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Dear Colleague,

**Welcome to Grand Rapids Community College**

We're glad you've joined us.

This Handbook was prepared to help you understand our employment policies, guidelines, opportunities and benefits available to our non-union employees that are necessary to assure a safe and productive workplace. This Handbook was prepared to make you aware of important information as may be required by state and federal laws and to give a general description of employee benefits at Grand Rapids Community College.

Authority and responsibility for the successful operation of Grand Rapids Community College begins with the Board of Trustees. The Board gives authority to the President of the College to set policies and achieve a balanced budget. The President delegates authority and assigns responsibility through the Executive and Administrative staff, including but not limited to employing staff to successfully implement the policies.

We strive to maintain a friendly, congenial, and professional atmosphere at GRCC; and all of us, by our actions and representation of GRCC, can contribute to our success and to an atmosphere that is pleasant and productive for all employees and comfortable for our students and community constituents.

Welcome to the Grand Rapids Community College team.

Steven C. Ender Ed.D.

President
COLLEGE HISTORY and MISSION

GRCC History

Grand Rapids Junior College was founded in 1914 by the Grand Rapids Board of Education following a resolution passed by the University of Michigan faculty encouraging the establishment of junior colleges in the state of Michigan. Subsequently, in the 1950s and 1960s constitutional language and legislative acts by the state of Michigan clearly stated the nature of community colleges in Michigan, under which constitutional language and legislative acts we exist.

The College was first located in the Grand Rapids Central High School building. Eight faculty members taught rhetoric and composition, mathematics, history, biology, physics, Latin, and German. The first graduating class numbered 49 students. By 1945, enrollment had grown to 1,200 students, who represented 53 Michigan communities, five states, a territory and one foreign nation. During the 1950s, the College led all other area learning institutions and had grown an astounding 200 percent.

Under the 1966 Community College Act, the state of Michigan included postsecondary vocational-technical education in the definition of the community college program. As a result, GRCC now offers more than 45 occupational curricula.

In 1991, citizens of the Kent Intermediate School District (KISD), voted to redistrict GRJC, which became Grand Rapids Community College. For the first time in the College’s history, it was governed by its own Board of Trustees and its boundaries were extended beyond the Grand Rapids Public School District to include the 20 districts within the KISD. By 1996, the College served more than 25,000 full- and part-time students and awarded more than 1,100 degrees or certificates.

Today, GRCC’s eight-block downtown urban campus includes the complete renovation of Spectrum Theater; the Applied Technology Center; several classroom buildings; two parking ramps; a learning center and library; a remodeled music center; fieldhouse with natatorium; student center; Bostwick Commons, GRCC’s pedestrian mall; and the newly constructed Calkins Science Center. The Thompson Michigan Technical Education Center (M-TEC) opened in Ottawa County in 2000. The Tassell Michigan Technical Education Center opened in August 2002. Additionally, GRCC offers instruction at other off-site facilities throughout the metropolitan area.

In Winter 2011, more than 18,000 students enrolled from the greater Grand Rapids area. In addition to traditional classroom environments, students may also receive instruction through community service offerings, seminars, workshops, training classes, distance learning and other educational programs. GRCC employs a faculty of 256 full-time and 667 part-time members and a staff of 442.

In its 90 years of existence, the College has continuously used its resources to provide services to the community, in Grand Rapids, Kent County and adjacent counties. As Michigan’s first
community college, GRCC maintains a strong reputation as a premier transfer institution and is nationally recognized for both its liberal arts and occupational programs.

**GRCC Mission, Vision, Ends, Values**

Vision

As a college of distinction, GRCC inspires students to meet the needs of the community and the world.

Mission

GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

Values

**Accountability** – We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.

**Diversity** – We create an inclusive learning and working environment that recognizes the value and dignity of each person.

**Excellence** – We commit to the highest standards in our learning and working environment as we strive for distinction in all aspects of our work.

**Innovation** – We seek creative solutions to problems through experimentation and adaptation.

**Integrity** – We commit to GRCC values and take personal responsibility for our words and actions.

**Respect** – We treat others with courtesy, consideration and civility.

**Responsiveness** – We anticipate and address the needs of students, colleagues, and community.

**Sustainability** – We use resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.

Ends

In all instances, the work to achieve these Ends will reflect our core values.

**Academic Alignment** – GRCC collaborates closely with other educational providers to provide a seamless transition across all educational sectors.
Access – GRCC minimizes the barriers of time, place, cost, and educational preparation levels so that all members of the community have an opportunity to participate in college programs.

Community Outreach – GRCC enriches the community through educational and civic programming and partnerships.

The GRCC Experience – GRCC provides students with co-curricular experiences that help them develop their citizenship skills.

