

Personnel Manual

Revised/Restated
August 18, 2020

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INTRODUCTION			
<p>1.1 Introduction</p> <p>Judson College is an equal opportunity employer and as such, provides equal opportunity for employment and advancement of all employees. Each employee, by performing his/her assigned duties, contributes to the instructional activities of the College. The College desires to have in its employment happy, industrious people who will give courteous and efficient service. In return, the College endeavors to provide working conditions based upon fair and equitable standards.</p> <p>Any employee or group of employees has the right, without discrimination, to discuss with his/her supervisor the terms of his employment or working conditions. From time to time Judson College has to make decisions without prior consultations with its employees. The College must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employees; to determine the work schedule; to determine the size and composition of the work force; to establish, change, and abolish policies, procedures, rules and regulations; to determine and modify job descriptions and job classification; to assign duties to employees; and to establish and change salary and wage rates in accordance with needs and requirements determined by Judson College.</p> <p>Supervisors shall not recruit or advertise for applicants directly unless specifically authorized to do so by a Vice President. All applicants for employment must have completed an application form prior to being interviewed. A Vice President, or a designee, must have conducted an initial interview with an applicant prior to an offer of employment being made by the supervisor. Supervisors will refrain from making commitments for employment to the prospective employee without the approval of a Vice President. Salaries and wage rates are subject to review and approval by the President.</p> <p>This handbook is a general information publication only. The statement of policies, practices and benefits described in this handbook are institutional guidelines only and do not constitute a contract of employment. Judson College, through its administration and/or Board of Trustees, reserve the right to change them at any time. Changes become effective at the time the proper authorities so determine.</p> <p>1.2 Vision & Mission</p> <p>The twenty-first century marks the beginning of Judson's third century of service. We must consider all that is behind us a preamble to our future. We will endeavor to become the finest Christian arts and sciences college for women in America. Our twenty-first century students must be academically prepared for life and learning, always ready to exemplify the life and teachings of Christ.</p> <p>Judson College, a private, undergraduate institution of liberal learning and professional study related to the Alabama Baptist State Convention, offers distinguished student centered academic programs in a residential single gender setting and through distance education to both genders. As a caring collegiate community, Judson College is dedicated to maturing its students into well-adjusted and productive citizens through the transmission of knowledge, refinement of intellect, the nurturing of faith, and the development of character. Resulting from these efforts, Judson graduates will:</p> <p>Know general information common to the educated public and detailed information of an academic discipline;</p> <p>Do critical thinking and effective communicating;</p> <p>Be persons of enduring faith and character who are eager to serve and to lead.</p>			

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<p>1.3 Judson College Values</p> <p>As a Christian college of arts and sciences for women, Judson College seeks to adhere to convictions best exemplified in the life and teachings of Jesus Christ.</p> <p>As a Christian community, the College embraces:</p> <ul style="list-style-type: none"> • faith in God, adherence to Christian traditions, commitment to the ministry and mission of the Christian church; • the infinite worth of persons and the development of the full potential of each person at every stage in life, and "love of neighbor as one's self;" • the lifelong pursuit of knowledge and understanding; • the making of ethical choices based on the life of Jesus Christ, the teachings of the Bible, the well-being of others, and an informed conscience; • openness, truthfulness, justice, and fairness among persons of both sexes, all races and ethnic identities, all ages, and all levels of giftedness; and respect for opinions, convictions and beliefs different from our own; • the aspiration for personal achievement, economic self-sufficiency, and public usefulness; • a work ethic characterized by diligence, honesty, stewardship, and a sincere effort to do one's best; • service to community and constituency, within the College and the wider society. <p>Reviewed and Revised by the Steering Committee of the Strategic Improvement Initiative October, 1997</p> <p>Approved by the Board of Trustees February, 1998</p> <p>1.4 Policy on Policies</p> <p>Judson College formally approves, issues, and maintains official college policies in a consistent manner. Individuals engaged in developing and maintaining college policies follow proper procedure. Judson College complies with the policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).</p> <p>1.5 Religious Tenets of Judson College and Alabama Baptist State Convention</p> <p>As a College whose Board of Trustees is appointed by the Alabama Baptist State Convention, and from whom the College receives substantial financial support, Judson College appreciates and fully identifies with the religious views held by the Convention and the Churches of the Convention. Judson College is dedicated to delivering an educational program that is distinctly Christian, affording its students an experience based in a biblically informed Christian worldview. To facilitate these goals, the Board of Trustees hereby affirms the Baptist Faith and Message 2000 as representing a generally held confessional standard among the Churches of the Convention and a statement of faith adopted by the Convention, and directs that all the affairs of the College, educational and otherwise, be conducted in keeping with these religious tenets. Approved by the Board of Trustees, June 27, 2020.</p>			

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EMPLOYMENT PROCEDURES (NON-ACADEMIC)			
<p>2.1 Definition of Employment</p> <p>A full-time employee is one who normally works 30 or more hours per week during the regular academic terms.</p> <p>An employee working less than 30 hours per week is considered part-time.</p> <p>2.2 Form I-9 Requirement</p> <p>As required by federal law, all employees must provide acceptable documents necessary to complete Form I-9 immediately upon beginning work.</p> <p>2.3 Probationary Period</p> <p>Each newly appointed employee serves a probationary period of six calendar months (from the effective date of employment) during which his/her performance is evaluated against the job requirements.</p> <p>Following completion of the six months probationary period, an employee may be placed on continuing employment if his/her performance is evaluated as satisfactory. The term of employment will depend upon the availability of funds to support the position, a sustained need for the work to be performed, and the employee's satisfactory performance of that work.</p> <p>If, following the probationary period an employee's performance is evaluated as unsatisfactory, his/her probationary period may be extended for up to 90 calendar days or his/her employment terminated.</p> <p>2.4 Personnel Records</p> <p>Each employee has a personnel/payroll file in the Business Office which includes the following:</p> <ul style="list-style-type: none"> Application for Employment I-9 Form Federal withholding certificate State withholding certificate Life insurance forms Long-term disability forms Health Benefits Plan forms Retirement Plan forms <p>Each new employee should report to the Business Office on the first day of employment. A copy of the employee's social security card should be shown or given to the Business Office to insure that the name on the employee's payroll check is identical to the one on employee's social security card.</p> <p>2.5 Working Hours</p> <p>Every employee is expected to regulate his/her arrivals and departures to insure that established work schedules are maintained. Supervisors may temporarily adjust the work schedule of any employee or group of employees under his/her supervision to provide a variety of daily hours during peak work periods or to provide for extra services outside of the normal working periods.</p>			

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<p>2.6 Administrative Staff</p> <p>Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, unless otherwise specified. One hour is allowed for lunch from 12:00 to 1:00 p.m. Some offices will be open on special occasions such as College Day.</p> <p>2.7 Facilities Management Staff</p> <p>Maintenance and Housekeeping Staff:</p> <p>Work hours are 7:00 a.m. to 4:00 p.m., Monday through Friday, with a one hour lunch break.</p> <p>2.8 Secondary Employment</p> <p>In the interest of maintaining a courteous, industrious, and efficient workplace, the College reserves the right to limit outside/secondary employment of full-time employees. Their work at Judson is expected to be primary. Before seeking work after hours, full-time employees must inform their supervisors of their intention. Supervisors will forward requests with recommendations to the President's Executive Cabinet for review and final action. When permission is granted, the action will be reviewed on an annual basis.</p> <p>2.9 Community Service</p> <p>The College encourages employees to contribute to the community through volunteer work generally performed outside normal office hours so as not to interfere with the scheduled work routine or prevent them from efficiently discharging their primary obligations and commitments to the College. Therefore, employees should not engage in activities which create a continuing conflict of interest or commitment.</p> <p>2.10 Breaks</p> <p>The supervisor may authorize a 15-minute period of relief from duty in the morning for a break. Employees should stagger their breaks so that offices will be covered at all times. If there is more than one person in an office or in an adjoining office, then breaks should be taken one at a time.</p> <p>2.11 Performance Evaluation</p> <p>An evaluation counseling session for employees will be held near the end of the initial six months of employment and annually thereafter. The purpose of the evaluation counseling session is to provide an opportunity for discussion between the employee and the supervisor of work related expectations and of goals for improved performance.</p>			

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<p>2.12 Personnel Evaluations</p> <p>All supervisors will evaluate the job performance of their direct reports on at least an annual basis. A copy of the evaluation instrument will be maintained in the employee's personnel file. Faculty evaluations are conducted separately through the office of the academic affairs. The faculty evaluation process is described in the Faculty Handbook.</p>			

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SEPARATION OF EMPLOYMENT			
<p>3.1 Resignations</p> <p>All employees must provide their immediate supervisor a written notice of resignation two weeks before the date of separation. The supervisor is responsible for notifying their Vice President and the Business Office of the employee's resignation. All Judson property and keys are to be returned to the supervisor on the last day of employment.</p> <p>3.2 Terminations</p> <p>There are times when an employee may be subject to termination. Usually, discussions with the supervisor and attempts to remedy problems precede termination. Since Alabama Law provides for at-will employment, Judson reserves the right to terminate without utilization of such procedures. Matters which may result in termination include but are not limited to the following: poor job performance, excessive tardiness, excessive absence, insubordination, illegal acts, dishonesty, sexual harassment and moral turpitude.</p> <p>3.3 Benefits</p> <p>A separating employee will not be paid for any sick leave or vacation that has accumulated. The employee should arrange with the Business Office for the conversion of appropriate benefits (i.e. health insurance, retirement).</p> <p>Please note: Faculty should see FACULTY HANDBOOK for information regarding non-renewal or termination of contracts.</p>			

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COMPENSATION			
<p>4.1 Pay Periods</p> <p>Salary (Monthly)</p> <p>Salary will be paid monthly on the last working day of the month. Exceptions to this policy will be announced in advance. Salaries are confidential and should not be discussed, except with the supervisor and/or the Business Office. Salaries will be agreed upon on an individual basis. The Business Office should be given written notification ten days prior to the end of the pay period for any changes in deductions desired by the employee.</p> <p>4.2 Wage (Hourly)</p> <p>The payroll period for hourly employees is Wednesday through Tuesday. Hourly employees are paid every two weeks with payment on Friday. Paychecks will be issued only to the employee unless otherwise designated in writing by the employee. Questions regarding payroll and benefits should be discussed with the appropriate Business Office personnel.</p> <p>4.3 Social Security</p> <p>Judson College contributes equally to the cost of Social Security benefits for each employee according to federal regulations.</p> <p>4.4 Overtime Hours</p> <p>Hourly-paid employees required to work more than 40 hours per week will be paid an overtime rate for all approved hours over 40 actually worked. Hourly employees are paid for hours as recorded on their time card. Time cards should be signed by the employee and appropriate supervisor. Employees should not clock in prior to 7:00 a.m. unless authorized by the supervisor. All overtime must be approved by the Business Office prior to working.</p> <p>These overtime provisions do not apply to salaried personnel. Management necessarily reserves the right to reschedule work assignments to meet the demands of the College employment.</p> <p>4.5 Payroll Deductions</p> <p>Required payroll deductions are:</p> <ul style="list-style-type: none"> Federal tax Social Security (FICA) State income tax Court-ordered garnishments and child support orders <p>Additional deductions may be requested:</p> <ul style="list-style-type: none"> Voluntary Retirement Plan contributions Supplemental life and disability insurance premiums Health insurance premiums Campaign and/or Annual Fund deductions 			

