these goals and work with all of us toward achieving them. The College's success is certainly attributable to the support of friends, alumni, parents, and donors. But our success is especially dependent on the quality and dedication of our employees.

Purpose of this Handbook

This handbook describes some of the normal personnel practices of Presbyterian College. Another document, the Faculty Handbook, describes personnel practices applicable to employees who are members of the faculty of the College, as defined in Article III, Section 1 of the Bylaws of the College.

Not a Contract of Employment

Neither the issuance of this handbook, nor any of the policies or language contained in it, creates a contract of employment, expressed or implied, between Presbyterian College and any of its employees. No promise of continued employment is made or implied by this handbook. In the event that any mandatory language appears in this handbook, the terms of this disclaimer shall govern over any such apparently mandatory language, so that no contract is created.

Because it is our policy and a requirement of Federal law, we recite in this handbook our opposition to any discrimination or harassment and our commitment to uphold other laws and regulations. This recitation of law, however, does not create a separate contractual obligation.

This handbook does not impose any contractual rights or obligations. It is merely a guide to some of the College's current policies and procedures affecting non-faculty employees as of the date of its issuance. It is not all-inclusive. The College may interpret, update, amend, or rescind all or part of this handbook at any time, at its sole discretion, without prior notice, and without obtaining any employee consent or agreement.

Meaning of "At-Will" Employment

All employees of Presbyterian College are "at-will" employees, meaning that either the College or the employee may terminate the employment relationship at any time and for any reason or for no reason. Your status as an "at-will" employee may be changed only by a written agreement which expressly alters the "at-will" nature of your employment, and which is signed by you and either the President or the Chair of the Board of Trustees of the College.

Application and Employment Practices

Equal Employment Opportunity

It is the policy of Presbyterian College to provide and maintain equal employment opportunities for all qualified non-faculty employees and applicants for non-faculty employment regardless of race, color, pregnancy, religion, national origin, sex, age, disability (provided that such disability does not affect one's ability to perform the essential functions of the job, either with or without reasonable accommodation), or any other status protected by state, federal or local law, unless a bona fide occupational qualification applies. Certain non-faculty positions (for example, the Chaplain) at the College may, as a result of the College's relationship with the Presbyterian Church, USA, have a religious affiliation requirement.

If you believe you have been discriminated against in any aspect of your employment with the College, please follow the complaint procedures set forth in the Discrimination and Harassment policies in this handbook.

Employment of Spouses, Children, Parents of Current Employees

To avoid the appearance of impropriety, favoritism, or conflict of interest, close relatives (including, but not limited to, parents, children, grandparents, grandchildren, siblings, spouses) of employees normally should not work for the College in any role or job duty in which their relative has direct or indirect supervisory or assessment responsibility, nor in jobs between which separation of duties or other internal controls are, in the College's sole judgment, desirable.

The College has the right to assign or transfer employees to meet its goals and needs, including, without limitation, the need to avoid actual or perceived conflicts of interest and to maintain good internal audit control. Consistent with that right, and in no way limiting it, in certain instances when the College in its sole judgment deems it to be in its best interest, close relatives of employees may not be allowed to work in the same department. The College makes a reasonable effort to transfer current employees in such a case but is not obligated to do so. Each case is considered individually.

Regardless of their assignment, employees should not attempt to influence or participate in hiring decisions, assignment, direction, coordination or evaluation of close relatives.

The President of the College, or his or her designee, makes any decisions needed if questions arise related to this issue.

Hiring

Personnel regulations and tax law are specialized subjects. The process of hiring is a joint effort between the department involved, the officer responsible for the department, and the Human Resources office of the College.

Before beginning a search, advertising, or interviewing for any vacant or new position, contact the Director of Human Resources. There are important guidelines and checkpoints for approval in the process of hiring any employee. In particular, oral or written offers of employment must be cleared in advance by the Director of Human Resources or the Vice President for Finance and Administration.

Temporary or Student Help

Anyone seeking to employ temporary help in the summer or during the school year should first contact the Director of Financial Aid to see whether or not any of our own students who have needs that could be met by work are available and can fill the job.

Managers seeking to hire part time employees to handle seasonal or project-related jobs should discuss the need with the College Officer responsible for their area; then, if the request is approved, they should contact the Office of Human Resources.

Application for Employment

This handbook does not describe the application process. Please contact the Human Resources Director if you have questions about the application and hiring process. Also, please refer others not currently employed by the College to the Human Resources Department if they have questions or want to apply for a job at the College.

Payroll Practices

Date and Place of Pay

Administrators and administrative support staff are currently paid on the last working day of each month.

Physical Plant employees, as well as all other hourly employees and most part-time employees, are currently paid on a bi-weekly schedule. Employees receive each paycheck approximately two weeks after the employee's time card for the period in question has been submitted.

Paychecks (or direct deposit notices) are placed in employees' College mailboxes or delivered to their department.

Report lost or incorrect checks to the Human Resources office immediately.

Advances

The College does not normally make advances on salary or wage payments. Employees may not pick up checks in advance of the scheduled check distribution date.

Direct Deposits

Direct deposit of paychecks is currently available to all employees. Contact the Payroll Office for detailed information concerning this free service.

Deductions from Paychecks

There are certain items that must be deducted from gross wages: Federal Insurance Contribution Act (FICA or Social Security) taxes, federal withholding tax, state withholding tax, and other deductions required by law, if any. In addition, you may elect to have one or more deductions from your gross wages: your portion of the health insurance costs, retirement plan contributions, etc.

Employee must deliver or mail an IRS form W4 to the Payroll Office to change the number of exemptions claimed for federal and state tax. The Payroll Office has a supply of these forms, as well as forms for you to start, stop, or change a voluntary deduction. There are some timing rules affecting some deductions (for instance, annual elections required for some benefit plans). The Payroll Office can help you understand the options available to you.

Duties and Normal Work Week

Employees' best source of information about their specific job duties is their supervisor. The College may have created a job description for a particular position. However, a job description is not a contract of employment: the College also reserves the right to amend such a description and adjust or reassign job responsibilities, as it deems best to meet objectives. Supervisors should be asked any questions that arise regarding job duties.

In addition to satisfactorily and effectively conducting their regular duties, employees may be asked to agree to serve on College committees as assigned or elected and to assume other duties normally assigned to Presbyterian College non-faculty employees.

The normal daily office schedule is 8:30 a.m. to 5:00 p.m. Monday through Friday with a one hour lunch period. The normal office workweek is 37 and 1/2 hours.

Non-faculty employees whose primary work is in offices are required to submit to the Payroll Office each month a record of attendance, noting any deviations from the normal work week, including leave taken.

The work schedule for maintenance, housekeeping, public safety, and certain other employees is established in accordance with the requirements of the job. The normal workweek for employees in these job categories is 40 hours.

Employees in these jobs are required to submit timesheets, noting actual hours worked. For some types of jobs, the College may provide regular work breaks, to be scheduled by supervisors.

Overtime

Overtime pay is one and one-half times the regular rate of pay and is computed on the number of hours exceeding 40 hours actually worked in a normal work-week, not including vacation, sick, holiday or other paid or unpaid leave.

Overtime should be approved in advance by your supervisor.

Exempt employees are not eligible for overtime pay.

Evaluations

The College attempts to give each employee, insofar as practical, a performance review on a semi-annual basis. During the first months of employment, performance reviews may be given on a more frequent basis. The performance reviews normally are given in December or January and in May or June of each year. However, the frequency and timing of the reviews may vary at the discretion of the College for many reasons, including but not limited to length of service, job position, past performance, changes in job duties, or recurring performance problems.

Most employees are asked to develop (with their supervisor's input and approval) annual objectives for their work. Where appropriate, the strategic goals of the College and the annual College operating objectives inform the drafting of individual objectives. The performance appraisal normally covers progress toward these individual objectives.

The performance appraisal also normally includes (but is not limited to) such factors as the quality and quantity of your work, attendance record, and employee attitude. Special projects or assignments may also be included in the performance appraisal process. A positive evaluation of an employee or the College's failure to evaluate may not preclude disciplinary action, as determined in the sole discretion of the College.

If a review is given, the employee is asked to sign the appraisal simply to acknowledge that it has been presented and discussed. The employee is given the opportunity to submit a written

statement that is kept on file with the evaluation.

If at any time there are questions about the job or performance, employees should not hesitate to speak with their supervisor.

Transfers and Promotions

Vacancies in non-faculty staff positions are typically announced to the campus community, as a matter of information only, before being announced to the general public.