Student Success – GRCC students achieve their educational goals.

Workforce Development - GRCC students are prepared to secure employment in all sectors of the economy.
EMPLOYEE HANDBOOK INTRODUCTION

Meet and Confer Employee Groups

The Board of Trustees of Grand Rapids Community College recognizes the employees on the following list as Meet and Confer operating under the employment terms and conditions provided in the Employee Handbook:

- Administrative and Administrative Support
- Training Solutions, Job Training, Michigan Works! And Work First
- Technical Administrative and Professional Support Service

The Meet and Confer Employee Handbook does not apply to contingency or temporary employees. Grant funded Meet & Confer positions may be subject to compensation and benefit limitations as defined by their grant.

Overview

This Handbook has been developed to help you better understand employment policies, guidelines, and procedures of Grand Rapids Community College. This Handbook is for information purposes only and is not an all-inclusive document and should be used in conjunction with Board/Administrative policies.

This Handbook will summarize portions of the College’s policies, procedures and work rules as well as portions of the benefit plans that most employees have questions about. Wherever this Handbook is different from the terms of the health plan itself, the language in the health plan will control. For more information, please request a copy of the Plan from the Senior Benefits Coordinator.

Revisions

This Employee Handbook is effective July 1, 2011, and replaces any earlier version of any previous Meet and Confer Agreements issued by Grand Rapids Community College. Please keep this Handbook for reference.

Not-a-Contract Disclaimer

This Employee Handbook is not intended to be a contract of employment and does not create a contract of employment.
GRCC reserves the right to alter, modify, amend, change or eliminate any provisions of this Handbook, any policy or benefit contained in it, and to add new policies at any time, with or without prior notice. However, the College will try to provide reasonable notice of the change or changes to policies, procedures, etc., prior to the effective date of the change.

**GRCC WORKPLACE PRACTICES**

**Employment-at-Will**

Each employee is an at-will employee. This means that you can leave your employment at any time, with or without cause, and with or without prior notice, although GRCC does request adequate advance notice when possible. GRCC also retains this same right. Nothing contained in this Handbook is intended to nor does it modify the at-will nature of your employment with Grand Rapids Community College.

No one except the President can alter or change the at-will nature of your employment or enter into any agreement for employment for any specified period of time or otherwise contrary to the Not-a-Contract Disclaimer. Any such alterations, changes or agreements must be in writing and signed by the President.

**Ethics Monitoring System**

Each person has a responsibility to report facts giving rise to possible ethics violations to enable the College to conduct a prompt investigation and implement a timely and appropriate response. This system has been designed to ensure that reporting ethics concerns can be done easily and with assurance of confidentiality to the extent allowable under the law. The Ethics Monitoring System brochure can be viewed at [http://web.grcc.cc.mi.us/Pr/hr/2007/EthicsBrochure.pdf](http://web.grcc.cc.mi.us/Pr/hr/2007/EthicsBrochure.pdf)

**Affirmative Action**

When we are recruiting, hiring, training, and promoting in those job categories in which women, minorities, handicapped individuals or veterans are underutilized, we will take affirmative action to seek out qualified applicants without regard to discrimination on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned. All terms and conditions of employment with GRCC are, and will continue to be, established on the basis of the individual's qualifications and ability to perform the job. GRCC’s written affirmative action plan, or relevant portions thereof, is available for your review upon request to the Human Resources Department.

**Americans with Disabilities Act**

Grand Rapids Community College complies fully with the Americans with Disabilities Act as well as state laws that require that the College make reasonable accommodations for disabled individuals in our workplace. We are committed to treating all disabled individuals without
discrimination in any area of work, including pre-employment, application, hiring, supervision and evaluation. The College treats all medical information and records concerning disabilities as strictly confidential. If you are a qualified employee with a disability, you are encouraged to request an accommodation in order to help overcome the limitations posed by your disability to accomplish your work. Accommodation Request Forms for Disabled Employees are available in the Human Resources Department. Michigan law requires an employee to notify the employer within 182 days of the time he/she knew or should have known of the need for a reasonable accommodation.

If you believe that you have been treated inequitably or want to file a complaint of discrimination or desire an opportunity for a disability accommodation, you should use the procedure set forth in this Handbook under the EEO/Discrimination/Sexual Harassment and Harassment Complaint Procedures.

**Equal Employment Opportunity**

Grand Rapids Community College is an equal opportunity employer. GRCC’s policy is to provide equal employment opportunity to all applicants and employees. In accordance with applicable state and federal statutes, GRCC does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Office of General Counsel is responsible for resolving complaints based on discrimination and will deal with your concerns in an unbiased and timely manner.