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EMPLOYEE BENEFITS			
<p>5.1 Eligibility for Benefits</p> <p>Full-time employees will receive full benefits. Part-time employees will receive prorated benefits, provided that the employee must be expected to work 1,000 hours per year to be eligible for benefits.</p>			
<p>5.2 Vacation</p> <p>Non-faculty, salaried employees may earn 1 day of paid vacation per month up to 10 days per calendar year during their first 15 years of service. Non-faculty, salaried employees with more than 15 years of service may earn 1.5 days of paid vacation per month up to 15 days per calendar year. Non-faculty, salaried employees with more than 25 years of service may earn 2 days of paid vacation per month up to 20 days per calendar year. To earn paid vacation time for a given month, non-faculty salaried employees must submit a completed Vacation/Sick Leave Report to the Business Office by the 15th of the following month.</p> <p>Non-faculty, hourly-paid employees may earn 1/2 day of paid vacation per bi-weekly pay period up to 10 days per calendar year during their first 15 years of service. Non-faculty, hourly-paid employees with more than 15 years of service may earn 3/4 day of paid vacation per bi-weekly pay period up to 15 days per calendar year. Non-faculty, hourly-paid employees with more than 25 years of service may earn 1 day of paid vacation per bi-weekly pay period up to 20 days per calendar year.</p> <p>The scheduling of vacation for all employees is subject to the approval or denial by department heads and should be scheduled at least one week in advance. Schedules for vacation within a department should be arranged to meet the seasonal work loads of the department and to provide an adequate staff at all times. Careful consideration should be given to vacation requests which would occur during the opening of an academic session. No more than 2 week's vacation may be taken at one time. After approving vacation leave, supervisors should submit a leave form to the Business Office before the end of the pay period in which it is taken. The form should be signed by the supervisor as well as the employee.</p> <p>Vacation is not available for use by faculty or during the first six months of employment for others. If an employee is off work during the first six months, he or she is off without pay. Vacation time does not accrue during any pay period when, for any reason, an employee does not work a minimum of one-half of the period's workdays.</p> <p>Vacation time will be calculated and updated each pay period based upon the Vacation/Sick Leave Reports or time cards/time sheets submitted to the Business Office. The records in the Business Office are the only official basis on which vacation pay will be granted.</p> <p>Transition Year Vacation</p> <p>Vacation is paid only up to the total amount accrued to the point that it is taken, except that employees will be permitted to use up to 5 days of unearned vacation during 2009. If an employee terminates before earning used vacation days, the value of the unearned, used vacation will be deducted from his or her final pay check.</p> <p>Accumulation of Vacation</p> <p>Non-faculty employees may accumulate up to the annual maximum vacation permitted based on length of service. Unused vacation will not be paid upon leaving the employment of the College.</p>			

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EMPLOYEE BENEFITS			
<p>5.3 Holidays</p> <p>The following holidays shall be considered the official holidays of the College:</p> <ul style="list-style-type: none"> Martin Luther King, Jr. (Observed) Good Monday Memorial Day Independence Day Labor Day Thanksgiving Day and the Wednesday before and the Friday following Christmas Eve through New Year's Day <p>If the holiday falls on Saturday, Friday will be taken. If the holiday falls on Sunday, Monday will be taken. The only exception to this will be Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. All offices will be closed and employees will be excused from work for all of the holidays listed above except for necessary operations and emergencies. During the Christmas holiday, personnel from the President's Office and Development Office will have College calls forwarded to their personal phones. During the Christmas holiday, all donations to the College will be receipted by Development personnel and deposited by Business Office personnel. Additional holidays may be approved by the President of the College and will be announced in advance.</p>			

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LEAVE OF ABSENCE			
<p>6.1 Sick Leave</p> <p>Eligibility</p> <p>Employees are eligible for sick leave benefits upon completion of 90 days of continuous active service. Sick leave accrues at the rate of one working day per month of employment for non-faculty monthly-paid employees and one-half day per pay period for biweekly-paid employees up to 12 days per calendar year. Non-faculty monthly-paid employees must submit a Vacation/Sick Leave Report to the Business Office by the 15th of the following month or no sick leave will be accrued for the month for which the report is not submitted on time.</p> <p>Accrual of Sick Leave</p> <p>Sick leave is credited for each month of service, provided that the employee submits timesheets or completed Vacation/Sick Leave Reports are submitted to the Business Office by the 15th of the following month.</p> <p>No sick leave accrues (a) for periods of leave without pay, or (b) for any month during which an employee receives pay for less than half the total work hours in the month.</p> <p>Unused sick leave accumulates from year to year, with a maximum limit of 60 days.</p> <p>Use of Paid Sick Leave</p> <p>Acceptable uses of sick leave include:</p> <p>An employee's inability to work because of illness or injury;</p> <p>Necessary medical or dental appointments during the employee's regular work hours that cannot be accommodated by changing the employee's work schedule;</p> <p>Serious illness or injury in an employee's immediate family that requires his or her absence from work, provided that a maximum of fifteen (15) days of sick leave can be used for this purpose during a year of service. ("Immediate family" includes employee's, spouse, children, parents, in-laws, siblings, grandparents, grandchildren, or other family member dependent on the employee and living in his or her household);</p> <p>Hospitalization of employee;</p> <p>Verification of sick leave usage: Acceptable evidence of disability is required for using sick leave. The supervisor who approves the use of sick leave by an employee is responsible for determining if conditions for such use are met. Acceptable evidence includes, but is not limited to, personal contact with the employee, a doctor's statement, and information furnished in the employee's claim for disability benefits.</p> <p>Institutional holidays and sick leave: When an employee is disabled with time off that was charged to paid sick leave on a day when a regular institutional holiday occurs, the charge for that day is changed to a paid holiday.</p> <p>Disabilities during vacation: When an employee is hospitalized or confined to bed by medical direction while on vacation, the period of disability will be charged to sick leave.</p> <p>Unused sick days will not be paid upon leaving the employment of the College.</p>			

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<p>6.2 Maternity Leave of Absence</p> <p>Maternity leave of absence from work with Judson College may be granted for a six weeks period with pay, providing the employee has accrued sick leave and/or vacation. If an extension is required, medical confirmation may be requested. If approved, the extended leave shall be taken without pay, unless the employee has accumulated sick leave and/or vacation.</p> <p>6.3 Bereavement Absences</p> <p>Employees may be given up to three days leave with pay to attend funerals for the members of their immediate families – husband, wife, children, parents, grandparents, siblings, and in-laws. Bereavement absence will not be charged to accrued sick time. To be eligible for bereavement leave, the supervisor or department head should be notified immediately. If abuse of this policy is suspected, documentation to substantiate the request for paid leave may be required</p> <p>6.4 Other Paid Absences</p> <p>The College provides payment for leave under the following categories:</p> <p>For jury duty, the College will pay all employees the regular salary or wages for the time away from the job that the employee would ordinarily be scheduled to work. If the employee is released from jury duty before the end of the employee's shift, the employee should return to work or contact the supervisor for further instruction. In order to receive pay, proper documentation of time actually served must be provided.</p> <p>Supervisor should be notified of impending jury duty as soon as the employee receives notice to serve. A copy of the notice should be provided.</p> <p>If an employee is subpoenaed to serve as a witness in court, the Employee's regular pay will be continued for a period not to exceed one week. The employee must notify his/her supervisor as soon as a notice is served. A copy of this notice must be provided.</p> <p>One day or half-day leave may be authorized by the supervisor for the following emergency situations:</p> <ul style="list-style-type: none"> To check property damage or impending damage to home, auto, or personal property; To arrange emergency repairs of such damages; To arrange settlement of emergencies or personal business that must be scheduled during a workday; To allow a terminating employee to seek other employment. 			

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<p>6.5 Family Medical Leave Policy</p> <p>Coverage</p> <p>Family medical leave may be granted for up to a twelve week period without pay. An employee requesting family medical leave should communicate with his or her supervisor. Also, the employee should contact the Business Office in order to complete a leave request form.</p> <p>Employees who are eligible for family medical leave may take leave due to the birth or adoption of a child, the employee's own serious health condition, or because the employee is needed to care for a parent, child, or spouse with serious health condition.</p> <p>The parental relationship includes one where the parent has the day-to-day responsibility for the care of and financial support of a child. An employee's parents for purposes of coverage do not include his or her in-laws or grandparents.</p> <p>A parent may also request time off for the serious medical illness of a child who is older than 18 and incapable of self care because of a mental or physical disability.</p> <p>Up to a twelve week period may be requested by an employee per twelve month period. The twelve month period shall be determined based on the date the employee first uses the family medical leave. The employee must give 30 days advance notice of the need for leave where possible. Failure to do so may result in a delay of up to 30 days in implementing the leave request.</p> <p>Health insurance benefits will be maintained during the period of leave for employees participating in the Judson sponsored health insurance plan. Prior to the beginning of the period of leave, arrangements should be made with the Business Office for paying the employee's portion of the insurance premiums. Coverage will cease if the employee is more than 30 days late in paying for his or her coverage. If the employee does not return to work, the College may recover its share of health benefits.</p> <p>Eligibility</p> <p>In order to be eligible for the leave, the following factors must be met:</p> <p>The employee must have been employed at Judson College for at least 12 months, but not necessarily consecutive months.</p> <p>The employee must have worked at least a total of 1,250 hours during the 12 months immediately preceding the beginning of the leave.</p> <p>Type of Leave</p> <p>Leave eligibility for the adoption or birth of a child expires at the end of the 12 month period, beginning from the date of birth or adoption. If a husband and wife both work for the College, they are limited together to a total of 12 weeks for the birth or adoption of a child or to care for a parent. Intermittent leave or a reduced work schedule for the purpose of the birth or adoption of a child must be approved by the College.</p> <p>Leave for a serious health condition of the employee, parent, child or spouse.</p> <p>Intermittent leave or a reduced work schedule may be taken by employee. If the leave is taken to take care for a family member or for the employee's own medical illness, it must be medically necessary for the employee to take such leave and appropriate notice must be given to the College. Medical certification will be required for such leave. The employee may be transferred to an equivalent position in order to accommodate the intermittent leave. The transfer will be to a position involving equivalent pay and bene-</p>			

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<p>fits but may not have equivalent duties. If the leave has a reduced work schedule, certain employee benefits will be reduced proportionately.</p> <p>Employees eligible for Military Family Leave are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.</p> <p>An employee eligible for Military Family Leave who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.</p> <p>Use of Accrued Vacation or Sick Leave</p> <p>Any accrued but unused paid vacation may be applied toward the leave at the discretion of the College. An employee may use accrued sick leave days as a part of the family medical leave.</p> <p>Restoration to an Equivalent Position</p> <p>Generally upon return to work, the employee will return to work in the same or an equivalent position. The employee may expect to receive the same pay, benefits and working conditions. The position will involve the same or substantially similar duties and responsibilities. Exceptions may be required if a change has occurred in the business circumstances of the College.</p> <p>The employee is not entitled to accrue benefits while out on leave, but does not forfeit accrued but unused benefits while on leave.</p> <p>Seniority and length of service-related benefits do not have to accrue during leave, except for retirement eligibility. The College is not required to make retirement contributions if the employee is on family medical leave, but the employee’s length of service for retirement purposes will remain unaffected by the leave.</p> <p>Reasons for Refusal to Provide Leave or Reinstatement</p> <p>Refusal to provide leave or reinstatement may occur under the following circumstances:</p> <p>If there has been a failure by the employee to provide timely advance notice, leave may be delayed up to 30 days;</p> <p>If there has been a failure by the employee to comply with medical certification, leave may be denied until medical certification is met;</p> <p>If the employee has failed to provide a fitness for duty certification to return to work;</p> <p>If at the time the employee requests reemployment, the employee would not have been otherwise employed;</p> <p>If an employee advises the employer that the employee does not intend to return to work;</p> <p>If an employee fraudulently obtains a family medical leave;</p> <p>If there is change in employment needs or business circumstances of the College.</p>			