Transfers and promotions are based on an individual candidate's qualifications without regard to race, color, pregnancy, religion, sex, national origin, age, disability (provided that such disability does not affect one's ability to perform the essential functions of the job, either with or without reasonable accommodation) or any other status protected by state, federal or local law, unless a bona fide occupational qualification applies. Certain non-faculty positions (for example, the Chaplain) at the College may, as a result of the College's relationship with the Presbyterian Church, USA, have a religious affiliation requirement.

All inter-college personnel changes must be discussed by the current and proposed new supervisors with the Director of Human Resources before the change is offered, and must be approved by the Vice President for Finance and Administration or by the President.

In the event of a transfer or promotion, an employee normally retains all accrued vacation/sick leave.

Employees transferred may be expected to help train new personnel on their previous job.

Conflicts of Interest

All Presbyterian College employees have an obligation to see that the College's operations are always conducted in conformity with the highest business standards. The College is entitled to the individual loyalty of each and every one of its employees. Consequently, each employee is strongly discouraged from allowing himself or herself to be placed in a situation (directly or indirectly) in which he or she might be influenced to favor himself or herself at the expense of the College. College employees should make prompt and full disclosure to the College President, the Vice President for Finance and Administration, or the Director of Human Resources of any situation which conflicts with operations or interests of Presbyterian College. All disclosed information is treated on a confidential basis, to the extent possible and permitted by law.

Some employees who have supervisory or financial responsibility are asked to sign an

annual conflict of interest disclosure statement. If this applies to you, the Vice President for Finance, the Human Resources Director, or the President will contact you with a copy of the disclosure form.

Outside employment which competes with the College or which interferes with the employee's ability to perform his or her job at the College is not permitted.

Discrimination

The College does not tolerate discrimination. If you believe that you are experiencing discrimination, you should discuss the matter with your supervisor, your supervisor's boss, or with the Director of Human Resources. If you believe discrimination is continuing after your discussions, you may report the matter to the Vice President for Finance and Administration or to the President.

As used in this policy, the term "discrimination" includes but is not limited to detrimental or demeaning conduct (including speech or harassing conduct as defined later in this manual) relating to a person's race, religion, sex, physical appearance, age, ethnic background, handicap, disability or other status protected by state, federal or local law.

The College does not retaliate against individuals who make a good-faith report of perceived or actual discrimination. If you believe you have experienced retaliation for making such a report, discuss the matter with the President or the Vice President for Finance and Administration.

Harassment

Presbyterian College believes its employees and students should be able to enjoy a workplace free from harassment based on the individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability or other status protected by state, federal or local law. It is a violation of College policy for any employee, whether a manager, supervisor, or co-worker, to harass another person based on the individual's sex, gender, pregnancy, race, color, religion, national origin, age, or disability. This policy applies to harassment of any other individual, including, without limitation, co-workers and students.

Sexual or Gender-Based Harassment Defined

Sexual harassment or gender-based harassment occurs when unwelcome conduct, generally of a sexual nature, becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, unreasonably interferes with an individual's work performance, affects the academic or financial status of a student, or creates an intimidating, hostile, or offensive environment in the workplace, classroom, residence hall, playing field, or other part of the College environment. Sexual harassment can include, but is not limited to:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Sexually motivated physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
- Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature).

Women are not the only ones who experience sexual harassment. Not only do men experience sexual harassment, but also the harassment can be between persons of the same sex.

Other Forms of Harassment

Harassment includes many forms. It includes verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, pregnancy, national origin, age, or disability, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working or academic environment; interferes or is intended to interfere with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic, athletic, or student life opportunities. Harassing conduct includes, but is not limited to:

- Epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability;
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is placed on walls, bulletin boards, or elsewhere on the College's premises, or that is circulated in the College, whether physically or by electronic means;
- Physical harassment (touching or physical interference with normal work);
- Visual harassment (leering, making sexual or inappropriate gestures); and
- Innuendo.

Under certain situations, harassment and/or discrimination can be a violation of state, federal or local law. However, employees should be on notice that this policy prohibits conduct that may not amount to a violation of law, and employees may be disciplined, up to and including immediate termination, for inappropriate conduct.

Steps to Take if You are Being Harassed or Observe Harassment

If you experience, observe or are threatened by any sort of harassment or discrimination based on race, religion, sex, physical appearance, age, ethnic background, handicap, disability or other status protected by state, federal or local law by any person in the course of your work at the College (whether by a fellow employee, supervisor, manager, vendor, visitor, student or any other

person), immediately contact your supervisor, your supervisor's boss, or the Director of Human Resources. If you believe the harassment or discrimination is continuing after your discussions, you may report the matter to the Vice President for Finance and Administration or to the President. You should also use this process to immediately report if in the course of your work you believe that the actions or words of a supervisor, another employee or a non-employee constitute discrimination of any nature or harassment against another employee.

All complaints should be made in a manner that is convenient to you promptly after the incident occurs. All suspected harassment should be reported. Presbyterian College cannot attempt to address the questioned behavior if it is not made aware of it. The College intends to subsequently direct or conduct an investigation, which may include witness interviews and statements concerning the complaint, and take remedial or disciplinary action up to and including dismissal of the employee, if it appears to the College to be appropriate to do so. An employee who remains unsatisfied during or after the investigation of his or her workplace harassment or discrimination complaint or believes that an investigation was untimely or insufficient should promptly seek review by the Vice President for Finance and Administration or the President of the College.

Information collected in the course of such an investigation is made available only to those persons with a need to know it. Any employee contacted during an investigation should cooperate fully and keep any information about the investigation strictly confidential. Failure to do so is grounds for disciplinary action up to and including discharge.

The College prohibits retaliation against any employee who complains of sexual or other harassment or provides truthful information in connection with any such complaint. Any employee who believes that he or she has been retaliated against in violation of this policy should immediately report the matter to the Vice President for Finance and Administration or to the President.

It is an individual's right not to be subjected to harassment based on sex, race, color, religion, gender, pregnancy, national origin, age, or disability. The College does not tolerate such behavior.

Discipline and Termination

General Rules and Regulations

We believe that our employees are and will continue to be good citizens, both in the community and on their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, students, or the College. All employees are expected to observe common sense rules of honesty and adhere to generally accepted standards of conduct. Employees shall conduct themselves in a manner that will bring credit to themselves and to Presbyterian College.

In instances in which an employee engages in conduct contrary to these interests, the employee may be disciplined, up to and including suspension with or without pay or immediate termination. The College has no obligation to use any particular form of discipline. **Because the circumstances of each situation are different, the College may handle each disciplinary situation differently without setting a precedent for future cases. Nothing herein constitutes a contract of employment or guarantees that your employment will continue for any specified period of time.**

Behavior for which the College may choose to discipline includes, among other things: absenteeism; chronic tardiness; unexcused absences; inappropriate conduct on College property; theft; poor work habits; misuse or abuse of College property; incompetence; inability to function in job capacity; harassment, abuse or endangerment of visitors, fellow employees, or students; dishonesty; insubordination; violation of College policies; reporting to work under the influence of illegal drugs or alcohol; possession, use, sale, trade or distribution of illegal drugs; bringing a firearm into the workplace or carrying a firearm on campus without coordination through and express, written permission from the Director of Public Safety; abuse of benefits; and gross negligence of duty.

The list is not intended to include all offenses for which an employee may be disciplined or discharged. Improper conduct of any type may result in discipline, up to and including immediate termination at the sole discretion of the College, with or without notice, even though the conduct in question is not specifically mentioned in this Handbook.

Suspension for Misconduct

An employee may be suspended without pay for misconduct at the sole discretion of the College. The extent of the misconduct is a factor taken into account when making the decision.

The College has no obligation to use any particular form of discipline. Nothing herein constitutes a contract of employment or guarantees that your employment will continue for any specified period of time.

Resignation

If an employee plans to terminate his or her employment, that person is expected, but is not required, to give the College a minimum of two weeks notice.

Employees who have been terminated or who have voluntarily resigned are compensated for any accrued but unused vacation time, subject to limits in the College's then-current vacation policies.

Employees are not paid in lieu of accrued but unused sick leave; this includes any accrued but unused sick leave balance at resignation or termination of employment.

Open Door Policy

It is the intention of the College to maintain open communications with all its employees.