**Harassment/Sexual Harassment**

Each of us is responsible for creating an atmosphere free of discrimination and harassment, whether of a sexual nature or otherwise. Further, each of us is responsible for respecting the rights of co-workers, vendors, students, and other citizens of the College.

**Sexual Harassment**

Any unwanted, unwelcome, sexually oriented communication or conduct that creates an intimidating, hostile or offensive work environment and/or any verbal or physical conduct of a sexual nature which implicitly or explicitly becomes a condition of or affects the terms of employment.

**Harassment**

Unwanted communication or conduct that creates an intimidating, hostile or offensive work environment because of the following characteristics: gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran.
GRCC will not tolerate conduct that creates an intimidating, hostile or offensive working/student environment.

**EEO/Discrimination/Sexual Harassment and Harassment Complaint Procedures**

If you believe you are being discriminated against under the EEO policy, affirmative action policy, harassment or sexual harassment policy, or are being intimidated, insulted, coerced or harassed, you are to immediately file a written complaint with your supervisor or the Office of General Counsel. If the supervisor is involved in the alleged discrimination or harassment, please contact the Office of General Counsel. All complaints will be promptly reported to the Office of General Counsel. If you believe you have witnessed discriminatory or harassing behavior in the workplace, immediately report it to your immediate supervisor or the Office of General Counsel. In either case, you may be expected to provide a written statement and to cooperate with the investigation.

The Office of General Counsel will investigate the complaint in as discreet and confidential a manner as possible given the circumstances surrounding the complaint. Following the investigation, GRCC will take corrective action that is deemed appropriate to the best interests of GRCC and the individuals involved. Action taken by GRCC may include (but will not be limited to) counseling, warning, transfer, demotion, or termination.

All persons involved in the complaint and the investigation should attempt to keep the matter and information in the investigation confidential to the extent permitted given the nature and facts involved in the complaint. The College does not and cannot guarantee confidentiality. For instance, individuals involved in the investigation on behalf of the College will discuss the matter and information involved in the complaint and investigation only with persons involved in the investigation or who have a legitimate need to know.

If the complainant or the person disciplined is unsatisfied with the results of the investigation, either party may appeal the decision to the Executive Director of Human Resources. Information from a harassment investigation will not be placed into an employee’s file unless disciplinary action is taken against that employee as a result of the investigation.

GRCC prohibits any type of retaliation against any employee who in good faith files a complaint under the College’s policy or against any employee who assists in the complaint investigation. Such retaliation should be promptly reported to the Executive Director of Human Resources.

You may contact the Human Resources Department at 415 E. Fulton, Grand Rapids, MI 49503-3295. The telephone number is 616-234-3972.

**Employee Communication**

Good communication between co-workers and between employees and management staff is important in our workplace because we view employee communication as an essential
connection to GRCC’s mission to provide the community with learning opportunities that enable people to achieve their goals. Each employee is an individual, and we believe that GRCC’s success is dependent on employee respect, teamwork and open communication. We recognize that effective employee communication is a two-way process. As such, facilitation of effective communication between the employee and his/her immediate supervisor(s) is the foundation to GRCC’s approach. We welcome your ideas and suggestions, and we want to be aware of any problems and concerns you may have. The following are examples of the many ways information is communicated to employees:

**Board Meetings**

Board of Trustees meetings are public meetings held on the third Monday of the month. These meetings are held in accordance with the Public Meetings Act. [http://www.grcc.edu/board](http://www.grcc.edu/board)

**Department Meetings**

Most units conduct regular meetings with employees to provide recognition and to keep them informed.

**Employee Meetings**

In keeping with the College’s philosophy of open communications, collaboration, and flexibility and creating a work-family friendly organization, throughout the year, Coffee and Conversation meetings with Dr. Ender will take place for all Employees’s to attend.

Employees are also invited to participate in the many college-wide ad hoc teams, committees, survey’s, electronic discussions and forums throughout the year.

**Electronic Communication**

GRCC’s e-mail system keeps employees connected to each other. News items, updates, and bulletins to staff are sent through GRCC Today. You should make it part of your regular routine to read GRCC Today to stay current on College news and announcements.

**Cable Channel 28**

AT&T Cable Channel 28, the GRCC channel, regularly airs Board meetings, event schedules, on-campus presentations, job postings, and telecourse listings. In addition, GRCC produces a monthly community-focused television show. “Inside GRCC,” that runs on this channel.

**GRCC Policies**
All GRCC Policies can be found on the GRCC Web Site: http://cms.grcc.edu/policies. It is each employee’s responsibility to review and be familiar with these policies. Newly published policies will be distributed to employees via email to all staff.