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LEAVE OF ABSENCE			
<p>Definitions</p> <p>“Intermittent leave” means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks.</p> <p>“Provider Health Care” is defined as a doctor of medicine or osteopathy, podiatrist, dentist, optometrist, chiropractor, psychologist, and some practitioners and nurse midwives.</p> <p>“Medical Certification” may be required for an employee’s own medical absence or to care for the serious health condition of a spouse, parent, or child. Certification will not be required for leave due to the birth or adoption of a child. When medical certification is required the employee must provide the requested certification within the time frame requested by the College (which will allow at least 15 calendar days) unless it is not practical under the particular circumstances. A second certification may be required before leave is approved.</p> <p>“Serious Health Condition” is defined as an illness, injury, impairment, or physical or mental condition that involves:</p> <p>Incapacity or treatment in connection with or consequent to in-patient care;</p> <p>Incapacity requiring absence from work, school or other regular daily activities or more than three calendar days involving continuing treatment or supervision of a health care provider; or</p> <p>Continuing treatment or supervision by a health care provider for a chronic or long term condition that is either incurable or is so serious that if treatment does not occur, it may result in incapacity for more than three days.</p> <p>Medically unnecessary treatment (such as voluntary or cosmetic) is not considered serious health conditions unless hospitalization is required. Treatments for allergies, stress, or for substance abuse are serious health conditions if all the conditions of the policy are met. Prenatal care is included as a serious health condition. Routine preventive physical examinations are excluded.</p> <p>“Reduced Leave Schedule” means a leave schedule that reduces the number of hours per workweek, or hours per workday, of an employee.</p>			

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BENEFITS – INSURANCE			
<p>7.1 Life and Accidental Death Insurance</p> <p>Judson College pays for a Life and Accidental Death and Dismemberment (AD&D) policy on each of its full-time employees effective on completion of 30 days active employment.</p> <p>A summary plan description is available in the Business Office.</p> <p>7.2 Long-Term Disability Insurance</p> <p>Judson College also provides all full-time employees a long-term disability insurance policy.</p> <p>A summary plan description is available in the Business Office.</p> <p>7.3 Health and Dental Benefits Plan</p> <p>A Judson College sponsored Blue Cross/Blue Shield Health Insurance Plan is available for full-time employees. The employee’s contribution of the premium is payroll deductible. A summary plan description is available in the Business Office.</p> <p>The College allows group members to participate in a Section 125/Premium only plan that means the insurance premiums are paid with before-tax dollars, thus increasing the take home pay through tax savings.</p>			

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RETIREMENT PLAN			
<p>Eligible employees may participate in the Judson College Retirement Plan through a summary plan description is available in the Business Office.</p> <p>Age 65 shall be the normal retirement age.</p> <p>The former practice of granting monetary gifts upon retirement has been discontinued.</p>			

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BENEFITS – OTHER			
<p>Unemployment Compensation</p> <p>Judson College is subject to the provisions of Alabama’s Unemployment Compensation Law. This insurance provides unemployment compensation for employees who are eligible and qualify for this protection. This benefit is controlled by state and federal laws and regulations, not by College policy.</p>			

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TUITION BENEFITS			
<p>10.1 Employee/Dependent Tuition Benefits</p> <p>After six months of continued employment, employees and their dependents may apply for tuition discounts for courses taken through the College. Dependents are defined as the spouse and dependent children of employees. Tuition discounts are for tuition only and do not cover fees. Application for the benefit must be made through the Financial Aid Office and is subject to annual review. Anyone seeking to apply for Employee/Dependent Tuition Benefit and federal and state grants and scholarships must apply by March 1st in the spring semester immediately preceding the academic year in which enrollment is desired. Federal and state grants and scholarships may be used for room and board only and are not subject to refund. The benefit is subject to a limit of 150 credit hours attempted by anyone who first enrolled after January 1, 2009.</p> <p>10.2 Traditional Undergraduate Program</p> <p>Permission to attend courses held during normal working hours (8:00 a.m. to 4:30 p.m. Monday – Friday) must be requested in writing through the employee’s supervisor to the appropriate vice president and approved by the President’s Cabinet. Employees receiving the benefit will be expected either to extend their work day beyond normal working hours after 4:30 Monday through Friday or to have compensation reduced. Discounts are prorated for part-time employees based on the number of hours worked each week. Employees must apply for the tuition discount through the Financial Aid Office. Employees eligible for federal assistance (Pell Grant and loans) may apply the assistance to the employee’s expenses for books and fees. Employees eligible for the Alabama Student Grant must complete the application, and the state grant will be applied to fund a portion of the tuition discount.</p> <p>10.3 Distance Learning Division</p> <p>Employees and their dependents may apply to enroll in courses offered through the Distance Learning Division at a rate of \$70.00 per semester hour. The remainder of the cost for tuition will be granted as tuition discount. Interested individuals must apply for the tuition discount through the Financial Aid Office and be approved by the Dean of the College. Employees eligible for federal assistance (Pell Grant and Loans) may apply the assistance to the employee’s expenses for tuition, books, and fees. Employees eligible for the Alabama Student Grant must complete the application and the state grant will be applied to fund a portion of the tuition discount.</p> <p>10.4 Community School of Fine Arts</p> <p>Employee tuition discounts and dependent discounts do not extend to the Community School of Fine Arts.</p> <p>10.5 Special Circumstances</p> <p>In the event that coursework is mandated by the College for job related purposes; exceptions may be made to the policies as outlined above. Requests for exceptions should be presented by the supervisor to the appropriate Vice President for approval by the President’s Cabinet.</p>			

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TUITION DISCOUNTS			
<p>10.6 Independent Schools in Perry County</p> <p>The College will pay 50% of the tuition for an employee's children to any state licensed or accredited independent school in Perry County. Tuition discounts will be paid proportionately for part-time employees. This policy is subject to annual review.</p> <p>10.7 Reciprocal Tuition Agreements</p> <p>Colleges and Universities that participate in the Tuition Exchange Program have agreed to grant full tuition scholarships to the dependents of faculty and staff of another participating institution. Each institution has the right to set a limit on the number of dependents assisted in any given year. A list of participating institutions may be secured from the Business Office.</p>			

TUITION BENEFITS

10.8 Educational Assistance for Graduate Study

Judson College Faculty/Administrative Staff

To encourage graduate study, Judson College offers financial assistance to full-time faculty and administrative staff who desire to further their education and/or obtain an advanced academic degree. Each application is considered on an individual basis and assistance is granted on the basis of funds available and value of study to programs of the College. Judson College will reimburse direct costs for graduate tuition courses as part of approved programs of study based on the following conditions:

Agreement 1

The faculty/administrative staff submits to the Vice President and Academic Dean a written outline of the proposed program of study prior to the time educational study is to begin showing how the study relates to their overall academic or administrative objectives.

Agreement 2

When approval of the program of study is granted, the faculty/administrative staff will provide the Business Office with invoices for tuition, appropriate payment addresses, and time tables for payment of invoices.

Agreement 3

Financial assistance for tuition expenses is granted in the form of a forgivable loan that will be redeemed to the faculty/administrative staff in annual installments of up to \$1,200 per year of service beginning at the conclusion of the outlined program of study. Should the employee leave Judson College before the redeemed years of service have been rendered, the amount of the unredeemed tuition expense will be considered due to the college by the faculty/administrative staff member.

I understand and accept financial assistance based on the conditions as listed above.

Faculty/Administrative Staff

By _____
Judson College Signature

Date _____

Date _____

Total projected tuition expenses for program of study. _____

Maximum annual forgivable installment.	\$1,200.00
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Total years of service expected. _____

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<p>11.1 Smoking, Tobacco, and Nicotine Use Policy</p> <p>To provide and encourage a healthier environment for students, employees and guests, Judson College has adopted a tobacco-free and smoke-free policy for the entire campus. This policy applies to smokeless tobacco, smoke tobacco, electronic cigarette or “vape” products, and other burned products, including incense, herbs, and resins.</p> <p>Evidence shows us that smoking or breathing secondhand smoke damages nearly every organ in the human body. Additionally, tobacco use is linked to at least 10 different cancers and accounts for some 30 percent of all cancer deaths.</p> <p>A number of resources are available to those who are interested in discontinuing tobacco use. More information is available from The Tobacco Quit Line, which can be reached at 1-800-QUIT-NOW. Students may contact the Student Life Office for more information.</p> <p>Violation of the smoking and tobacco use policy will result in disciplinary action by the College.</p> <p>11.2 Absenteeism or Tardiness</p> <p>Employees are required to report to work on time prepared for duty. Being repeatedly late or absent from work or being absent without good reason presents grounds for dismissal.</p> <p>11.3 Dress Code</p> <p>Each person is expected to dress neatly and professionally.</p> <p>11.4 Telephone Usage</p> <p>The telephones are for necessary college business. Personal calls should be kept to a minimum. Lengthy telephone conversations are discouraged.</p> <p>Long distance calls are to be limited to official college business.</p> <p>11.5 Weapons Violation</p> <p>Unless otherwise expressly allowed by the president, no employee of the College will be allowed to carry weapons of any kind on College property. For the purpose of this policy, weapons will include, but not necessarily limited to, firearms, knives with switchblades and knives with blades in excess of two and one half inches, explosives and fireworks. This policy includes anyone who is legally permitted by local law enforcement to carry concealed weapons.</p>			

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<p>11.6 Drug and Alcohol Awareness Program – Drug Free Campus and Workplace Policy</p> <p>Judson College is committed to providing a drug free campus and workplace environment. As an institution of higher education, Judson recognizes the need to establish an illicit drug and alcohol awareness program to educate the faculty, staff and students about the dangers of drug and alcohol abuse.</p> <p>This policy is established as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.</p> <p>All faculty, staff and students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using illicit drugs and alcohol on this campus or as part of any of its activities.</p> <p>Judson will impose sanctions, consistent with local, State and Federal law, upon all faculty, staff and students who violate the standards of conduct set forth in this policy. Such sanctions may include required completion, at the faculty member's, staff member's or student's own expense, of an appropriate rehabilitation program chosen by Judson, referral for prosecution, probation, suspension or expulsion of students and suspension or termination of faculty and staff members.</p> <p>If any employee is convicted of violating a criminal drug statute and such conviction is for a violation occurring in the workplace, Judson shall take appropriate disciplinary action against the employee, up to and including termination, or shall require the employee at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program chosen by Judson. Notwithstanding any other procedural rule or regulation in any manual or handbook, such action shall be taken within thirty (30) days after Judson receives notice of the faculty of staff member's conviction.</p> <p>Employees engaged in the performance of federal grants or contracts, primarily those employed in the office of Finance and Financial Aid, will agree to abide by the terms of this policy as a condition of their employment and will notify Judson of any criminal drug conviction for a violation occurring in the workplace no later than (5) days after that conviction. Failure to so inform Judson subjects the staff member to disciplinary action, up to and including termination for the first offense. By law, Judson will notify the federal agency within ten (10) days of receiving notice of such a conviction.</p> <p>Judson College will offer drug and alcohol education to faculty, staff and students. This education shall include the annual distribution of information about types and possible effects of drugs, legal sanctions under local, State and Federal law and available counseling services.</p> <p>Types of Drugs and Possible Effects</p> <p>Stimulants speed up action of the central nervous system: (A) Amphetamines may cause hallucinations. Tolerance, psychological and sometimes physical dependence can develop. Continued high doses can cause heart problems, malnutrition, and death. (B) Cocaine may cause confusion, depression, hallucinations. Tolerance and physical dependence can develop. Effects are unpredictable – convulsions, coma and death are possible. Nasal membranes may be destroyed. Smoking may cause lesions in lungs.</p> <p>Depressants relax the central nervous system. Barbiturates, Tranquilizers, and Methaqualone may cause confusion and loss of coordination. Tolerance, physical and psychological dependence can develop. An overdose can cause coma or death. Depressants taken in combination in or with alcohol are especially dangerous.</p> <p>Cannabis alters mood and perception. Marihuana and Hashish may cause confusion and loss of coordination. Long-term use may cause moderate tolerance and psychological dependence. Long-term use may cause damage to lung tissue.</p>			