If you have questions or concerns regarding your employment, you may discuss the matter with your immediate supervisor. If this does not resolve the issue (or if the issue involves your supervisor), you may raise the problem with the director or officer to whom your supervisor reports. In the event no satisfactory solution is reached, the problem may be discussed with the Director of Human Resources or with the Vice President for Finance and Administration.

Documentation of such matters may be incorporated in the employee's personnel file.

Attendance and Leave Policies

Regular attendance is important for the College to function. Employees must schedule time off in advance for vacation and most other absences. Although illness cannot be predicted, prompt notice is required when an employee is out for sick leave. It is a good idea to let your family (or those who would assist you in an illness) know how to contact your supervisor.

The College currently provides paid leave (for instance, paid vacation, paid holidays, and paid sick leave) to employees who normally work a full 30 to 40 hour workweek on a year-round schedule. In a more limited fashion, some forms of paid leave may be available to part-time and seasonal employees who normally work fewer than 30 hours per week or whose normal work schedule is not year-round.

Temporary employees normally do not receive paid leave.

The following sections outline current eligibility and limits. These benefits are subject to change at the discretion of the College.

Vacation

Vacation with pay is currently granted to non-faculty employees who normally work at least 30 hours per week, 12 months per year. Vacation is earned at the rate of one-twelfth of the annual limit each month, rounded to the nearest half-day, and subject to annual and carry-forward limits.

Annual Limits

At present, the normal annual limits for employees who work at least 30 hours per week, 12 months per year are as follows. (As used here, “year” means the College’s fiscal year, currently July 1 – June 30.)

- Administrative Officers may earn up to four weeks (20 days) vacation per year.
- Administrative Directors or Deans may earn up to three weeks (15 days) vacation per year.
- Administrative Directors or Deans who have been employed at Presbyterian College for five (5) years or more on July 1 may earn up to four weeks (20 days) vacation per year.
- Other regular full-time employees may earn up to fifteen (15) days per year, depending on length of service.
 - No vacation is earned during the first 90 days of employment.
 - Up to one week (5 days) vacation may be earned each year thereafter until the fiscal year begins after the employee has completed at least 9 months of service.
 - Up to two weeks (10 days) vacation per year may be earned thereafter.
 - Those who have completed five years of continuous employment on June 30 may earn three weeks (15 days) vacation per year in subsequent fiscal years.

Monthly Accrual

Eligible employees accrue one-twelfth of their annual limit, rounded to the nearest half day, each month. Vacation accrual stops when the annual amount is reached, upon termination of employment or during certain leaves of absence. Consult the HR department if you have questions about your vacation accrual.

For convenience, the current calculations are shown below.

<u>Annual Limit</u>	<u>Monthly Days Earned</u>	<u>Earning Stops in Fiscal Year</u>
5 days	½ day per month	After 10 months
10 days	1 day per month	After 10 months
15 days	1 and ½ days per month	After 10 months
20 days	2 days per month	After 10 months

Employees who normally work between 20 and 30 hours per week, 12 months per year at present generally accumulate vacation at the same rates, only in the proportion that their normally scheduled hours bears to 40 hours per week. For example a part-time regular employee who works twenty hours per week (four hours a day, five days per week) and has been continuously employed at the College for nine years currently receives fifteen (15) four-hour days of vacation.

Part-time regular employees accepting full-time regular employment may receive credit for accumulated service based on the circumstances of each case.

Temporary employees, employees who normally work fewer than 20 hours per week and

seasonal employees who normally work fewer than 12 months per year (even if paid over 12 months) are not eligible for paid vacation.

Vacation credits are not earned or accrued for any period of time when an employee is on any leave of absence without pay.

Taking Vacation

Vacations are to be scheduled in advance in writing at the mutual convenience of the department of the employee.

Vacations cannot normally be taken in advance of being earned. At the College's discretion, an employee may elect to take vacation before it is earned, provided that the employee agrees, in writing, to reimburse the College for any unearned vacation should the employee leave the College before completing enough service to earn the amount of vacation taken in advance.

Also, normally:

- Employees may not receive pay in lieu of earned vacation.
- Employees may not take vacation during the first 90 days of employment.
- College holidays occurring during a vacation period are not counted as vacation days.
- Serious illness occurring during vacation is considered sick leave and is not charged to vacation unless all sick leave has been exhausted.
- Vacation may not be taken in less than 1/2 day increments.

Substitution of Paid Leave

Presbyterian College requires the employee to substitute accrued paid leave (both vacation and/or sick) to cover some or all of the situations covered by FMLA.

Unused Vacation

An employee may carry forward into the new fiscal year previously earned but unused vacation up to a maximum of two times the amount of vacation the employee is expected to earn in that year.

If an employee retires or voluntarily terminates employment, the employee is currently paid for accrued but unused vacation, subject to the limits in the College's then-current vacation policy.

Sick Leave Eligibility

Definition

Sick leave is absence because of illness, well-care visit to a licensed health-care provider, or accident which is not work related and which is not covered under Workers' Compensation Laws of South Carolina. Sick leave is not to be used as additional personal time off.

Accruing Sick Leave Eligibility

- Employees who normally work at least 30 hours in a week accrue sick leave eligibility at a rate of one day per month worked.
- Employees who normally work between 20 and 30 hours per week accrue sick leave eligibility at the same rate as regular employees only in the proportion that their normally scheduled hours bears to 40 hours per week. (For example, an employee who normally works four hours per day would accrue four hours of sick leave eligibility per month.)
- Unused sick leave eligibility accrues from year to year to a maximum of 132 working days.
- Sick leave eligibility does not accrue for periods of time when an employee is on leave of absence without pay, including FMLA leave.
- Temporary employees or employees who normally work fewer than 20 hours per week are not eligible for sick leave.

Using Sick Leave

Accrued sick leave is available for actual illness or for a well-care visit to a licensed health-care provider of the employee, spouse or dependent children. "Dependent children" means children eligible for coverage (regardless of whether or not coverage is actually elected) under the College's Health Insurance Plan. Contact the Human Resources department if you have questions about eligibility. Sick leave is also used in case of any leave taken under the FMLA.

Sick leave may not be used in advance of being accrued.

Sick leave is paid only to the extent of the normal work period. No overtime is paid for sick time taken. (Example: a person who normally works a 40 hour work week, works 37 hours in four days during one week, then becomes ill and takes a sick day. That individual would receive regular pay for 37 hours and 3 hours of sick leave pay for the week.)

College holidays occurring during non-FMLA paid sick leave are not charged to sick leave.

Sick leave shall not be taken in less than one-hour increments.

Employees are not paid in lieu of accrued but unused sick leave; this includes any accrued but unused sick leave balance at resignation or termination of employment.

Substitution of Paid Leave

Presbyterian College requires the employee to substitute accrued paid leave (both vacation and sick leave) to cover some or all of the situations covered by Family and Medical Leave Act (FMLA).

Family and Medical Leave (FMLA)

The Family and Medical Leave Act (“FMLA”) requires covered employers to provide up to twelve weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. An employer is subject to FMLA if it employs 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. The 20 calendar workweeks need not be consecutive workweeks. Presbyterian College currently meets these standards.

A copy of the College’s Family and Medical Leave Act policy is available to you in the Human Resources Office. Please see the Director of Human Resources to find out if you are eligible for leave under the Family and Medical Leave Act.

If and to the extent Presbyterian College is subject to FMLA, the following policy applies.

The information listed below highlights the rights and obligations of employees and employers under the Act. This information is intended to be a short summary, and in any particular case, the precise rights and obligations of employees and Presbyterian College will be governed by the law itself.

1. Eligible Employees

Provided Presbyterian College meets the definition of a “covered employer” under FMLA, a family and medical leave of absence is available under most circumstances only to employees who have been on Presbyterian College’s payroll for at least 12 months, who have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave, and if there are at least 50 employees within a 75-mile radius of the employee’s worksite.

2. Twelve-Month Period

Presbyterian College currently measures the 12-month period as a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Family and medical leave taken within the 12 preceding months reduces the amount of leave entitlement under this provision.

Paid leave (including vacation, sick leave, personal leave, short-term or long-term disability and workers' compensation leave, if applicable) must be used concurrently with FMLA leave. Should the employee exhaust his or her paid leave, the remainder of the 12 weeks is treated as unpaid leave.

3. Scope

FMLA leave may be granted to eligible employees for the following reasons:

- a. In order to care for the employee's child born within the preceding 12 months.
- b. Because of the placement of a child with the employee for adoption or foster care.
- c. In order to care for the spouse, child or parent of the employee, if such spouse, child or parent has a serious health condition.
- d. Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her position.