**Job Posting Bulletin Boards**

Job openings are posted as job opportunities occur. Job postings are on the GRCC Web site at www.grcc.edu/jobs.

**Open Door Philosophy**

We encourage you to discuss matters that concern your job with your immediate supervisor. If your concerns involve your immediate supervisor, please contact the Human Resources Department for assistance.

**Tobacco-free Environment**

A tobacco free campus is a healthier learning environment for everyone. We certainly understand and respect every person’s right to make choices related to their health and wellness; however, we reserve the right to make our campus cleaner and safer for everyone who works, enrolls and visits. There will be no tobacco use allowed in any GRCC buildings, grounds or parking structures (including cars) effective November 20, 2008. If you are interested in quitting you’ll find helpful support at www.grcc.edu/tobaccofree.

**Commencement**

Meet and Confer employees that are in position with a grade level of 15 or higher are required to participate in commencement each Winter semester.

**Meet & Confer Advisory Committee**

Volunteer participants of the Meet & Confer Advisory Committee are non-union employees covered by the Employee Handbook. This team is an employee input team that researches various employment-related topics and coordinates the suggestions and feedback from employees to be submitted for consideration by the administration. The team is made up of seven (7) volunteer employees and three representatives from Human Resources and payroll. Feedback and suggestions may be submitted through any of the following communication vehicles:

1. A participant on the Advisory Team
2. Meet and Confer shared folder
3. Written feedback (memo, e-mail, zoomerang survey, etc.)
Position Posting

Open positions are typically posted for ten (10) working days. The posting may be sent to all staff via e-mail. Any employee requesting consideration shall submit according to the posting requirements.

 Relatives as Employees and Romance Between Co-workers

The Conflict of Interest Policy governs the following relatives as employee’s situations:

- Relatives may work in the same department, but must not work together in a supervisory/subordinate role in the same department. There are three departments that are exceptions to this situation: payroll/benefits, human resources and cashiers. Relatives are not allowed to work in those three departments.
- Husbands and wives may not be employed in the same department on a full-time basis. If husbands and wives are considered for work in the same department, the supervisor must demonstrate business necessity based on:
  1. Lack of available, alternative qualified candidates.
  2. Negative impact on program

This exception will be considered for temporary employment only.

- One relative may not be hired to supervise or report to the other. This will eliminate charges of favoritism in appointment, retention, promotion, termination, evaluation, assignment or other conditions of employment where perceptions of preferential treatment could develop.
- In the event that relatives working under the conditions stated above demonstrate the development of a conflict of interest, the employees involved will be offered the opportunity to decide which employee will seek an alternative employment opportunity. If the employees involved cannot reach a decision, the College will make the decision based on the best interest of the College. The College will consider such factors as; the employee’s skills, qualifications, training and seniority

For purposes of this policy, “relative” means the following persons related to an employee by blood or by law: spouse, child, parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, grandchild, grandparent, son-in-law, daughter-in-law, and “step” relationships of the preceding list.

In addition, supervisors and individuals they supervise may not be romantically involved.

For more information about the above, employees should refer to the Conflict of Interest Policy (6.0 Human Resources Policy Section- Policy Subsection Conflict of Interest 6.7 and Sexual Harassment Policy).
Contingency or Temporary Employees

A contingency or temporary employee is one who is hired for special projects, for a specific assignment, as a consultant, or for short-term periods of time. This handbook does not apply to contingency or temporary employees.

Update Employee Records

The College establishes your Human Resources file when you begin employment. This information helps us to administer benefits and health insurance in an accurate and timely manner, as well as maintain necessary government-related records and other factual information about your employment history with the College.

We ask that you notify Human Resources, of any changes you may have in your name, address, telephone number, or who to notify in the case of an emergency within 30 days of eligibility. A copy of a social security card is required for a name change.

Human Resources Files

All employees and former employees may have access to their own Human Resources files, maintained by the Human Resources Department, under these guidelines:

1. The employee or former employee will file a Request to Review Human Resources File (available in the Human Resources Department) with the Human Resources Department.
2. The Human Resources Department will schedule a time for the review during business hours.
3. The employee or former employee may take notes and may request copies of records. The employee or former employee may not remove any documents or records. There may be a reasonable fee for any copies made.
4. The employee or former employee may question or correct any information in his/her file that is believed to be inaccurate. The employee or former employee will write such questions or corrections on blank paper, date and sign them, and insert them in the file.
5. An employee or former employee is limited to two file reviews per calendar year.
6. Employment references and recommendations written for an employee and information regarding criminal investigations of any employee are not available to the employee.
7. Only persons with a need to know or a right to know are given access to Human Resources files.
8. Persons holding positions that require Masters or Doctorate degrees will provide official transcripts to the Human Resources Office to be placed in employee file. All other Meet & Confer positions that require specified degrees must provide either an unofficial or a photocopy of the highest degree held.
Non-Exempt and Exempt Employee Classifications

Non-exempt refers to employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA). They are employees to whom GRCC pays overtime pay for all hours worked over forty (40) in a workweek (also see Overtime).