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<p>Hallucinogens temporarily distort reality: (A) Lysergic Acid Diethylamide (LSD) may cause hallucinations and panic. Effects may recur (“flashbacks”) even after use is discontinued. Birth defects are possible in user’s children. (B) Phencyclidine (PCP) may cause depression, hallucinations, confusion and irrational behavior. Tolerance develops. An overdose can cause convulsions, coma, and death. (C) Mescaline, MDA, DMT, STP, Psilocybin, “Designer Drugs” have effects similar to LSD. (D) Narcotics lower perception of pain. Heroin, Morphine, Codeine and Opium may cause lethargy, apathy, loss of judgment and self-control. Tolerance, physical and psychological dependence can develop. An overdose can cause convulsions, coma, and death. Risks of use include malnutrition, infection and hepatitis.</p> <p>Deliriums cause mental confusion. Aerosol Products, Lighter Fluid, Paint Thinner, Amyl Nitrate and Other Inhalants may cause loss of coordination, confusion and hallucinations. An overdose can cause convulsions and death. Psychological dependence can develop. Permanent damage to lungs, brain, liver, and bone marrow can result.</p> <p>Alcohol, although not controlled in the same way as other drugs, is a powerful depressant. Long-term, heavy drinking is linked to cancer, heart and liver damage and other serious illnesses. Tolerance, physical and psychological dependence can develop.</p> <p>Legal Sanctions</p> <p>Legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcoholic beverages may include:</p> <p>A. Possession, use or distribution of alcoholic beverages:</p> <ol style="list-style-type: none"> 1. It is unlawful for persons under 21 years of age to purchase, consume, possess or transport alcoholic beverages within the State of Alabama. Penalties for conviction of such charges may include a jail sentence. 2. Public intoxication, driving under the influence of alcohol or unlicensed sale of alcoholic beverages is also unlawful. Penalties for such convictions may include suspension of driver’s license, requirement to complete alcohol rehabilitation program and jail sentence. <p>B. Possession of controlled or illicit drugs:</p> <ol style="list-style-type: none"> 1. Marijuana <ol style="list-style-type: none"> (a) Possession of a small amount of marihuana for personal use only is a misdemeanor punishable by a jail sentence of up to one year or a fine of up to \$2,000 or both. (b) Possession of marihuana for other than personal use or a second conviction for personal use only is a felony punishable by a prison sentence of at least one but not more than ten years or a fine of up to \$5,000 or both. (c) Possession of more than 2.2 pounds of cannabis is considered “drug trafficking” punishable by a minimum prison sentence of three years and a fine of at least \$25,000. 2. All other controlled substances (cocaine, amphetamines, PCP, ecstasy, etc.) Possession of a controlled substance (other than marihuana) is a felony punishable by a prison sentence of at least one but not more than ten years or a fine of up to \$5,000 or both. Possession of large amounts of controlled substances is considered “drug trafficking” punishable by a minimum prison sentence of three years and fines from \$50,000 to \$500,000. 			

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<p>C. Sale or distribution of controlled or illicit drugs:</p> <ol style="list-style-type: none"> 1. Sale or distribution of any controlled substance is a felony punishable by a prison term of two to twenty years or a fine of up to \$10,000, or both. 2. Sale or distribution (even for no charge) of a controlled substance by a person over the age of 18 to a person under the age of 18 is a felony punishable by a prison term of ten years to life imprisonment or a fine of up to \$20,000 or both. 3. Sale or possession of large amounts of drugs is considered “drug trafficking” punishable by a prison term of at least three years and fines from \$50,000 to \$500,000. 4. Sale of a controlled substance within three miles of any school (including a college) is punishable by a mandatory sentence of five years without probation in addition to the penalties listed above. <p>The College recognizes the health risks associated with the abuse of alcohol and the use of illicit drugs, and seeks to provide opportunities for educational awareness and refers students and employees to agencies equipped for individual counseling and rehabilitation. Annually, a representative from the ALCAP, Alabama Citizen’s Action Program, addresses the members of the Judson College community in order to enhance their awareness of substance abuse. Those in need of substance abuse counseling and/or rehabilitation are referred by the College to the Cahaba Mental Health Center in Marion, or the rehabilitation programs of Charter Hospital in Decatur, Alabama, or the Bradford for Adults in Birmingham, Alabama.</p> <p>The College will distribute annually information regarding the Drug and Alcohol Awareness Program, and will provide upon request educational pamphlets, and will schedule throughout the year educational programs.</p> <p>The College will conduct a biennial review of the Drug and Alcohol Awareness Program in order to determine its effectiveness and implement changes to the program as needed and ensure that the sanctions are consistently enforced.</p>			

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<p>11.7 Employee-Student Non-Fraternization Policy</p> <p>Judson College seeks to provide an academically engaging, emotionally supportive, and unapologetically Christian environment for each of its students. From the time young women start to consider attending Judson, faculty and staff advise and mentor them, beginning relationships that may continue to last after a student's graduation. In these relationships, each member of the faculty and staff must maintain professional boundaries, while seeking to express their genuine care and concern for students.</p> <p>In order to maintain a safe learning environment, promote the efficient operation of the College, and avoid the appearance of unfair treatment or inappropriate conduct, employees of Judson College are strictly prohibited from fraternization with students. Fraternization is defined as treating one who is under your authority as an equal, friend, or sibling. Fraternization includes, but is not limited to, dating, pursuing to date, and pursuing or having romantic or sexual relationships with students. Fraternization also includes, but is not limited to, employees visiting with students in their residence halls and students spending excessive time with employees in their offices, except when such visits are necessary to complete a work assignment.</p> <p>Employees who violate this policy will be subject to disciplinary action, which may include termination of employment.</p> <p>11.8 Sexual Harassment:</p> <p>Guidelines and Procedures for Reporting and Resolving Complaints</p> <p>Judson College is committed to the policy that no employee or student shall be subjected to sexual harassment. Inherent in this policy is the commitment to maintaining a positive and productive environment in which the dignity and worth of all members are respected. Sexual harassment is damaging to this environment and will not be tolerated.</p> <p>Guidelines have been established for defining sexual harassment in the workplace and in the educational setting. Based upon these guidelines, sexual harassment for the purpose of this policy is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:</p> <ul style="list-style-type: none"> submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive learning or employment environment. <p>Sexual harassment is unacceptable conduct with the College and shall subject the offender to disciplinary action that may include suspension or dismissal.</p> <p>Guidelines for reporting complaints of sexual harassment</p> <p>All administration, faculty and staff are expected to be knowledgeable of the College's policy on sexual harassment. Any employee who is consulted concerning an incident of sexual harassment should be able to assist in determining an appropriate channel for reporting the incident and should encourage the complainant to report the incident promptly.</p>			

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<p>Reporting Channels</p> <p>All College employees should know appropriate reporting channels for complaints of sexual harassment. Any College employee or student who believes he or she is being sexually harassed is encouraged to report the problem to an appropriate administrative official. Reporting channels may differ for students and for employees.</p> <p>Students</p> <p>Students with complaints of sexual harassment against faculty or other staff members should contact a Vice President</p> <p>Any student who experiences sexual harassment on campus from a person who is not enrolled as a student and not a College employee should contact a Vice President.</p> <p>Employees</p> <p>Employees should report complaints of sexual harassment to their immediate supervisor or, if necessary, to the next level of supervision. When the employees believe they cannot communicate effectively through these reporting channels, the complaint may be reported to the appropriate vice president. Complaints involving faculty should be reported to the Vice President and Academic Dean. Complaints involving a staff member should be reported to a Vice President.</p> <p>An employee, who experiences sexual harassment on campus from a person who is not enrolled as a student and is not a co-employee, should contact a Vice President.</p> <p>Responsibilities</p> <p>All members of the Judson College community are expected to conduct themselves in a manner which maintains a learning and work environment and respects the rights and dignity of others. Sexual harassment is strictly prohibited, and any individual who engages in sexual harassment may be personally liable for such conduct. Each vice president, division chairman, department head, director, and supervisor is responsible for maintaining a work and educational environment free from sexual harassment.</p> <p>Administrative officials who serve as reporting channels for complaints of sexual harassment have several responsibilities. When a complaint of sexual harassment is received, the administrative official shall:</p> <ul style="list-style-type: none"> listen to the complainant and assist the complaint in assessing his/her experience and concerns; advise the complainant as to possible options, both informal and formal, for resolving the problem; assist the complainant to resolve the problem informally if an appropriate informal resolution satisfactory to the complaint can be identified; <p>In all cases, complaints of sexual harassment will be investigated thoroughly and appropriate action will be taken promptly.</p> <p>Procedures for Informal and Formal resolution of sexual harassment complaints</p> <p>When investigation of a sexual harassment complaint gives reasonable cause to believe sexually offensive or inappropriate behavior on the part of an employee or student has occurred, resolution of the complaint may be achieved through informal or formal procedures. The nature, frequency, and severity of the behaviors involved in sexual harassment complaints are factors which may determine appropriate procedures for resolution of complaints. The Vice President and Academic Dean or the Vice President and Dean</p>			