Any leave taken in order to care for a child must be taken within 12 months from the birth of such child or the child's placement in the care of the employee through adoption or foster care.

In any case in which a husband and wife are both employed by Presbyterian College and leave is taken (a) because of the birth of a child and in order to care for such child; (b) because of the placement of a child with the employee for adoption or foster care; or (c) in order to care for a parent of one of the employees who has a serious health condition, the total number of weeks of leave to which both are entitled is no more than 12 weeks.

4. Serious Health Condition

"Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves:

- a. Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- b. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - (1) A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity related to the same condition, that also involves:

- (a) Treatment two or more times by, under the supervision of, or under orders of or on referral by, a health care provider; or
- (b) Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider.
- (2) Any period of incapacity caused by pregnancy, or for prenatal care.
- (3) Any period of incapacity or treatment for such incapacity because of a chronic serious health condition. A chronic serious health condition is one which:
 - (a) requires periodic visits for treatment by or under the direct supervision of a health care provider;
 - (b) continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - (c) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- (4) A period of incapacity that is permanent or long-term because of a condition for which treatment may not be effective but for which the employee or family member is under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's, a severe stroke, terminal cancer, etc.).
- (5) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by, under orders of, or on referral by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (e.g., radiation for cancer, dialysis for kidney disease, etc.).

5. Employee Notice Requirements

An employee needing leave is required to provide Presbyterian College with notice of the need for leave. The employee must explain the reasons for needed leave so as to allow Presbyterian College to determine that the reason for the leave is for an FMLA-qualifying reason. If the employee fails to explain the reason, leave may be denied. Notice should include enough information to make Presbyterian College aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. Failure to provide timely notice may result in a delay in or a denial of the leave and/or cause the absence to be considered as unexcused, which subjects the employee to disciplinary action up to and including discharge.

The employee should provide as much advance notice as possible so that Presbyterian College can make appropriate arrangements to cover any work that needs to be performed in the employee's absence. The employee is also responsible for complying with any rules of Presbyterian College regarding the reporting of absences. The minimum amount of required notice under the FMLA is as follows:

- When the need for leave is foreseeable based on an expected birth, placement for adoption

or foster care, or planned medical treatment of the employee or the employee's spouse, child or parent, the employee must provide Presbyterian College at least thirty days' advance notice.

- If thirty days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances or a medical emergency, notice must be given as soon as practicable, ordinarily within one or two business days of when the need for leave becomes known to the employee. If the dates of leave are originally unknown, or if the dates of scheduled leave change or are extended, the employee is likewise responsible for giving notice as soon as practicable.
- If the approximate timing for leave is not foreseeable, an employee should give notice to Presbyterian College of the need for FMLA leave as soon as practicable, ordinarily within one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible.
- Special rules apply when the employee fails to give advance notice of the need for leave and the employer does not learn of the reason for the absence until the employee's return (e.g., where the employee was absent for only a brief period). In such circumstances, if the employer does not designate the leave as FMLA leave and the employee desires it to be counted as FMLA leave, the employee must, within two business days after returning to work, notify Presbyterian College that the leave was for an FMLA reason. In the absence of such timely notification by the employee, the employee may not subsequently assert FMLA protections for the absence.
- An employee taking FMLA leave is required to report periodically on his or her intent to return to work. If an employee needs leave beyond the anticipated date originally provided for the ending of such leave, the employee must provide reasonable notice to Presbyterian College as soon as possible and no later than within two business days after learning of the need for an extension of the leave. The employee is also responsible for complying with any local rules regarding the reporting of absences. If the employee is able to return to work earlier than expected, the employee must provide Presbyterian College with reasonable notice as soon as possible and no later than two days' notice from when the employee learns that he or she will be able to return to work earlier than expected.
- If the employee gives unequivocal notice of intent not to return to work, the employee's employment is terminated and the employee's entitlement to reinstatement and health benefits (subject to requirements) ceases. Also, the employee may be required to reimburse Presbyterian College for all premiums paid for health benefits, to the fullest extent provided by law.

6. Medical Certifications

- a. An employee who requests leave (1) to care for the employee's spouse, child or parent, or (2) because of the employee's own serious health condition or disability must furnish certification issued by the health care provider. In certain circumstances, Presbyterian College may request a second opinion. When the leave is foreseeable and at least 30 days notice has been provided, the employee should provide the medical certification before the leave begins. When this is not possible, the employee must provide the certification to Presbyterian College within fifteen

- (15) days after the employee is notified of the requirement to submit the certification, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good-faith efforts, in which case the certification must be provided as soon as is reasonably possible under the particular facts and circumstances.
- b. A medical certification form may be obtained from the Director of Human Resources.
 - c. In the case of foreseeable leave, failure to submit a required medical certification within the 15-day period may result in a delay or in a denial of leave until the certification is provided, and may cause the employee's absence to be considered as unexcused, which may subject the employee to disciplinary action, up to and including discharge. In the case of leave that is not foreseeable, failure to provide a required medical certification within 15 days after the employee is notified of the requirement to submit the certification or within a reasonable time under the pertinent circumstances, may result in a delay in or denial of the employee's continuation of FMLA leave and may cause the absence to be considered as unexcused, which may subject the employee to disciplinary action up to and including discharge. If the employee does not produce the certification, the leave may not be FMLA leave.
 - d. In the event that intermittent leave or a reduced-schedule leave is medically necessary, the employee must submit, in addition to the certification and notice above, certification from the health care provider of the medical necessity of such leave or that the leave is necessary to care for the seriously ill family member and the duration and schedule of the intermittent or reduced-schedule leave.
 - e. Recertification of the employee's or family member's medical condition may be required: (1) if the employee makes a request for an extension of leave; (2) at any time Presbyterian College receives information that casts doubt upon the continuing validity of the original certification; or (3) if circumstances described by the previous certificate have changed significantly. Forms for recertification may be obtained from the Director of Human Resources. Failure to provide a required medical recertification within 15 days after the employee is notified of the requirement to submit the recertification or within a reasonable time under the pertinent circumstances may result in a delay in or denial of the employee's continuation of FMLA leave and may cause the absence to be considered as unexcused, which may subject the employee to disciplinary action up to and including discharge. If the employee does not produce the recertification, the leave may not be FMLA leave.
 - f. When an employee fails to return to work because of the continuation, recurrence or onset of a serious health condition or disability that would entitle the employee to leave under this policy, Presbyterian College may require medical recertification of such continuation or recurrence.
 - g. An employee on leave due to his or her own serious health condition must submit certification from the health care provider that he or she is fit for duty and able to perform the essential functions of his or her position, with or without reasonable accommodations, prior to being restored to employment. This certification need only be a simple statement of the employee's ability to return to work. Failure to provide the requested certification may result in delay of the employee's return to

work until the certification is provided, or possible disciplinary action under Presbyterian College's attendance policy.

7. How Leave May be Taken

Leave may be taken on a continuous basis (that is, a certain number of days or weeks in a row). Additionally, for leaves involving serious health conditions, leaves may also be taken on an intermittent basis (that is, leave taken in separate blocks of time due to a single qualifying reason), or on a reduced schedule basis (that is, a leave schedule that reduces the usual number of hours per workweek or hours per day) when medically necessary. An employee requesting intermittent leave or leave on a reduced schedule must fulfill all of the obligations that are described in this handbook (for example, the advance notice requirements, request for leave of absence forms, medical certification, etc.). The employee must also advise Presbyterian College of the reasons the intermittent/reduced schedule is medically necessary and of the schedule for treatment, if applicable. The employee and his or her supervisor must then attempt to work out a schedule that meets the employee's needs without unduly disrupting Presbyterian College's operations, subject to the approval of the health care provider. During intermittent leave, an employee may be assigned to an alternative position with pay and benefits equivalent to the employee's position at the beginning of FMLA leave.

Likewise, whenever the employee requests leave for planned medical treatment (whether on an intermittent, reduced schedule, or continuous basis), the employee must consult with his or her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly Presbyterian College's operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with their supervisors prior to the scheduling of treatment in order to work out a treatment schedule which best meets the needs of both Presbyterian College and the employee.

8. Pay While on Leave

The FMLA does not require the leave to be paid. Employees are required to use available paid leave (including vacation, sick leave, personal leave, short-term or long-term disability, and workers' compensation leave, if applicable) for FMLA leave, which could otherwise be unpaid. Should the employee exhaust his or her paid leave, the remainder of the 12 weeks is treated as unpaid leave.