Exempt refers to employees who are exempt from the overtime provisions of the Fair Labor Standards Act. Their salary compensates them for all hours worked, whether they are few or many in a given workweek. Exempt employees are salaried employees whose employment duties include executive, administrative, and professional as set forth under the Fair Labor Standards Act. This means they must be paid on a salary basis and their duties are as required under the FLSA.

Certain policies that apply to non-exempt employees (such as timekeeping and payment of overtime pay) do not apply to exempt employees. No statement in this Handbook is intended to conflict with provisions of the Fair Labor Standards Act (the federal wage and hour law) governing exempt employees and GRCC’s treatment of exempt employees. To determine your status (exempt, non-exempt); please contact the Human Resources Department.

Position Assignment

Positions may be full-time or part-time assignments and be exempt or non-exempt, dependent on the College’s specific needs. Classification and level setting of a position will be accomplished through the Human Resources Department using the College’s position classification process. Classification and level settings may be changed only when authorized by Human Resources in accordance with the procedures set forth in this Handbook. All positions have written job descriptions that may be reviewed and updated with a copy for the employee, his/her immediate supervisor and Human Resources. Job descriptions shall be given to each employee and to each new employee when assigned to the position in order to facilitate the performance of duties.

Workweek/Workday

The workweek for a non-exempt employee shall be forty (40) hours a week unless otherwise specified by job posting and/or job description. The workday for a non-exempt employee shall be eight (8) hours a day with a 15-minute break in the morning and the afternoon unless otherwise specified by job posting and/or job description. In addition to their normal hourly commitment, at the request of their supervisor, non-exempt employees may be required to work overtime when necessary to complete their job functions.

Each non-exempt employee shall be entitled to an unpaid lunch period away from the employee’s work locations. Lunch periods are normally one-hour periods to be arranged for appropriate coverage during the workday. Other arrangements may be made for lunch hour and breaks predicated on department need.
Normal working hours shall be assigned by the administration.

If you have an adjunct teaching opportunity and the time conflicts with your normal working hours, it is your responsibility to discuss and obtain approval from your supervisor.

**Workload**

The normal workload for a non-exempt full-time (employed at least 32.5 hours a week) employee shall be 40 hours a week. At the request of their supervisor, non-exempt employees may be required to work overtime when necessary to complete their job functions.

**Requests for Reclassification**

Employees and supervisors who desire a reclassification review of a current position shall have the opportunity one time per year. The review of requests will coincide with the budget development process. Deadline to submit a request for reclassification is April 1st.

A. Employee and supervisor must obtain the necessary approvals from their Executive Budget Control Officer (EBCO) via the Meet & Confer reclassification request form. The EBCO reviews the request with the President/Vice President team to clarify reason for change and to discuss potential implications. Following their approval, the request form and an updated job description is submitted to the Human Resources department. The revised job description should highlight or outline the new and/or changes from last review.

B. The reclassification request will proceed through the reclassification team's process. The team will ask the supervisors to explain the changes to the position and will assess the position against the eight factors.

C. If the reclassification process results in a position upgrade, reclassification results will be presented to the President's/Vice Presidents for final approval via the Position Authorization Form. The funding to support the request will be administered through the Reclassification Fund by the Human Resources Department.

Implementation dates of approved requests will be effective July 1.

**Reduction in Staff**

Conditions causing lack of work may result in the reduction of current staff. Reductions in work force must be supported by either documented or projected loss of revenue, a change in services provided by GRCC and/or reorganization of the group by the President that would necessitate elimination of a position(s). Should such an event occur, it is unlikely that the exact duration of such an action would be known. Employees separated from employment due to staff reduction should consider their employee status to be terminated.
Employees terminated due to staff reduction may qualify for unemployment benefits, continuation of health insurance coverage, and payment of certain time-off benefits. For details of continuation of health coverage, contact the Human Resources department.

Our executive and administrative staff will determine which positions are to be eliminated. These decisions will be made without regard to discrimination on any basis. As in all terms and conditions of employment with GRCC, this decision will be made according to each individual's qualifications, skills, training and capabilities for the existing work to be performed, the needs of the College, and in some cases by inverse order of seniority.