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<p>of Students, in conjunction with the supervisor, will determine the appropriate procedure for resolution of complaints based on a review of the degree or repetition of the harassment.</p> <p>Informal Complaint Resolution</p> <p>Informal resolution of sexual harassment complaints is designed primarily to address personal conduct of employees or students which creates an offensive work or learning environment. The primary purpose of informal resolution is to end the alleged harassment as quickly as possible. The option to seek resolution of a complaint by informal means is provided in the interest of protecting the privacy of both the complainant and the accused and to encourage the reporting of problems involving sexual harassment. No formal investigation and decision is required in informal resolution of a complaint.</p> <p>Resolution of informal complaints of sexual harassment may be achieved by instructing the alleged offender to cease the offending behavior when the fact of offending behavior is not in question. When an individual is engaging in verbal or physical conduct without realizing that his/her conduct offends the complainant; such notice, either by the complainant or by the administrative official, should be sufficient to cause the conduct to cease. Agreed-upon reassignment which eliminates further contact between the parties may be warranted in certain cases.</p> <p>If a complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel or student file. However, the administrative official receiving the complaint will record the fact of the complaint and the resolution achieved in a file memorandum. A copy of this memorandum will be forwarded to where it will be retained in confidential files.</p> <p>Formal Complaints of Sexual Harassment</p> <p>When attempts at informal resolution of complaints are unsuccessful or the conduct precipitating a sexual harassment complaint is of sufficient concern, a formal complaint of sexual harassment may be necessary. Formal complaints require a written, signed statement from the complainant indicating (1) the name of the person(s) involved in harassing the complainant; (2) a description of the harassment, including date(s) and location(s); (3) names of witnesses, if any; (4) actions taken by the complainant, and (5) the resolution sought by the complainant. Administrative officials who serve as reporting channels for sexual harassment complaints may assist complainants in filing formal complaints of sexual harassment.</p> <p>All formal complaints of sexual harassment are submitted to a Vice President who is responsible for reviewing the formal complaint and contacting the Vice President and Academic Dean in cases involving academic departments, or the appropriate vice president in cases not involving academic departments. Responsibilities and procedures for investigating the formal complaint will be determined by the appropriate vice presidents.</p> <p>The purpose of the investigation is to determine if a reasonable basis exists for the allegation(s) of sexual harassment. The investigation will afford the respondent a full opportunity to address all allegations. Possible outcomes of the investigation are (1) determination that the allegation is unwarranted; (2) determination that the available evidence is inconclusive; (3) an informal resolution; or (4) initiation of formal disciplinary action. Both the complainant and the respondent will be informed of the outcome</p> <p>Formal Disciplinary Action and other policy provisions</p> <p>Disciplinary actions taken against individuals who violate the policy on sexual harassment will be consistent with published grievance complaint policies outlined in the FACULTY HANDBOOK, PERSONNEL MANUAL, and STUDENT HANDBOOK. Possible disciplinary action includes, but is not limited to, oral or written reprimand, demotion, transfer, suspension, or termination of employment.</p>			

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<p>Retaliation Prohibited</p> <p>This policy on sexual harassment and procedures for the resolution of sexual harassment complaints intends that students, staff, and faculty should express their concerns or complaints freely, responsibly, and in an orderly way. Any restraint, retaliation, harassment, or discrimination against a student or employee for responsibly using the policy and related procedures interferes with this purpose and is a violation of the policy.</p> <p>Intentionally False or Frivolous Complaints</p> <p>An intentionally false or frivolous complaint of sexual harassment also interferes with the purpose of the policy and shall be a basis for disciplinary action.</p> <p>Confidentiality</p> <p>The right to confidentiality of all parties involved will be respected insofar as it does not interfere with the college's legal obligation to investigate allegations of sexual harassment brought to its attention and to take appropriate corrective action.</p> <p>Information about individual complaints and their disposition is considered confidential.</p> <p>Dissemination of Information</p> <p>This statement on sexual harassment will be included in appropriate policy manuals and handbooks. In addition, copies of the statement will be made available at appropriate campus offices, posted on appropriate campus bulletin boards, and included in new student and employee orientation materials. Vice presidents, division chairmen, department heads, directors, and supervisors will receive annually a copy of the policy statement and associated guidelines and procedures for discussion and/or distribution within their areas.</p>			

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<p>11.9 Education and Training</p> <p>The Vice Presidents are responsible for providing educational programs to increase awareness and to promote sensitivity to the problem of sexual harassment. Educational programs also provide information about the procedures for addressing sexual harassment complaints for (a) individuals designated to receive complaints; (b) individuals likely to encounter questions or concerns about sexual harassment, such as residence hall advisors, counselors, and supervisors; and (c) members of the College community.</p> <p>Policy on the Prevention of Sexual Misconduct Involving Children and Procedures for Mandatory Reporting of Child Abuse or Neglect*</p> <p>Prohibitions, limitations, and admonitions. Consensual sexual relations between any employee and any child or any student, including a student who has reached the age of consent, is prohibited. Physical touching of students can be misunderstood, may be unwelcome, and may be inappropriate, and employees shall normally limit touching to those situations involving a clear educational purpose. Private behavior of employees which may give rise to the appearance of misconduct, such as closed door meetings with a student or after-hour activities involving only one student, should be avoided.</p> <p>Supervision. Employees whose responsibilities include supervision of other employees or of students shall exercise supervision appropriate under the circumstances to enforce this policy and its goals.</p> <p>Reporting of child abuse or neglect. Section 26-14-1, et seq., of the Code of Alabama 1975, as amended, requires any person called upon to render aid or medical assistance to a child, that is, to a person not yet 18 years of age, to report to city police, county sheriff, or the Department of Human Resources when the child is known or suspected to be a victim of abuse (harm or threatened harm to a child's health or welfare) or neglect (negligent treatment or maltreatment.) Any employee or student of the College who discovers or suspects such abuse or neglect in any manner affecting the activities of the College shall report the facts to the Vice President and Dean of Students.</p> <p>Interns and students participating in activities involving children. Criminal background checks shall be performed on all students and employees prior to their participation in activities of the College in which employees and students will have unsupervised access to children. This includes, but is not limited to, internships, teaching programs, and mission activities of the College. It does not include employees whose responsibilities involve only the student body at large, even though some members of the student body may be minors. College employees and faculty who direct such activities shall take care to comply with the requirements of the law and any affiliation agreement under which the activity occurs.</p> <p>Children on campus. No camp or other activity primarily involving children shall be conducted on campus without the specific consent of the Vice President and Dean of Students. Children who are brought or invited onto campus shall be supervised and overseen by the group, organization, employee or student who invited the child. The presence of children on the campus who do not appear to be supervised by anyone shall be reported to the Vice President and Dean of Students.</p> <p>*Also see Policy on Sexual Harassment and Guidelines and Procedures for Reporting and Resolving Complaints.</p>			

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<p>11.10 Employee Grievance Complaint Procedures</p> <p>Judson College is committed to the fair treatment of employees in all matters. The College endeavors to maintain a positive and productive environment in which the dignity and worth of all members are respected. The fair treatment of employees is important to this productive environment.</p> <p>Reporting Channels</p> <p>Employees with complaints related to employment procedures, job assignments, or the actions or practices of a member of the staff should contact a Vice President.</p> <p>Employees with complaints related to payroll or benefits should contact the Vice President for Business Affairs.</p> <p>Faculty with complaints should follow the grievance complaint procedures outlined in the FACULTY HANDBOOK.</p> <p>Responsibilities</p> <p>Administrative officials who serve as reporting channels for complaints have several responsibilities. When a complaint is received the administrative official shall:</p> <ul style="list-style-type: none"> listen to the complaint and assist the employee in assessing his/her experiences and concerns; assist the employee to resolve the problem informally if an appropriate informal resolution satisfactory to the employee can be identified; or assist the employee to prepare a formal complaint if (a) formal procedures are indicated because of the nature of the alleged inequity, (b) the alleged offender is unwilling to participate in an informal resolution, or (c) the employee wishes to file such a complaint. <p>Complaints will be reviewed thoroughly and appropriate action will be taken as deemed necessary by the administrative official.</p> <p>Procedures for Informal or Formal Resolution of Complaints</p> <p>When review of a complaint confirms inappropriate handling of a policy or actions by an individual or group, a resolution of the complaint may be achieved through informal or formal procedures. The nature, frequency, and severity of the alleged inequity involved in the complaint are factors which may determine appropriate procedures for resolution of complaints. Administrative officials involved in reporting channels for complaints are prepared to offer assistance and advice in determining appropriate procedures for resolution of complaints.</p> <p>When attempts at informal resolution of complaints are unsuccessful or inadvisable a formal complaint may be necessary. Formal complaints require a written, signed statement from the employee indicating the name of the individual or the group involved in the alleged inequity; a description of the alleged inequity; the name of the witnesses; actions taken by the employee; and the resolution sought by the employee. Administrative officials who serve as reporting channels for complainants may assist employees in filing formal complaints.</p> <p>All formal complaints will be reviewed thoroughly to determine if a reasonable basis exists for the allegations of inequity. The review will afford the respondent a full opportunity to address all allegations. Possible outcome of the review are determination that: the complainant is intentionally false or frivolous, the complaint is unsupported by the evidence presented, or the complaint is supported by the evidence and action is taken to resolve the inequity. Both the employee and the respondent will be informed of the outcome.</p>			

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<p>Retaliation Prohibited</p> <p>The policy and procedures for the resolution of complaints are designed for the purpose of encouraging employees to express their concerns and complaints freely, responsibly, and in an orderly way. Any restraint, retaliation, harassment, or discrimination against an employee for responsibly using the grievance policy and related procedures interferes with this purpose and is a violation of the policy.</p> <p>Intentionally False or Frivolous Complaints</p> <p>An intentionally false or frivolous complaint also interferes with the purpose of the grievance policy and shall be a basis for disciplinary action.</p> <p>Confidentiality</p> <p>The right to confidentiality of all parties involved will be respected insofar as it does not interfere with the College's reviewing of the allegations of inequity brought to its attention and taking appropriate corrective action.</p> <p>Appeals Procedure</p> <p>Decisions regarding the resolution of complaints may be appealed to the President of the College.</p> <p>11.11 Racism</p> <p>Judson College condemns as antithetical to the Gospel of Jesus Christ any form of bias based upon an individual's skin color or ethnic identity. Judson will not tolerate hate speech, racial slurs, demeaning actions, references to inferiority, or displays of oppressive symbols, whether intentional or inadvertent. Such actions should be reported immediately to the employee's supervisor.</p>			

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NETWORK, BRANDING & SOCIAL MEDIA POLICIES AND PROCEDURES			
<p>12.1 Judson College Network Policies and Procedures</p> <p>Policies:</p> <p>All users of the Judson College network must adhere to the Judson College Computer Network Policies and Procedures regarding the use of the College-owned computers, peripherals, software, servers, network storage, the Internet, and Electronic mail (email). Users must also abide by copyright laws as well as state and/or federal laws with regard to software, Internet and email usage. Each user has the responsibility to use the Judson College network in an ethical, lawful, and professional manner. This means that the users agree to abide by the conditions stated in these policies. Consequences resulting from any deviation from these policies include but are not limited to permanent or temporary suspension of user privileges, deletion of files, denial of technical support services, and disconnection from the Judson College network, confiscation of unauthorized software and hardware, and referral to applicable student/faculty/staff/disciplinary processes. All potentially illegal activities may be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution. This policy provides general guidance and will be supplemented by additional regulations governing particular subsystems of the college computing environment and network. Ignorance of these policies may not be used as an excuse for actions that violate these policies.</p> <p>Purpose:</p> <p>Judson College has provided the systems and networks to support the College's mission of education, and their intended uses are grounded in providing robust and secure services to the entire Judson College user community in pursuit of that mission. The College provides access to students currently registered for classes and maintains computers for staff and faculty with software appropriate to their work-related environment. The computer network is the property of Judson College and is to be used for legitimate business and educational purposes. Access to these services is a privilege and is contingent upon appropriate usage by all users. Inappropriate usage, as is outlined in this Policies and Procedures statement, poses serious risks to the stability and security of the network and is therefore prohibited. To assist all users in understanding and practicing appropriate computer network usage, the following general information and procedures are provided.</p> <p>General Information:</p> <p>Because of the rapid evolution of computing and information networks, the college reserves the right to modify the text of this policy. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations.</p> <p>Judson College must ensure that academic work takes precedence at all times over other computing activities in its facilities. In situations of high user demand that may strain available computer resources, Judson College reserves the right to restrict (e.g., specific time of day) or prohibit computer activities such as game-playing, engaging in on-line chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business and/or non-educational related uses of the Internet.</p> <p>Users understand that network-based system activity is automatically logged on a continuous basis. These logs do not include private user text, mail contents, or personal data, but do include a record of user process that may be examined by authorized system administrators.</p> <p>By accessing and using the College's computer resources, each system user expressly consents to and acknowledges the College's right, when necessary as a function of responsible system management:</p> <p>To monitor any and all aspects of College computing resources (including but not limited to individual user</p>			