9. Benefits While on Leave

- a. An employee is not paid during any period of absence covered by this policy, except insofar as he or she is using available paid leave, as described above. Furthermore, no benefits except group health insurance continue while an employee is on any type of leave of absence. Presbyterian College maintains the employee's medical insurance coverage in any "group health plan" at the level and under the conditions that coverage would have been provided if the employee had continued working and

not taken leave. It is the employee's responsibility to make any payments during any unpaid leave of absence that were handled by payroll deductions. Employees should send payments to the Director of Human Resources no later than the fifteenth of each month. Failure by the employee to make payments may result in cancellation of coverage.

- b. Presbyterian College may recover all health care premiums paid during a period of leave if the employee fails to return to work after the leave expires, unless the reason the employee fails to return is due to:
 - (1) The continuation, recurrence or onset of a serious health condition or disability that would entitle the employee to leave under this policy.
 - (2) Other circumstances beyond the employee's control.

10. Employment Upon Return

If an employee is returning from FMLA leave, the employee should notify Presbyterian College as soon as possible of his/her definite date of return. Generally, subject to certain exceptions under the law, upon return to work from FMLA leave, an employee is returned to his/her former position if it is still available. If the former position is no longer available, Presbyterian College provides the employee with an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Presbyterian College is not required to offer key employees reinstatement to a similar position following the end of their leave. Status as a key employee is determined by law. Please see the Director of Human Resources to determine if you meet the FMLA's definition of a "key employee."

11. Nondiscrimination/Non-retaliation Policy Statement

Presbyterian College does not: (1) interfere with, restrain or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

12. Contact Person

Employees with questions about their rights and obligations under the FMLA are encouraged to contact the Director of Human Resources.

Holidays

List of Holidays

Presbyterian College recognizes a number of holidays each year. At present, employees may choose nine (9) of the following ten (10) holidays.

- New Year's Day
- Martin Luther King Day (*)
- Spring Break
- Easter Holiday (Good Friday)
- Memorial Day
- Independence Day
- Fall Break
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

(*) Unlike the other holidays listed above, most students are on campus (though not in classes) on Martin Luther King Day. Therefore, the College has not elected to close all offices for that entire day. However, offices may close during campus celebrations, and employees may elect to take Martin Luther King Day as one of their 9 paid holidays.

The College may elect to declare additional paid holidays at Christmas. An announcement is made each year about which days the College is closed.

Present practice is to offer at least three (3) additional holidays during that time, for a total of twelve (12) paid holidays each year.

If a holiday falls on a weekend, appropriate adjustments are made and announced in advance by the Office of Human Resources. Normally if the holiday falls on Saturday it would be taken on the preceding Friday. If the holiday falls on Sunday it would be taken on the following Monday.

A list of specific dates is distributed by the Human Resources office each semester.

Holiday Pay

Employees who normally work at least 20 hours per week receive their normal daily rate of pay for holidays on which they do not work. In other words, they are paid as if they had worked their normal day or shift; however, these hours are not included in computation of overtime pay.

Temporary employees receive no compensation for a holiday unless they actually work on that day, in which case they are compensated at their normal pay rate.

The College may ask employees to work on a holiday. While the College normally seeks volunteers for such duty, the supervisor chooses which employees are needed to fill the requirements of the job, and those employees are given another paid day off, to be taken within the next 30 days.

Eligible employees who are asked by their supervisors to work on Christmas Day, New Year's Day, Easter Sunday, Memorial Day, the Fourth of July, Good Friday, or Thanksgiving Day currently receive one and one-half times their regular pay for the time worked, in addition to another paid day off, to be taken within the next 30 days.

Employees who are on leave of absence without pay do not receive holiday pay or credit toward another paid day off.

Weather

When the College has canceled or delayed classes due to weather, announcements are made over local television and radio stations. These announcements inform employees when the College will open.

Employees may also check the College web site or call the switchboard for this information. The College attempts to have a recording on the switchboard and information on the web site by 7 a.m. on mornings when there are widespread public school closings. Employees whose normal shift begins before 8 a.m. should call their supervisor to see if they are to report.

The directors or supervisors of Public Safety, Physical Plant, and certain other departments may determine that some employees are needed during a weather closing or delay. The directors or supervisors will make the decision of how many and which employees to bring in.

Other Absences or Leave from Work

Notice of Absence is Required

All employees are expected to report for work on time every working day. When you are unable to report for any reason, notification to your supervisor is required. Notification should be given as soon as it is apparent that you are unable to work.

Lateness or absence may result in discipline, up to and including termination. As a particular example, if you are absent from work for three consecutive days without notification or do not report back to work after an authorized leave of absence, the College may reasonably assume that you have decided to terminate your employment without notice and take action accordingly. The College normally attempts to contact you if you are absent or do not return from leave, but it is not obligated to do so. It is your responsibility to notify the College if you need to be absent from work.

The three-day period is an example only. The College reserves the right to terminate for any reason, including, but not limited to, tardiness or failure to report to work.

Temporary employees receive no pay for absences. Employees who normally work at least 20 hours per week receive pay for certain absences as set forth below.

Funeral Attendance

Eligible employees may be granted paid leave for a maximum of three (3) consecutive workdays at their scheduled rate and normal hours for a death in their immediate family. Immediate family includes the employee's husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, sons and daughters-in-law, brothers, sisters, grandparents and grandchildren. This policy also applies to step-relationships where applicable.

Jury Duty

Employees selected for jury duty or subpoenaed to serve as court witnesses are granted time off without loss of pay. The employee is expected to report to work when doing so does not conflict with court obligations. Employees may be required to present satisfactory evidence to their supervisor and the Human Resources office.

Military Leaves

Employees who require time off from work to fulfill military duties are treated in accordance with applicable requirements of state and federal laws. You are expected to notify the College of upcoming military duty by providing your supervisor and the Human Resources office with a copy of your orders as soon as possible.

Benefits

The College seeks to provide benefits in excess of salary to eligible employees. The following is a general description of certain benefits as of the time of publication. Questions about benefits should be directed to the Human Resources Office. The College reserves the right to unilaterally modify, terminate, suspend, or otherwise change benefits as it sees fit.

Health Insurance

The College currently allows eligible employees and their eligible dependents to participate in a group health insurance plan. The College currently pays a portion of the cost of the plan.

Employee premiums may generally be paid with pre-tax dollars, to the extent permitted by College policy and by law, through the College's Flexible Benefits Plan.

The terms of the Health Insurance Plan, including eligibility, coverage, waiting periods, deductibles, and co-payments, are set out in the written Plan Document and Summary Plan Description issued to employees. The Plan Document, which is subject to amendment from time to time, supersedes all other descriptions or characterizations of the plan, including anything in this handbook. **In the event of any contradiction between information appearing in this handbook and in the Summary Plan Descriptions or master documents, the latter govern.** There are stringent legal requirements regarding enrolling, changing elections, allowable expense reimbursement, and withdrawal once you are a participant. You should carefully study the plan documents before you elect to participate.

If you have questions about the plan, or your eligibility for it, contact the Human Resources Office.

Filing Health Insurance Claims

If you are already enrolled in the plan and have questions about a claim or need to seek pre-certification for hospital admission, call the Plan Administrator at the numbers printed on your health insurance card (and also in the plan document).

COBRA Coverage

Continuation of health insurance coverage for employees and certain dependents no longer eligible for coverage under the College's plan may be available under the COBRA laws. Election of COBRA coverage generally must be made within 60 days of the event causing the employee and/or dependent(s) to be ineligible for College health insurance coverage. COBRA coverage is paid totally by the employee. Contact the Human Resources Office for detailed information of this provision.

Flexible Benefits Plan

Eligible employees may elect to participate in the College's Flexible Benefits Plan (also

known as a “Cafeteria Plan”). Currently, the Cafeteria Plan may allow you to pay for any eligible family coverage under the College health insurance plan with pre-tax dollars. The Cafeteria Plan also currently allows employees to obtain reimbursement for certain eligible medical expenses and child-care expenses with pre-tax dollars. See the Plan Document or consult the Human Resources office for details. This Non-Faculty Employee Handbook is not a substitute for or a binding addition to the Plan Document.

Subject to the Plan Document, in order to participate, you must elect which coverages you want and agree to reduce your compensation. For example, the reduction in salary for the health insurance might equal the amount of the premium. In the case of the health-care and dependent-day-care spending accounts, the employee currently specifies the amount to be deducted on a per-payroll basis.