The executive and administrative staff reserves the right to make employment decisions based on their judgment of which employee is best qualified to perform the job duties, who possesses special knowledge and/or skills, and whose capabilities will best serve the needs of the College.

Alternative cost reduction measures may be taken before resorting to staff reduction. Some alternatives might include but are not limited to the following: pay reduction, early retirement program, reduced hours, and reassignment. GRCC does not promise or suggest that terminated employees should hold any expectation of returning to their previous employment.

Terminated employees may periodically inquire at the Human Resources Department about possible employment opportunities and may submit a letter of interest and a resume. A laid-off employee shall be maintained on a seniority recall list for a period of one year. An employee shall be recalled in inverse order of layoff provided the employee, as determined by the administration, possesses the special knowledge and/or skills required for the position to be filled.

**Notice of Reduction in Staff/Recall**

Should it become necessary to permanently reduce staff, thirty (30) calendar days prior to any layoff, GRCC will provide written notification to each affected employee that the College is eliminating his/her position. The College reserves the right to pay the employee in lieu of thirty (30) calendar days’ notification.

If an employee fails to be available to report to work within five (5) working days after being notified by Certified U.S. Mail sent to the address currently on file in the Human Resources Department or does not respond within five (5) working days of the notice, such employee will forfeit his/her opportunity for employment with GRCC and will be self-terminated without the option to be recalled. If the employee responds within five (5) working days of the notice, the employee will be re-employed and must report to work as required by GRCC. The time to report to work may be extended by mutual agreement of the employee and Human Resources provided the College determines that the time frame is acceptable based upon its need to fill the position.

If an employee is restored to duty after being laid off for a period of 180 days or less, that employee shall retain his/her original hire date for the sick, vacation and longevity benefits. On
July 1 (fiscal year) following the date the employee is restored to duty, sick, vacation and longevity benefits will be prorated according to the actual time worked. An employee who is restored to duty after 180 days will be eligible for sick, vacation and longevity benefits based on his/her new re-hire date.

The employee’s rate of pay may be adjusted according to the job classification of the position he/she is recalled to fill.

**Terminating Employees**

Either party may terminate employment at any time, with or without cause and with or without prior notice. The termination of your employment with GRCC may occur in several other ways, such as:

A. **Self-termination.** When you do not report to work for three consecutive workdays without notifying your supervisor, you are self-terminated.

B. **Resignation.** When you initiate your own termination for any reason.

C. **Release.** When GRCC initiates your termination due to lack of work, a change in the workforce, unsatisfactory performance of the duties of the position, or for any other reason except misconduct.

D. **Discharge.** When GRCC terminates you for misconduct.

E. **Retirement.** When you terminate your employment in accordance with provisions of GRCC’s retirement plan.

**Exit Interview**

When you leave employment with GRCC you will be given an opportunity to participate in an exit interview with a Human Resources representative. The interview will be at a time that is mutually convenient for you and the Human Resources representative. An Exit Interview Form will be forwarded to you to be completed and returned to Human Resources prior to the interview.

The confidential, final interview gives you the opportunity to comment in private on your reasons for leaving and to return all property belonging to GRCC. It is the employee’s responsibility to return all College property either to their supervisor or to Human Resources.

**PAYROLL PRACTICES**

**Timesheet Accountability**

It is the employee’s responsibility to sign his or her time sheet to certify the accuracy of all time recorded. The supervisor of the position reviews and then signs the time sheet before submitting it for payroll processing. In the event of an error in reporting time, immediately report the
problem to payroll. Falsifying or altering time sheets may result in disciplinary action, up to and including termination of employment.

- The employee is the only person authorized to fill out his or her personal timesheet.
- Timesheets for hourly employees must record the actual hours worked (time in and time out).
- No hours of time worked can ever be recorded in advance.
- Holidays, vacation, sick, personal business, VTO, BV and shutdown hours are the only hours that may be recorded in advance if an employee will be absent for any of these reasons when a timesheet will be due.

GRCC payroll must keep an accurate record of time worked in order to calculate employee pay and benefits. State and federal wage and hour law requires that time sheets for hourly employees must reflect actual hours worked.

**Hourly employees**

Hourly employees must record the time they begin and end their work, as well as the beginning and ending time of each meal period. Hourly employees must have two 15 minute paid breaks every 4 hours and a lunch period built into their regular schedules at the midpoint of their workday. Employees may NOT work through their lunch and should leave their work area during this meal time.

Hourly employees must record the beginning and ending time of any split shift or departure from work for personal reasons. When filling out the timesheet, the first “time in” should reflect the time the employee starts working. The second & third entries should indicate when the employee takes lunch/dinner, and the last entry, “time out,” is when the employee stops working for the day.