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<p>login sessions to determine if a user is acting in violation of College policies or law);</p> <p>To inspect all electronic files and other electronically recorded information within the College’s computing resources;</p> <p>To intercept, access, disclose, and use electronic communications of any user, whether in transit or storage; and</p> <p>To utilize software that makes it possible to identify and block access to Internet sites and/or email that is deemed inappropriate.</p> <p>Each authorized user may access only the network account that is assigned to him or her. Each user is held responsible for all activity on and information stored in his or her account. Users should take every precaution to protect their account passwords. Attempting to use an account belonging to someone else is prohibited. Illegally obtaining passwords by any method is considered theft.</p> <p>Unauthorized attempts to access files (or emails) or to modify files (or emails) belonging to Judson College or another user are prohibited.</p> <p>Users must not allow non-college individuals to use non-public computer resources without authorization from the IT department.</p> <p>All users are expected to respect the privacy of others.</p> <p>Any attempt to circumvent network security is prohibited.</p> <p>Independent commercial activity by users is prohibited except for College-related business.</p> <p>Using College-owned resources to store, copy, or distribute pirated material is prohibited.</p> <p>Using computer resources irresponsibly or in a manner that adversely affects the work of others is prohibited. This includes recklessly or intentionally 1) damaging any system by introducing computer viruses, worms, or Trojan horses; 2) damaging or violating system information not belonging to the user; or 3) misusing or allowing misuse of computer resources.</p> <p>Users at Judson College are to refrain from creating, sending, or storing pornographic, obscene, offensive, harassing, threatening, or disruptive material on the College network. They are not to do anything that is inconsistent with Judson’s Statement of Values. Displaying or distributing such information will be considered a violation and appropriate action will be taken.</p> <p>Tampering with software settings or adding/deleting software from equipment (without consent from the IT department) will result in a fine plus the cost of the repair.</p> <p>Computer systems and components will not be removed from their original location without prior permission from the IT department.</p> <p>Theft of hardware, software, or consumable supplies is prohibited.</p> <p>Upon notification by the College of activity or behavior that violates these policies, users must discontinue such activity immediately.</p> <p>Each user will use the Judson College email system in an ethical, lawful, and professional manner and will not use the system for purposes inconsistent with the mission of the College.</p> <p>Judson College’s website and various Judson College social media sites are important communication resources for the college. Maintaining Judson’s “brand” and protecting its trademarks, service marks, and other intellectual property is crucial to preserving its reputation.</p>			

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<p>All websites and social media outlets that include the name “Judson College” or Judson College logos, trademarks, service marks or copyrighted terms and phrases as part of the identity of the sites should be registered with the Judson College Marketing/Web Communications Office. The administrator of each such site shall provide the password for the site to the Marketing/Web Communications Office.</p> <p>The Marketing/Web Communications Office is empowered to take appropriate action to shut down sites with the “Judson College” name, logos, trademarks, service marks or copyrighted terms and phrases that are not registered or that abuse the privilege of using the name “Judson College” or Judson College logos, trademarks, service marks or copyrighted terms and phrases.</p> <p>The Marketing/Web Communications Office is available to assist departments and program areas with establishing and maintaining social media outlets.</p> <p>12.2 Policy on the Use of Judson College’s Name, Marks, Trademarks and Insignias</p> <p>The name “Judson College,” the institutional mark, the College seal, and other official subordinate graphic symbols connote a proprietary interest in activities housed at or sponsored by Judson College. These marks protect and promote the college-approved brand as a dominate visual representation of the College’s identity. For that reason, Judson College has adopted certain principals and authorization procedures for the use of its name, logos, trademarks, insignias, and other indicia to ensure that the College and its divisions and departments are presented to the public in a consistent, coherent manner, and that college resources are expended efficiently and effectively in alignment with brand standards.</p> <p>The Branding Committee, composed of the Director of the Office of Marketing & Communications, General Counsel, and the Senior Vice President & Dean of Students, bears the responsibility for implementation of this policy, including authority to develop, publish, manage, and implement guidelines for appropriate use of Judson College’s name, symbols and logos.</p> <ol style="list-style-type: none"> I. The name “Judson College,” the word “Judson” used in the context of Judson College, the College seal, the institutional mark (logo), the athletics logo, and other authorized symbols shall not be used for any official, quasi-official, promotional, or similar purpose by any organization, group, individual, or activity without the authorization of the Branding Committee, who may seek the approval of the President of the College before granting authorization. II. Non-authorized logos, wordmarks, or symbols may not be used to represent Judson College or any of its divisions, departments, programs or offices without the express written authorization of the Branding Committee, who may seek the approval of the President of the College before granting authorization. III. The visual identity marks depicted in the Brand and Style Guide are trademarks of Judson College. Any use of the College’s marks and other symbols must adhere to the graphic standards and restrictions outlined in the Brand & Style Guide at brand.judson.edu. IV. Faculty, staff members, and students may use Judson’s name as a factual reference to the identify themselves in a manner that does not imply college endorsement. The use of Judson letterhead, the College address, or other identification to suggest or imply college support for a personal viewpoint should be avoided and may result in disciplinary action. V. Judson prevents misrepresentation of its mission, goals, and reputation through careful monitoring and institutional licensing of products and promotional materials carrying the College’s marks. To protect the trademarks and brand of the College, all products, promotional items, signage, or packaging bearing reference to Judson College must be licensed to ensure that they comply with specifications outlined in the Judson College Brand & Style Guide prior to production. The Office of Marketing and 			

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<p>Communications is responsible for coordinating the College’s licensing program. This office will receive requests for the use of Judson names, marks, and trademarks for these purposes. The final decision related to approval of the use of the College name, logos, trademarks, insignias, and other indicia rests with the Branding Committee.</p>			
<p>12.3 Website and Social Media Policy</p> <p>Judson College’s official website and social media presences are extensions of Judson’s brand and are some of the primary communication vehicles between the College and its varied audiences – principally, prospective students and their families, alumnae, current students, faculty and staff, and the surrounding community. Maintaining Judson’s brand and protecting its trademarks, service marks, and other intellectual property online are crucial to preserving its reputation and to communicating cohesively and effectively with its constituents.</p> <p>The Judson College website and its components, including design, images, written content, and all other content, are copyrighted by Judson College and may not be copied, modified, used on other sites or repurposed without written authorization from the Director of Marketing and Communications or the Branding Committee of Judson College, which holds authority to develop, publish, manage, and implement guidelines for appropriate use of Judson College’s name, symbols, and logo.</p> <p>Official Websites or Social Media Accounts:</p> <p>A College website or social media account is considered official when it is published by the College itself, or an officially authorized department, organization, or administrative unit of the College using the name “Judson College,” the word “Judson” used in the context of Judson College, or using a mark that visually represents Judson College. While the responsibility for maintaining and monitoring official sites and social media accounts may be delegated to an appropriate College employee, such sites and accounts are subject to review by the Branding Committee. Failure to comply with a directive issued by the Branding Committee may result in disciplinary action.</p> <p>Websites</p> <p>College Departments and organizations wishing to establish websites may only do so under the judson.edu domain. Requests to add a website must be initiated and authorized through the Office of Marketing and Communications. All sites must follow the brand standards published in the Judson College Brand and Style Guide unless given written authorization from the Branding Committee. Sites found to use the Judson College name, marks, or copyrighted terms and phrases in an inappropriate or unauthorized manner will be removed.</p> <p>Fundraising Sites</p> <p>Fundraising for student clubs and organizations is governed by the Fundraising and Solicitation Policy for Student Organizations, which can be found in the Judson College Student Handbook. All other entities who wish to engage in online fundraising should first secure the approval of the Vice President who oversees their administrative or academic area, then contact the Office of Institutional Advancement for their approval and guidance. Approved fundraising sites should then be registered with the Office of Marketing and Communications.</p> <p>Social Media Accounts</p> <p>Official institutional representation via social media platforms must be initiated and authorized through the Office of Marketing and Communications. Any student, academic department, or other campus organization social media accounts, or streaming video accounts that use Judson’s name, marks, or copy-</p>			

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<p>righted terms and phrases as part of the identity of the sites must be registered each semester with the Office of Marketing and Communications and approved each semester by the Branding Committee of the College. these accounts must follow the published Judson College Brand and Style Guide unless given written authorization from the Branding Committee. Primary administrative rights may be assigned only to Judson College employees, and the Director of Marketing and Communications must also be extended administrative rights.</p> <p>Personal Websites or Social Media Accounts</p> <p>Students and employees are expected to refrain from making disparaging remarks about Judson College via personal and official social media accounts and websites. When using College or personal social media accounts as a part of their official duties, and/or when presenting oneself in social media settings as a College representative, employees must comply with applicable College policies governing employee behavior and acceptable use of electronic and information resources.</p> <p>Judson employees and students may mention their Judson affiliation in message content, but are prohibited from using Judson brand elements on personal websites, social media accounts, business communications, or other personal endeavors in ways that might be interpreted as representing Judson College (for example, using the College's logo or seal as a social media avatar or profile photo). Prohibited conduct also includes use of Judson's name, institutional marks (logos), trademarks, and/or other authorized subordinate graphic symbols in ways that constitute libel, false advertising, copyright or trademark infringement, harassment, professional misconduct, or a violation of privacy or other rights protected under the law. Engaging in such behavior may result in disciplinary or, in some cases, legal action.</p>			

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SAFETY AND SECURITY			
<p>13.1 The Safety and Security program of Judson College is designed to provide immediate availability for emergency response, performance of security patrols, monitoring of persons on campus, and providing other services relevant to the campus community. A staff of uniformed security guards is employed. The College maintains a close working relationship with local, state, and federal law enforcement authorities and other emergency services agencies on matters related to the safety and security of the campus.</p> <p>Incidents occurring on campus should be reported to the Security Office at (334)-683-5176 immediately. Incidents that potentially threaten the safety or security of students should also be reported immediately to the Office of Student Life at 800-3JUDSON or 800-358-3766. If you wish to call local law enforcement directly, you may dial 911 from campus telephones to reach the Marion Police Department or dial 911 from a cell phone to reach the Perry County Sheriff.</p> <p>Criminal activity occurring on campus will be reported immediately to the appropriate law enforcement authorities by Security personnel.</p> <p>Accidents and other incidents occurring off campus involving students, faculty or staff should immediately be reported on Judson College's toll-free emergency number, which is 800-3JUDSON or 800-358-3766.</p> <p>In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Security and/or the Administration, constitutes an ongoing or continuing threat of immediate violence, a campus "timely warning" will be issued. This warning may come to students, faculty, and staff, through campus email, campus mailboxes, telephone messages, mobile telephone messages, mobile text messages, postings, and/or assemblies. Anyone with information that might warrant a timely warning should report the circumstances to Campus Security or the Office of Student Life.</p> <p>In the event of a hostage or barricade-type situation, Judson would immediately call upon the Marion Police Department to take command and control of the scene. While the response to and actions taken in any incident depend on the facts and circumstances at hand, the coordinated communications mentioned above are intended to prepare Judson's campus security and the Marion Police Department for such an occurrence.</p> <p>Any release of information, photos or statements should be made through the Public Relations Office.</p> <p>Reports outlining the facts related to incidents will be completed by designated security personnel within twenty-four hours of the incident. Appropriate follow-up investigations will be completed as deemed necessary. Records are maintained of incidents that occur on campus and statistical data is available for examination upon request in the Security Office. Within an appropriate time frame, students and employees will be notified by the College in the event of an occurrence on campus of a criminal activity which potentially threatens the safety or security of persons (i.e. murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft).</p> <p>Campus Security maintains a close working relationship with local emergency management officials. Security personnel and residence hall personnel will monitor inclement weather conditions and will inform students and employees when emergency procedures are required. Periodic fire and tornado drills will be conducted to prepare students and employees for potential emergencies. All emergency situations, including medical emergencies, should be reported immediately to security personnel.</p> <p>Faculty, staff and students may use campus facilities from 7:30 a.m. to 11:00 p.m. each day. All facilities will be locked by security personnel following supervised activities (i.e. classes, rehearsals, practices). Faculty, staff and students wishing to use facilities after closing hours may do so by contacting security per-</p>			