In order for a qualified participant to obtain reimbursement from the spending accounts, the employee must incur a covered expense and submit a paid receipt to the Plan Administrator. (The Plan Administrator is a separate firm, hired to administer claims. The address for the Plan Administrator is in your Plan Document, and is available from the Human Resources Office.) The Plan Administrator will reimburse each allowable claim directly to the employee in an amount not to exceed the employee’s account balance.

The terms of the Cafeteria Plan are set out in the written Plan Document and summary plan description issued to employees. The Plan Document, which is subject to amendment from time to time, supersedes all other descriptions or characterizations of the plan, including anything in this handbook. **In the event of any contradiction between information appearing in this handbook and in the Plan Document or master documents, the latter govern.** There are stringent legal requirements regarding enrolling, changing elections, allowable expense reimbursement, and withdrawal once you are a participant. You should carefully study the plan documents before you elect to participate.

Life Insurance

Employees who normally work at least 30 hours per week are presently eligible for life insurance coverage at College expense.

Eligible employees currently receive group life insurance equal to one times their annual gross salary rounded to the next highest thousand dollars. For example an employee receiving a gross annual salary of \$18,300 receives \$19,000 of term life insurance. The College currently pays the premium for this insurance. Some portion of the premium may be taxable to the employee if the amount of the insurance exceeds IRS limits.

In addition, the College currently provides each eligible employee with Accidental Death and Dismemberment Insurance. Details of individual coverage are available from the Human Resources Office.

Coverage becomes effective when the employee's application is accepted by the insurer, but not before 30 days of continuous service.

Disability Insurance

Employees who normally work at least 30 hours per week are presently eligible to be covered by the College's long-term disability insurance, when the employee's application is accepted by the insurer. The College currently pays the premium. Details of this coverage are available in the Human Resources Office.

Retirement Benefits

Basic Program

Presbyterian College currently makes available a basic retirement program to all regular full-time employees. The basic program is administered by the Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF).

Basic retirement benefits currently become available to eligible employees after one year of continuous service to the College. The one-year waiting period is waived if the employee participated in a retirement program at a four-year college or university the previous year.

Participation in the basic retirement program is not automatic, but requires the employee to apply to participate. The program is fully vested from the date joined.

The College currently contributes 4% of an eligible employee's annual base salary to the retirement program during the first year of participation. During the second and third years of participation the College presently contributes 6% of the employee's annual base salary. Beginning with the fourth year of participation, and thereafter, the College's contribution is currently 8 1/2%.

No matching contributions are required of the employee, but the employee must sign up for the program.

Supplemental Retirement Program

Full-time regular employees may make individual contributions, through payroll deductions, to one of the supplemental retirement programs approved by the College regardless of their participation in the College's basic retirement program.

Within the limits established by the Internal Revenue Service, such contributions can be tax-sheltered by being made in the form of salary reductions.

Questions about eligibility should be addressed to the Human Resources Office.

Early Retirement Program

Presbyterian College offers administrative officers and directors an early retirement program using the following criteria:

- **Eligibility to apply:** Available to all full-time administrative officers and directors whose accumulative age and years of service equal seventy-five and will be sixty-two in the year of early retirement.
- **Entry into the Program:** Eligible employees wishing to enter into early retirement must notify their immediate supervisor, in writing, nine months prior to the starting date of early retirement. Entry into this program is not guaranteed and must be approved by the President.
- **Annual Earnings:** Salary used to determine financial considerations for early retirement is the amount stated on the employee's most recent annual salary letter, not including any bonus or special compensation beyond the basic salary.
- **Incentives and Benefits:** For those who choose and are granted early retirement:
 1. **Incentives:** A financial incentive in the amount of twenty-eight and one-half percent of the employee's annual earnings (base salary) for the period immediately preceding the actual date of early retirement is paid each year for a maximum of three years or until age 65, whichever comes first. Incentive payments cease the first day of the month following the employee's sixty-fifth birthday. An early retiree may elect to receive the entire twenty-eight and one-half percent in cash payments or to receive cash payments in an amount equal to twenty percent of the previous year's earnings and to have the College continue to make an eight and one-half percent contribution to his/her TIAA-CREF retirement program.

The financial incentive may be annually adjusted by the College. The annual adjustment of the employee's base salary is normally at the same percentage rate as the average salary increase given to all employees.

2. **Benefits:** Medical benefits are currently the same as those provided to regular full-time employees of the College and are extended to the day the employee reaches the age of sixty-five.

Life insurance benefits continue until age sixty-five. The employee currently receives life insurance in the amount of one-time his or her regular (base) salary at the time of retirement.

Early retirees may continue to receive certain other benefits, which currently include athletic passes, library privileges, and parking stickers, as though they were full-time employees.

Early retirees are not eligible for disability benefits under the College's plan.

3. Restrictions: Employees who elect early retirement may be re-employed only on the recommendation of an officer of the College and with the written approval of the President.

Any remaining financial incentives terminate thirty days after the death of the retiree.

- Program Administration: The Early Retirement Program is administered and reviewed on a yearly basis to monitor its effectiveness and fiscal implications. The College reserves the right to amend or to terminate the program at any time, but no amendment or termination affects any participant who has already retired under their provision.

Educational Assistance

Presbyterian College has a tuition remission program available to eligible employees who normally work at least 30 hours per week and their dependents. The program is not automatic. Each eligible employee must submit an application.

Remission covers only tuition, not room, board, books, supplies, travel or other fees. It may also be subject to budgetary or other constraints.

Part time and Temporary employees and their dependents are not eligible for tuition remission or the tuition exchange programs.

Tuition Remission for Employees

Employees wishing to take classes at Presbyterian College must have their request approved by their supervisor and by the Vice President for Finance and Administration. This approval is not automatic and may be subject to budgetary or other constraints. If approved, remission may be for all or for a fraction of tuition, but generally does not cover other fees. Any work time missed while attending classes must be made up. Employees are limited to one class per semester or summer session and three (3) classes per academic year, and only while employed by the College.

Employees who normally work at least 30 hours per week may apply to the Director of Human Resources for College tuition assistance for programs taken at *other* colleges or universities.

Funding is contingent on budget availability and is limited to courses that are designed to enhance the employee's job performance. Employees are not entitled to tuition assistance at other Colleges. The College, at its sole discretion, may choose to fund no requests, or some requests and not others.

Contact the Director of Human Resources if you have questions.

Tuition Remission for Dependents of PC Employees

Dependent children and spouses of eligible employees (currently defined as employees who normally work at least 30 hours per week) may apply to receive full or partial tuition remission for courses taken at Presbyterian College.

Remission is not automatic. Application for tuition remission must be made for each academic year (and separately for special or summer terms), and must be approved by the Director of Human Resources and by the Vice President for Finance and Administration. Employees or dependents must consult with the Financial Aid Office, and may be required to file applications for any Federal, State, or other external aid which the Financial Aid Office recommends. Remission covers only tuition, not room, board, books, supplies, travel or other fees. It may also be subject to budgetary or other constraints.

“Dependent child” means a natural or adopted child or step-child who is claimed as a dependent on the eligible employee’s income tax return, and who has not yet completed a baccalaureate degree at any institution.

The College may limit the percentage of remission available, either based on the budget or based on a variety of other considerations, including length of service. Normally, no more than eight semesters of remission are available for a dependent, but the College may extend or shorten the period of remission, at its sole discretion. Waiting periods may apply. (Employees hired before July 1, 2004 are currently eligible under previously applied standards, with different waiting periods and limits.) Details are available in the Human Resources office.

Consult the Human Resources Director for current details of the Tuition Remission Program.

Tuition Exchange Programs

Dependent children of eligible employees (currently defined as employees who normally work at least 30 hours per week) may be able to attend, tuition free, one of the colleges or universities who are members of one of the tuition exchange programs in which PC participates. There are waiting periods before eligibility for dependents. For information concerning the names of the colleges and universities and for details of the program, employees should contact the Financial Aid Office. Availability is not automatic, is often very limited, and is subject to approval and to restriction by both PC and the other college or university.

Other Benefits

Admission to Certain College-Sponsored Events

Employees and their dependents are eligible to use the College's athletic and recreational facilities as available, and in accordance with published regulations.

Free admission is available to employees and their dependents to certain cultural and athletic events at the College.