The “regular hours” column should reflect the total hours reported for each day. If an absence should be reported for some or all of that day, indicate the number of hours worked (if any) in the “regular hours” column, including time in and time out, and the hours not worked in the appropriate “absence reason” column.

**Scheduled hours**

Every position at GRCC is posted and offered with established hours. Hours are established based on workload, workflow, student/customer service needs, and any applicable law. Posted work schedules for non-exempt employees cannot be altered without prior approval from Human Resources.

If employees must be absent from work during their scheduled hours, they are required to report their time as leave time (i.e. sick, vacation, personal business or VTO leave time).
Supervisor Responsibility

Supervisors should never fill out “time worked” for any employee. If an absence occurs and the employee is not available, the Supervisor should fill in the appropriate absence and initial the entry. A supervisor is responsible for:

- Verifying that employee time records are accurate.
- Providing approval for overtime or premium pay.
- Submitting approved timesheets to Payroll when due

Work Away from Campus or at Home

Non-exempt (hourly) employees are not permitted to perform work from home.

Supervisors may not approve work hours for hourly employees that were conducted at home unless this arrangement was approved in advance with Human Resources.

Conference/Training Time

Employee attendance at lectures, conferences, seminars, and training programs (off campus) during a scheduled work day; will be considered paid hours of work. All conference leaves require an approved leave of absence form. This time should be reported as CF on your timesheet.

Reminder for Exempt (salaried) employees

If you must be absent during the business day for personal reasons, you must record the absences under the appropriate absence code (vacation, sick, personal business, VTO, CF, BV).

Payday

Employees are paid bi-weekly. The designated two-week pay period runs from Monday through Sunday. The pay schedule can be found at the Payroll and Benefits web site @ www.grcc.edu/Payroll

Terminated employees will not be paid in advance of the pay day on which they otherwise would receive their pay for the pay period worked.

Less than 52 week employees will be paid according to their individual work schedule. Benefits will continue through the summer months for those employees working less than 52 weeks if they were scheduled at least 32.5 hours a week during the academic year.

We encourage you to use direct deposit for your pay. You will receive information regarding direct deposit from the Human Resources staff. You are able to print your paycheck advice
which will provide complete details for your direct deposit). Directions for printing your paycheck advice can be found at the Payroll and Benefits web site at www.grcc.edu/Payroll

Overtime

Non-exempt employees shall be paid straight time up to forty (40) hours a week. When a non-exempt employee is requested by his/her immediate supervisor to work overtime, overtime shall be paid at the rate of one and one-half (1½) times the employee’s straight time hourly regular rate of pay for all hours worked in excess of forty (40) hours in any one week (weekly overtime).

Only actual paid time worked by the employee is used to determine his/her entitlement to overtime, in accordance with the FLSA. For example, compensatory time, vacation time, jury duty leave, holiday pay, personal business leave and sick time shall be counted as time worked for overtime purposes.

Eligible employees must obtain the supervisor’s approval prior to working beyond the scheduled workday.

Note:

Police Lieutenant(s) required to work beyond eight (8) hours a day (daily overtime) or forty (40) hours a week (weekly overtime) will be compensated at one and one-half (1½) times his/her regular straight time hourly rate for all hours worked outside of their regular scheduled shift. This is subject to change by the College in accordance with its business needs and consistent with the requirements under the FLSA for law enforcement officers.

Police Lieutenant(s) called in outside of their scheduled duty hours to work hours that are not contiguous with their normal shift shall receive two hours of call-in pay at time and one-half (1-1/2) for each hour of actual call-in time worked. If you are called in on a holiday, see Holiday Rate.

Holiday Rate for Police Lieutenant(s)

Non-exempt Police Lieutenant(s) who work on one of the Grand Rapids Community College regular observed holidays shall receive their straight time regular wage for the day plus double time for the hours worked.

Compensatory Time

At the request of any employee eligible for overtime pay, his/her supervisor may provide compensatory time off with pay in lieu of cash for overtime worked. All requests for compensatory time must be voluntary and at the employee’s option, in accordance with the FLSA.
A. Any such time off shall be taken at a time mutually agreed upon by the employee and his/her supervisor.
B. Compensatory time shall be paid at one and one-half (1½) times the straight time rate for each hour worked over forty (40) hours a week.
C. Compensatory time may be accrued only to the extent allowed by law.
D. No compensatory time shall be accumulated unless authorized by the employee’s immediate supervisor.
E. On the last payday of the fiscal year, all compensatory time will be paid to the employee. However, an employee may request in writing to carry over 40 hours, 27 worked hours, (Campus Police: 160 hours, 107 worked hours) into the next fiscal year at their sole option. If the College does not receive written notice to the contrary, all compensatory time will be paid to the employee. Additionally, any compensatory time not utilized prior to transferring/changing from non-exempt to exempt status or terminating from GRCC employment will be paid to the employee.