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<p>sonnel. Students wishing to use a facility after 11:00 p.m. must receive approval through the Office of Student Services prior to 4:30 p.m., Monday through Friday. Faculty and staff using the facilities after closing hours should notify security upon entering or exiting the facility. Anyone using facilities after closing hours are encouraged not to enter or remain alone in a facility.</p> <p>The ultimate responsibility for personal security rests with each individual. Each person should be aware of their surroundings and potential risks to personal safety: drive defensively, walk with friends in well lighted areas, and know how to contact Security personnel and/or other authorities.</p> <p>Annually, a program to inform students and employees of campus security procedures and to encourage students and employees to be responsible for their own security as well as the security of others will be conducted. A publication outlining the Safety and Security Policy as well as a Security Report will be distributed annually to each student and employee, and to any applicant for enrollment or employment upon request.</p> <p>In compliance with “The Drug Free Schools and Communities Amendments of 1989”, The Alcohol and Drug Policy of the College will be distributed annually to students and employees. Employees are referred to the Personnel Manual for an outline of the “Alcohol and Drug Policy” of the College.</p> <p>13.2 Safety Plan Statement of Policy</p> <p>Judson College is committed to operating in a manner that promotes safety, health, and efficiency among its employees, and quality and reliability in its services to students. To this end, Judson has implemented the Comprehensive Safety Orientation Plan that follows this policy statement. Our intention in developing this plan is to provide each employee a place free of recognized hazards. This commitment to providing a safe campus requires that safety be fully considered in all phases of operation.</p> <p>It is the duty and responsibility of management and of every employee of Judson College to give full support to this commitment.</p> <p>As a condition of employment, employees are expected to know and comply with the safety policies and rules established. It will also be the responsibility of employees to participate in Safety Training activities as they occur and to utilize personal protective equipment as required. Failure to comply with the Judson safety plan is grounds for dismissal. Guidelines for this program will be enforced by management.</p> <p>13.3 Severe Weather Procedures</p> <p>For a copy of the current Severe Weather Procedures, see Student Life.</p>			

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WORK SAFETY POLICY			
<p>14.1 General Safety Rules</p> <p>All injuries must be reported to the injured employee's supervisor as soon as possible.</p> <p>Horseplay is prohibited at all times.</p> <p>Fighting or provoking fights is prohibited at all times.</p> <p>No alcoholic beverage or drugs shall be consumed and/or possessed while in Judson vehicles or on any job site at any time, whether or not the employee is on or off the clock.</p> <p>Obey all traffic regulations when operating Judson vehicles on public highways. This includes the Alabama Seat Belt Law.</p> <p>No unauthorized persons allowed on Judson College job sites at any time.</p> <p>Maintain a general condition of good housekeeping at all work areas at all times. Walking areas should be kept clear of tripping hazards whenever possible.</p> <p>Required personal protective equipment should be available for use at all times, be maintained in good condition and worn when required.</p> <p>Never remove any signs, tags or barricades or bypass safety devices without authorization.</p> <p>Report all unsafe conditions, no matter how minor, to your supervisor as soon as possible.</p> <p>If you can remove the hazard, do so immediately if no personal risk is involved.</p> <p>Do not perform any task unless you are trained to do so and are aware of the hazards associated with the task.</p> <p>14.2 Personal Protective Equipment Requirements</p> <p>The following is a list of the minimal requirements of personal protective equipment to be used when appropriate.</p> <p>Shirts or tops are to be worn by all personnel while on Judson time. No loose or ragged clothing is permitted.</p> <p>Trousers/pants/dresses are to be worn by all personnel while on Judson time. Shorts, bathing suits, etc. are not permitted to be worn.</p> <p>Appropriate eye and face protection must be worn when operating tools and equipment. This includes safety glasses, goggles and/or face shield.</p> <p>14.3 Manual Material Handling</p> <p>When lifting or moving material, always use proper lifting technique.</p> <p>Size up the load. Think about how you are going to handle it. Is it too heavy? Will you need help? Are there any rough edges, nails, or other hazards? Do you need gloves to lift this load safely?</p> <p>Stand close to the load with your feet apart. A wide stance allows the body to remain balanced as you lift.</p> <p>Squat down, bending at the hips and knees. This lets your legs carry the weight, not your back. That's why it's so important to never bend at your waist with your legs straight when you're lifting something. Even with a light load, this is inviting an injury.</p>			

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<p>As you grip the load, arch your lower back inward by pulling your shoulders back and sticking out your chest. That's the way weight lifters do it, and they lift hundreds of pounds without injuring their backs.</p> <p>Keep the load close to your body while you lift. The closer the load is to your body, the less pressure it exerts on your back.</p> <p>When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched inward. This part is just as important as the lifting part. Remember, let your legs do the work.</p> <p>If an object is too heavy to lift safely by yourself, get help and if necessary, use a hand truck, cart, etc.</p> <p>Always give the people carrying heavy objects the right of way.</p> <p>When unloading or moving material, do not twist. Instead, pivot your feet, keep your shoulders in line with your waist.</p>			
<p>14.4 Vehicle Operations</p> <p>Only qualified employees with a current valid driver's license may operate a Judson College vehicle. Additional guidelines apply to employees driving fifteen passenger vans.</p> <p>All vehicles are to be operated in conformity with State and local laws.</p> <p>Use of seat belts while operating Judson owned vehicles are mandatory. This means, that if you are in a Judson owned vehicle and it is moving, both the driver and passenger must wear the seat belt according to the manufacturer's instructions.</p> <p>In keeping with the Judson Drug-Free Campus and Workplace Policy, the use or possession of alcohol while operating a Judson owned vehicle is strictly prohibited.</p> <p>Careless and reckless driving is strictly prohibited. Vehicles are to be operated in a safe manner at all times.</p> <p>An employee who receives a traffic citation must notify the College within two days of a conviction, whether in a Judson vehicle or a personal vehicle.</p> <p>Employees who use their private vehicles routinely for work related business must have Judson college named as "additionally insured" on their personal vehicle insurance.</p> <p>In the event of an accident in a Judson vehicle, obtain medical assistance for any injured party and notify the appropriate authorities. Obtain the name of the driver, Driver's license number and tag number of the other vehicle. DO NOT ACCUSE THE OTHER DRIVER OR ADMIT FAULT FOR THE ACCIDENT.</p> <p>Cellular Telephones should not be used while operating a vehicle. If it is necessary to make a telephone call the driver should stop the vehicle to make the call.</p>			
<p>14.5 Return to Work/Modified Duty Policy</p> <p>A Return to Work/Modified Duty Program has been adopted by Judson College with the goal of reducing the cost associated with work place injuries by facilitating the speedy recovery of injured workers.</p> <p>It is the Judson's policy to return injured employees to productive work as soon as possible during their recovery from a work related injury. This type work is often referred to as "Modified Duty" and may differ from pre-injury work duties. While keeping within the restrictions specified by the treating physician, the limitation of the law and the economic and physical limitations on our properties, Judson will make</p>			

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WORK SAFETY POLICY

every attempt to provide modified duty work whenever possible. Any recovering employee who is offered a physician-approved, modified duty job will be required to accept the offer.

14.6 Injury Reporting Procedure

All work-related injuries should be reported to the injured employee's immediate supervisor as soon as possible, no matter how minor. At that point, the employee will be given further instructions for seeking initial medical treatment.

If medical treatment by a physician is necessary, then a Judson authorized physician will be utilized.

The College reserves the right to require post-accident drug screens for all injuries requiring more than First Aid. Failure to submit and/or cooperate with the post-accident drug testing procedure may result in the loss of workman's compensation benefits.

Modified duty may be provided where possible if the treating physician says the employee cannot return to his/her regular job.

Failure to report to assigned modified duty or regular duty, if given a full release, may result in the termination of worker's compensation benefits.

14.7 Authorized Physicians

All work related accidents should be reported to the injured employee's immediate supervisor as soon as possible.

If medical treatment by a physician is necessary, then a Judson authorized physician should be utilized. Instructions for seeking initial medical treatment should be obtained from the Business Office or Director of Facilities. Services provided by unauthorized physicians may not be paid for by Worker's Compensation. If so, this means the injured employee will be responsible for the medical bills.

At the present time, Judson authorized physicians include physicians or staff at:

Name: Dr. Shane Lee
Address: Highway 45 South
Marion, AL 36756
Phone #: 334-683-9085

Name: On-call physician
Vaughan Regional Medical Center
Address: 1015 Medical Center Parkway
Selma, AL 36701
Phone #: 334-418-4450

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WORK SAFETY POLICY			
<p>14.8 Judson’s Nursing Educators Are Not Authorized to Provide Medical Treatment</p> <p>The Judson College Associate Degree Nursing Program is an educational program - not a health clinic. The nurse educators on staff are available to give first aid in the event of an emergency, but they are not authorized to provide medical treatment. Their job is to teach, train and supervise students. Please do not call upon them for medical attention. Employees with non-work related health or medical issues should continue to utilize the services of local physicians or the Perry County Health Department.</p> <p>Employees who have work-related injuries should promptly report them to their supervisor. If medical attention is necessary, the employee will be referred to a Judson College authorized physician. Questions about work-related injuries should be addressed to Judson’s Business Manager at 5127. Additional information reference paragraph 14.7.</p> <p>Students who need medical attention or who have health questions should continue to utilize the services of local physicians or the Perry County Health Department. Students should contact their RA or the Director of Residence Life for information or assistance.</p>			