Social Security

Social Security coverage is extended to all College personnel. Deductions are made from the individual's salary, and the College makes matching contributions in accordance with applicable law.

Workers' Compensation

All employees are covered by Workers' Compensation insurance in accordance with the Workers' Compensation Laws of the State of South Carolina. Coverage is provided for accidental injury and occupational disease arising out of and/or in the course of employment. Employees are required to report all work-related injuries and illnesses, regardless of severity, at once.

Unemployment Insurance

All employees are insured under the South Carolina Employment Security Law. Unemployment compensation benefits are paid to insured workers who are unemployed and meet all eligibility requirements. Eligibility requirements include being able to work and being available to work. Claims are filed with the South Carolina Employment Security Commission.

Selected Business and Financial Policies

The following sections outline some basic expectations of employees dealing with College-related business situations. This section does not attempt to cover all financial policies; rather, it outlines some of the common situations employees may face.

Financial policies and procedures change over time. These sections are based on the policies and procedures in effect when this handbook was printed. Consult the Business Office for current policies and procedures on financial matters, including purchasing, accounts payable, College credit cards, and travel.

Many policies are posted on the College's web site.

Review the section of this Handbook on Conflicts of Interest.

Purchasing

Authority for ordering or purchasing for the College is not automatic and will be limited as to amount, timing, budgetary status, and purpose. The College Officer responsible for your area decides if you may purchase goods, services or travel for the College, and, if so, to what dollar limit. The Vice President for Finance and Administration may require further limits, procedures or approvals.

It is the responsibility of the employee to become familiar with purchasing procedures and approval requirements.

Appropriate receipts (e.g., invoices, credit card slips) are required on all purchases. Pre-approval is required on larger purchases, on the purchase of any computer system, and on overnight travel. Pre-approval is required regardless of the method of payment. (For example, the fact that you may have a College credit card with a limit high enough to make a purchase does not relieve you of the responsibility for getting required approvals.)

Employees may be required to reimburse the College for unauthorized or undocumented purchases, and may be subject to other disciplinary action in the sole discretion of the College.

Ask your supervisor or the Business Office if you are unsure of your authorized limits or the need for pre-approval.

College Credit Cards

Each College Officer is responsible for his or her area and must approve, in writing, the issuance and limit of a College credit card. Employees must read and sign a card user agreement, outlining their responsibilities.

The issuance of a credit card does not eliminate the need to follow other College policies, for example, policies on travel, pre-approval and documentation.

Keep all credit card receipts, and turn them in with the statement each month.

Contracts

Employees should not commit the College to contracts (verbally or in writing) unless they have been authorized to do so by an officer of the College. Large contracts, construction contracts,

multi-year contracts, and contracts calling for insurance or indemnification by the College should be signed by the Vice President for Finance and Administration or by the President.

Travel and Entertainment Expenses

Employees must provide appropriate receipts before being reimbursed for travel expenses incurred on behalf of the College.

IRS regulations require receipts or documentation for travel and entertainment expenses (including meals – regardless if local or out of town) to include the date, place, amount, and names of people included in the charges, and the business purpose of the expense.

Meal charges should be limited to a reasonable daily amount. Suggested guidelines for individual meals should be obtained from your supervisor. Alcohol or tobacco charges are not allowable. An Officer of the College must approve exceptions.

Lodging in excess of \$100 per night should be approved by an Officer of the College.

Use of a personal vehicle on College business should be discussed with the employee's supervisor. The employee may file for mileage reimbursement for approved travel on College business in a personal vehicle, at the then-current rate established by the Business Office. (Mileage reimbursement is the normal manner in which the College helps employees defer the cost of using their own vehicles on College business. The College normally does not pay for gas, insurance, or other operating costs for personal vehicles.)

Coach or economy fares should be used for airline travel. When pricing flights, perks such as frequent flier miles should not be used as a basis to justify higher fares. Frequent flier credits belong to the employee; however, employees are encouraged to apply frequent flier miles earned on College related business to future College travel. Employees should not voluntarily be bumped from flights or use standby flights if doing so materially increases the likelihood of missing additional time at work.

Moving Expenses

The College may reimburse new employees for moving expenses under certain limited circumstances established by the College and the IRS. Unless arrangements are made in advance and proper documentation submitted, reimbursement for moving expenses are treated as non-cash earnings and are added to the employee's W-2 in December. No state or federal taxes are withheld from this reimbursement. If the amount is added to the employee's W-2, the employees may (under IRS guidelines) deduct allowable moving expenses from their gross income when figuring their adjusted gross income for tax purposes. The College cannot give tax advice, so employees should consult their own tax advisors.

College Vehicles

All drivers of College vehicles must present their driver's license to the Public Safety Office, and have both a driving record check and an orientation to College vehicle procedures. Both the records check and the orientation must be completed to the satisfaction of the Public Safety Office before the driver is permitted to drive a College vehicle.

Both of the above procedures should be completed as soon as possible if the employee expects to drive any vehicle – *even his or her own personal vehicle* – on College business.

Special training is required before an employee may drive a fifteen-passenger van or bus.

The current policies on use of vehicles are available in the Public Safety Office. A document kit, containing insurance information and procedures to follow in an accident, may be found in the dispatch book which is given out by the Public Safety Office when a vehicle is booked.

In certain limited circumstances, and only while it is in the best interest of the College to do so, the College may assign a College-owned or leased vehicle to an individual employee. The President makes the decision of whether or not and for what period of time it is in the best interest of the College to assign a vehicle to an employee. A mileage log should be kept by the employee, clearly showing any personal mileage used.

No vehicle may be purchased or leased on behalf of the College without the approval of the President or the Vice President for Finance. The Vice President for Finance may establish other guidelines and requirements governing the use of any College-owned or leased vehicle.

Motor Vehicle Accidents

The following procedures apply when an employee is involved in an accident with a College vehicle or while otherwise performing services for the College:

- An appropriate law enforcement officer and emergency medical assistance should be summoned immediately.
- To the extent of their expertise, employees should render first aid and help to the injured.
- An effort should be made to secure the names, addresses, and telephone numbers of any witnesses.
- Employees should not admit, make statements about, or express opinions regarding the cause of the accident or liability.
- The employee involved should contact the Public Safety Office at the College (864-833-3949). The Public Safety Office will notify the Human Resources immediately to report the incident.
- The employee must turn in the “Verification of Insurance” report required by state law to Public Safety.
- When requested to do so, the employee must submit a written report to Public Safety and

Human Resources, and submit to drug or alcohol testing. Failure to submit to testing when requested may result in reduction or loss of Worker's Compensation benefits and other disciplinary actions, up to and including termination.

Report all accidents while driving a College vehicle or while driving any vehicle on College related business. Reports should be made *immediately* to the Public Safety Office (864-833-3949).

Drug Prevention Program

The Drug Free Schools and Communities Act Amendments of 1989 requires all schools and colleges to adopt and implement a drug prevention program for its students and employees. As a part of this program, the College is required to distribute annually a statement detailing standards of conduct, a description of applicable legal sanctions, a description of health risks, available counseling, and disciplinary sanctions which may be imposed as they relate to the use of illicit drugs and the abuse of alcohol. This statement will be made available to you.

No part of this policy, or any of the procedures hereunder, is intended to limit the College's ability to manage its work place or to discipline its employees. Nor is it a guarantee of employment, continued employment, or terms or conditions for employment.

Drug or Substance-Abuse Testing

The College may (but is not obligated to) require employees to be tested for drugs or alcohol under certain conditions. Drug testing may be by urinalysis or other appropriate method. Alcohol testing may be an evidential breath-testing device or other appropriate method.

At present, testing may be required in cases of reasonable suspicion, after a workplace or job related accident (including automobile accidents), and before return to duty after suspension or leave for alcohol or substance abuse.

Reasonable Suspicion Testing. An employee may be tested when, in the College's opinion, there is reasonable cause to suspect that the employee's behavior, performance, error in judgment, accident or incident, or other unsafe action while working may be related to substance abuse, or that the employee has otherwise violated this policy. The College is not obligated to conduct a test in such circumstances, and may elect to discipline an employee who reports to work under the influence of alcohol or illegal drugs by suspension with or without pay, by immediate termination, or in another manner whenever the College, in its sole judgment, deems it appropriate to do so.

Post-Accident or Incident Testing. An employee may be tested if: (1) the employee suffers an on-the-job injury (requiring treatment from a doctor or other medical provider); or (2) causes injury to a fellow employee (requiring treatment from a doctor or other medical provider); or

(3) where an injury may have been caused in whole or in part by the employee's failure to wear required personal protective equipment. Any incident that involves either an on-duty employee or an off-duty employee in a College vehicle and that causes a total aggregate property damage of \$1,000 or more may be cause for testing.

Return-to-Duty Testing. An employee who in the sole discretion of the College is allowed to be reinstated following absence from work for an extended period of time or completion of a drug/alcohol treatment or counseling program may be required to pass a drug test upon his or her return to work.

Responsibility of Employees to Report

Any employee who suspects that a co-worker may be under the influence of a substance that impairs performance or may cause an injury (to self or others) should immediately notify his or her supervisor or some other member of management in order that the employee suspected of being impaired may be observed and evaluated by management.

Confidentiality and Privacy Matters

The College maintains certain confidential business-related information (including, but not limited to information related to courses, students, parents, employees, and donors) contained in the College's computer systems (regardless of how stored, including word processing documents, spreadsheets, databases, or electronic mail). Much information is covered by state and federal privacy laws or is considered confidential or proprietary business data. Consequently, information contained within these systems should be disclosed only to authorized individuals. Unauthorized disclosure of confidential information may lead to discipline up to and including discharge.

If you have any questions about what information may or may not be disclosed to someone else, consult your supervisor. Do not assume that information may be released to students, parents, or third parties.

Among the various state and federal laws that deal with privacy, one of the more important is the Family Educational Rights and Privacy Act of 1974 (FERPA). The College's current FERPA policy is published in the Student Handbook, *The Knapsack*.

Honor System

Presbyterian College has a student-run Honor System governing academic and some extracurricular student behavior. Employees are not bound by the student honor code, but are expected to understand and support the students in maintaining the integrity of the Honor System.

This includes reporting any suspected violation in the Honor System to the Vice President for Academic Affairs for academic matters, the Vice President for Student Life for social matters or to the Chair of the Honor Council for either.

Questions about the Honor Code should be directed to the Vice President for Academic Affairs or the Vice President for Student Life.

Communicable Diseases

Presbyterian College is concerned about the health of all members of the College community and, therefore, wants to protect individuals from the spread of communicable diseases. In order to help protect the health of community members, the College intends to implement the rules and regulations of the South Carolina Department of Health and Environmental Control regarding communicable diseases. Further, Presbyterian College intends to follow the requirements of applicable law to protect information regarding the health status of its employees.

Computers, Internet, Electronic & Voice Mail

The College's communications systems, including computers, software, electronic mail (E-mail) copiers, fax machines, telephones, voice mail, communication tools and various online services, are the property of the College and are intended to support the College's management, information, educational and operational needs. Limited personal use of these systems by non-faculty employees is currently permitted; however, such use should not interfere with the College's primary needs for the equipment or the employee's performance of his or her job. Illegal use, personal use that interferes with business use, personal use for profit, or use that brings disrepute or runs contrary to the mission and goals of the College is not permitted.

Business-related information (including, but not limited to information related to courses, students, parents, employees, and donors) contained in the College's communication systems, including electronic mail, is considered confidential. Consequently, information contained within the systems should be disclosed only to authorized individuals. Disclosure of confidential information may lead to discipline up to and including discharge.

All communications and information transmitted by, received from, or stored in the communications systems are College records and property of the College. Although the College does not routinely monitor employee usage of its systems, there may be cases when the College, in its sole discretion, may elect to do so. By way of example, such cases might include, but not be limited to, an investigation of harassment, violation of College policy, or suspicion that a virus or illegal software is installed on a College-owned system.

Therefore the College always has and does still reserve the right to monitor its

communications systems. The College may inspect the computer files on any College-owned computer (including office computers) at any time, with or without notice, at its sole discretion. The responsibility and authority to inspect computer files, devices, electronic mail and voice mail is vested in the President, or his or her designee.

Employees whose duties allow them administrative access to the College's computer and voice mail systems are expected to use that access only as necessary to maintain the systems in good working order, perform the functions of their jobs, and implement the policies of the College.

To repeat, although the College does not routinely monitor or inspect files, employees do not have a personal privacy right in any matter created, received, or sent through the College's communications systems. Employees should have no expectation of privacy regarding files and data residing on College computer systems, networks, servers, disks, or voice mail.

Some non-faculty employees may wish to attach their personally owned computers to the College's network. Privately owned computers connected to the network are subject to the same policies as College-owned equipment.

E-mail sent from College accounts, however generated, bears the "presby.edu" designation in the electronic envelope, and must adhere to the College's acceptable use policies. Always be careful in electronic messages sent from a College account to avoid the appearance of speaking on behalf of the College when not authorized to do so.

Employees must not abuse the privilege of access to the Internet. The College's systems may not be used to violate the law or download or distribute pirated media, software, or threatening, illegal, obscene or pornographic material.

Employees are to exercise care when downloading or installing software on College-owned systems. Consult the Dean of Information Technology for guidance.

Improper usage of the College's communications systems may lead to discipline up to and including discharge.

College Property

College property, including lockers, vehicles, desks, and filing cabinets, must be maintained according to College rules. They must be kept in reasonable order and are to be used only for work-related purposes. To ensure compliance with its rules and regulations, the College reserves the right to inspect all College property without prior notice to the employee and/or in the employee's absence.

Prior authorization must be obtained from a department head before any College property may be removed from the premises.

An employee's personal property, including, but not limited to tool boxes, packages, purses, clothing, and vehicles, if brought to campus, may be inspected upon reasonable suspicion of unauthorized possession of College property, property of another employee or customer, weapons, or illegal drugs.

Federal Limitations on Advocacy by Tax Exempt Organizations

Federal law prohibits 501(c)(3) (tax-exempt) organizations from engaging in prohibited political activity, including political campaigns, and places limits on most lobbying activity. This does not, of course, apply to an employee's actions as a private citizen. However, employees must be careful to avoid the appearance of speaking for the College on political matters or using the resources of the College in furtherance of private political or lobbying activity. Unless informed otherwise by the President of the College, lobbying or political advocacy activities are not a part of your duties as an employee. All lobbying or public advocacy undertaken on behalf of the College should be explicitly approved in advance by the President, the Director of Communications, or the Vice President for Finance and Administration.

Employee Acknowledgement Form

Presbyterian College is issuing this Non-Faculty Handbook on July 1, 2004, and is revoking all prior versions or editions, effective July 1, 2004.

The cover of this handbook contains the following notice.

THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED. YOUR EMPLOYMENT IS "AT-WILL," WHICH MEANS THAT EITHER YOU OR THE COLLEGE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, AND FOR ANY REASON OR FOR NO REASON. THE COLLEGE RESERVES THE RIGHT TO AMEND, RESCIND, CHANGE OR ADD TO THE POLICIES IN THIS HANDBOOK AT ANY TIME, AT THE COLLEGE'S SOLE DISCRETION, WITHOUT ADVANCE NOTICE TO ITS EMPLOYEES, AND WITHOUT SEEKING OR OBTAINING CONSENT FROM ANY EMPLOYEE.

THIS HANDBOOK DESCRIBES SOME OF THE NORMAL PERSONNEL PRACTICES OF PRESBYTERIAN COLLEGE. SEE THE SECTION ON PAGE 2, ENTITLED "PURPOSE OF THIS HANDBOOK," FOR FURTHER INFORMATION ABOUT THIS HANDBOOK.

By my signature, below, I agree that

- I have received a copy of the Presbyterian College Non-Faculty Handbook, dated July 1, 2004;
- I have read and understood the disclaimer set forth above, which also appears on the cover of my copy of the handbook;
- I further understand that my employment is "at-will" which means that I can leave the College at any time with or without notice and with or without cause, and the College has the same right to end my employment at any time without notice and without cause as long as it acts lawfully.
- I understand that this Handbook is not a contract of employment, that the language and policies contained in it do not create contractual obligations, and that no circumstances arising out of my employment can alter my "at-will" employment relationship unless an agreement expressly altering the "at-will" nature of my employment is set forth in writing, and personally signed by the President or the Chair of the Board of Trustees of the College and by me.
- I understand that this Handbook replaces all prior versions, and that the College may amend, add to, or delete from this Handbook at any time, in the College's sole discretion, and without giving me prior notice or obtaining my consent.
- I have been informed that I may attend an information session about this handbook;
- I understand that if I have questions about this handbook, now or in the future, I can discuss them with the Director of Human Resources.

Employee Signature

Printed name and date signed