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FACILITIES DEPARTMENT			
<p>15.1 Parking</p> <p>Parking spaces for faculty and staff are available in various locations on campus and are designated with the red squares. Faculty and staff with twenty years or more of service to the College will have the option of a reserved parking space. Parking permits are issued by the Office of Student Services and should be displayed on the left front windshield of the employee's vehicle.</p> <p>15.2 College Vehicles</p> <p>Van usage is scheduled on a first come basis in the Office of Facilities Management. Only certified drivers on the official driving schedule of Judson College may drive the college vans. The keys for the van may be picked up from the Office of Facilities Management. Upon return to the campus, the vehicle should be parked in the designated areas and the keys returned to either the Office of Facilities Management or the Business Office. Employees should refrain from using cellular telephones while driving a college automobile and while driving any automobile for the purpose of College business.</p> <p>15.3 Request for Maintenance and Repair</p> <p>Requests for routine maintenance may be submitted in writing to the Director of Facilities Management or be telephoning the work order request line at extension 5130. This type of maintenance includes replacement of lights, leaking water faucets, heating and air conditioning problems and other similar requests. In cases of emergency, phone the Director of Facilities Management or the Business Office directly. For emergencies after office hours, maintenance may be contacted through security personnel.</p> <p>15.4 Facilities Reservation Procedures</p> <p>Reservations for the use of College facilities are to be made through the Facilities Office. Facility Reservation Request forms may be obtained through the Facilities Office.</p> <p>All events and activities scheduled for these facilities should be placed on the Official College Calendar which is coordinated by the Office of Student Life.</p> <p>15.5 Changes to Space Utilization, Furniture or Equipment</p> <p>Over the past twenty years most of Judson's buildings have been updated, refurbished, or renovated, and in each case the improvements have been carefully evaluated from many perspectives. New employees and even seasoned employees may not be aware of many of the factors that have been considered in color, furniture styles and types, equipment available (or planned), and uses of space.</p> <p>The Board of Trustees has engaged the services of architects and designers to help the administration establish and maintain a high level of architectural, and in many cases historical, standards for the campus. In addition, proper accounting for furniture and equipment depends on accurate inventory lists for classrooms, offices, administrative space, etc., in order to maintain those standards.</p> <p>For those reasons, changes should not be made to space utilization, the location of furniture or equipment without prior discussion and review. Persons making changes without prior authorization may be charged with the costs of returning space, furniture or equipment to its intended state.</p>			

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FACILITIES DEPARTMENT			
<p>The Vice President for Business Affairs is responsible for coordinating space utilization, furniture and equipment with other Vice Presidents. Requests for approval to change space utilization, color, furniture and equipment, along with comments from the appropriate Division Vice President, should be presented to the Vice President for Business Affairs.</p>			

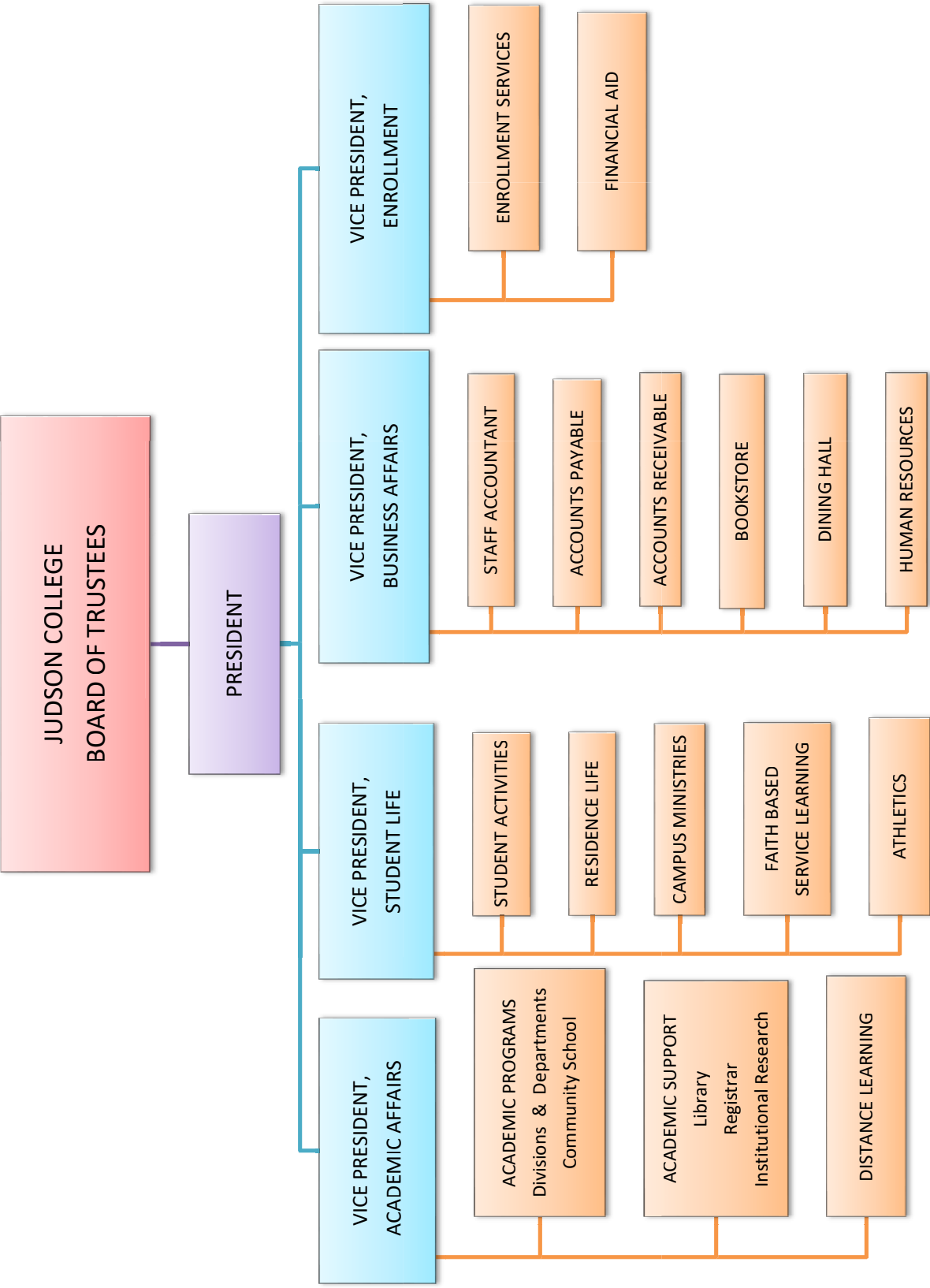
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PURCHASING POLICIES AND PROCEDURES			
<p>16.1 Purchasing Policies and Procedures</p> <p>The Judson College Purchasing function is organized and administered by the Business Office.</p> <p>The purpose of the purchasing function is to organize and administer procurement for all departments of the College in accordance with responsibility and authority delegated by the President. These purchasing procedures incorporate the requirements of Judson College regulations, budget restrictions, good business practices, and obtaining maximum value for each dollar expended.</p> <p>All purchases must be accompanied by a purchase order.</p> <p>Responsibilities of Users of the Purchasing Function are:</p> <p>The Requisition is submitted to the Business Office where it will be examined to determine if the proposed purchases conform to general Judson policy and if sufficient budget funds for the purpose are available. If the number of items involved on any one Requisition exceeds 10 items, or if the description and/or specifications involved are at all lengthy, a separate list should be attached to the Requisition and referred to as "items as per attached list". The list should have four general columns: Quantity, Item Description, Estimate Unit Cost, and Estimated Total Cost.</p> <p>Quotations will be obtained by the Business Office and the purchase order placed. In no case will a substitution be made without consultation with the requesting department. When the purchase order has been placed, a copy will be sent to the person who originated the Requisition.</p> <p>When the order has been delivered, the department approves the material receipt part of the purchase order and returns it to the Business Office.</p> <p>Small orders are extremely costly to the College and the vendors. Vendors are understandably resistant to the responsibility of delivering and invoicing small orders on which the cost of handling exceeds profit.</p> <p>Items in common use shall be standardized as much as possible in order to gain the value of maximum quantity discounts, to lessen the variety of items carried in stock, and to eliminate numerous small orders at retail prices and expensive processing costs.</p> <p>Remember all purchases must be accompanied by a purchase order.</p> <p>Emergency Orders</p> <p>Call the Business Office for assistance. These must be kept to a minimum.</p> <p>Loss, Damage, or Unsatisfactory Service</p> <p>Damage or broken packages, defective merchandise, loss in shipment, unsatisfactory materials, or any other reason why payment should not be made should be reported immediately to the Business Office in writing. The Business Office will follow up with the Freight Company or vendor.</p> <p>Specific Responsibilities of the Purchasing Function</p> <p>Procurement of goods and services for all college departments.</p> <p>Purchasing equipment and furnishings for new buildings.</p> <p>To evaluate various goods and services to insure proper balance between quality and cost.</p> <p>To expedite delivery of urgently needed goods and services.</p> <p>To assist in furniture selection and color coordination for interior design.</p> <p>To refer information about new or improved products to departments using these products.</p>			

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PURCHASING POLICIES AND PROCEDURES			
<p>To inform departments of exceptional buys on selected goods and services.</p> <p>To provide a central point for all vendors to insure standardization of quality and service in all purchases.</p> <p>To provide follow-up on all orders to insure that the terms of the purchase contract and delivery dates are adhered to by the vendor.</p> <p>To encourage and obtain competition among vendors.</p> <p>Potential vendors are selected for their ability to serve the needs of Judson College in the most economical and efficient manner possible on a continuing basis. Past performance of vendors and cooperation with the college are important factors in vendor selection.</p> <p>Check Requests: Occasions arise when departments require the Business Office to write a check. Request must be made in writing at least three days in advance using the “Request for Disbursement – Checks only form. Appropriate receipts or information must be attached. Travel expense reimbursements will be made twice a month, on the fifteenth (15th) and last day of the month. Again, receipts and proper travel expense forms must be submitted. Advance payments are not allowed. Pre-planning is essential. The College reserves the right to restrict disbursements.</p> <p>Charge Accounts: Faculty, staff, and students do not have authority to charge or make financial arrangements for Judson College. Charges and arrangements made without prior authorization will not be honored by the College.</p>			
16.2 Library Orders			
<p>Library books and periodicals may be ordered directly by the Library under the direction of the Librarian. Purchases will be made on Judson College Purchase Order forms signed by the Librarian. The Librarian will submit vendor’s invoices along with copy of purchase order to the Business Office for payment. One copy of the purchase order is submitted to the Business Office at the time of purchase and the original sent to the vendor.</p>			
16.3 Faculty Requisition			
<p>Faculty requisitions for academic supplies, goods, or services shall be turned in to the Vice President and Academic Dean and then forwarded to the Business Office.</p>			
16.4 Departmental Purchases in the Bookstore			
<p>Forms are available in the Bookstore for departmental purchases. No personal orders should be made on a Departmental purchase slip.</p>			
16.5 Student Organizations			
<p>Purchases should be made in cash or through the prescribed college purchases procedure in Student Services. Charge accounts shall not be opened in the name of Judson College.</p>			

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PURCHASING POLICIES AND PROCEDURES			
<p>16.6 Guest Meals</p> <p>Prior approval from the Business Office must be received in order for meals to be charged to Judson College. Meals will be paid for by the College only when meal vouchers or food service requests are authorized prior to charging. Guest meals will be charged to the requesting department.</p> <p>16.7 Travel Policy</p> <p>The College will pay mileage when personal vehicles are used for official college business at a rate to be reviewed and announced annually; provided that the driver has a valid driver's license, has an acceptable driving record, and provides proof of current auto liability insurance. Expense reports must be completed after each trip and returned to the Business Office.</p>			

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CASH/CHECK PROCEDURE			
<p>The following procedures for cashing, writing, and signing checks in the Business Office will be as followed.</p> <p>Petty cash will no longer be used to cash employees' personal checks.</p> <p>Students will be allowed to cash personal checks and work-study checks. Any student, wishing to apply part of a work-study check to their account, will have the work-study check cashed in full. At that time, the student will be allowed to pay on her account with cash and issued a receipt.</p> <p>Travel checks written for faculty, staff, or students who will be traveling out of town for Judson business, can be cashed from petty cash. Upon return to the college, any remaining money and all receipts must be delivered to the Business Office.</p> <p>College checks will be written on Thursday of each week in order to have them disbursed no later than the following day.</p> <p>No employee may sign a check made payable to himself or herself.</p>			

APPENDIX A



8/13/2020