**Conference and Convention Expenses**

Employees shall be reimbursed for reasonable out-of-pocket expenses incurred while traveling on authorized College assignments or while engaged in authorized College business. Maximum reimbursement for approved conference and convention attendance expenses shall be the following:

A. Individuals required by the President or designee to travel for College business shall be fully reimbursed for all allowable travel expenses within the fiscal guidelines established by the College.
B. Travel cost shall not exceed second-class airfare or travel by private automobile pursuant to the travel reimbursement scale plus any applicable parking fee, whichever is less.

**Mileage Reimbursement**

Each employee who, by the nature of his/her employment, is required to drive his/her own vehicle in the performance of his/her duty or responsibilities shall be eligible for actual mileage reimbursement based upon the current IRS rate at the start of the fiscal year. Mileage will be reviewed on an annual basis at the beginning of each fiscal year. Employees must document their trips, the business purpose and the mileage in order to satisfy IRS requirements and to receive reimbursement from the College.

If an employee is required to use a motor pool vehicle in the performance of his/her duty or responsibilities, reimbursement is limited to actual costs incurred while the pool vehicle was in use.

**Payroll Deduction Services**

Any payroll deduction requires your prior written authorization. The College provides optional payroll deduction opportunities for the following services, but not limited to this list:
Direct Deposit

Pre-Paid Legal Services

AFLAC – Cancer Intensive Care, Long-Term & Short-Term Disability & Hospital Confinement

MEBS – Michigan Employee Benefit Services – Supplemental Life Insurance & Short Term Disability

United Way

GRCC Foundation

Tax Sheltered Annuities (403B)

Health Plan Employee Cost Sharing

457 Deferred Compensation

Buying Years of Service Toward Retirement

MESP – Michigan Education Savings Program

Flexible Spending Accounts

Parking on Campus

Contact the Human Resources Department for complete information about payroll deduction services.

**Overpayment/Underpayment of Wages**

If an overpayment or underpayment is discovered, restitution will be made based upon the amount overpaid over the last three (3) years. In the case of overpayment, the employee shall be given the opportunity to make restitution through payroll deduction or for a period of time at least equal in length to the time period during which the overpayment was made or until the termination of employment, whichever is less.

**RESPONSIBILITIES AND POLICY GUIDELINES**

**Behavior Guidelines for Conduct**

Grand Rapids Community College has the following expectations of College staff, including but not limited to the following:

A. Provide a safe work environment.
B. Promote continuous improvement.
C. Establish consistent operating standards.
D. Protect individual rights and well being.
E. Protect College property.
F. Fulfill legal responsibilities.
G. Arrive on time and prepared to work at the beginning of the workday.
H. Dress appropriately for the position held.

Some employee conduct does not support these objectives. There is no effective method of pre-
determining the seriousness or effect of any one violation of GRCC’s policies or of making an
exhaustive list of all possible violations of policy.

Although some violations may be more severe than other violations, repeated violations or a
combination of violations may result in termination of employment. However, the College will
adhere to a fair and equitable process for terminating employees who have demonstrated an
unwillingness or inability to abide by GRCC or departmental policies.

**Personal Appearance**

Discretion in style of dress and behavior is essential to the productive and efficient operation of
the workplace. Therefore, it is expected and required that all employees will exercise good
judgment in appearance and behavior at all times while representing Grand Rapids Community
College, and dress in attire that is appropriate and promotes a professional image of their
employer. Supervisors are responsible for employees that fail to comply with this policy.

The key guideline to consider is that your work clothing should be suitable for the nature of your
job and position.

**Examples of inappropriate clothing:**

Blouses, dresses or shirts with small straps, and shorts are inappropriate. Indiscrete clothing
that is exposing and/or excessively tight fitting, and clothing that is imprinted with illustrations or
messages that are insulting or demeaning to coworkers and/or the public is inappropriate at
GRCC.

**Business Casual Fridays**

Appropriate clothing for business casual Fridays includes; cotton shirts and blouses, sweaters,
khaki pants, and jeans (in good condition)

If GRCC employees are required to wear uniforms (see Uniforms in the Health Plans and
Benefits Section of the Handbook) while performing their job responsibilities, the uniforms must
be clean, pressed, and neatly maintained at all times. Please check with your Supervisor for
further information on compliance with the standards and regulations for your department.
Employees failing to comply with appropriate standards of dress and appearance are subject to disciplinary action, which may include termination.

**Corrective Action Guidelines**

**A. Verbal Notice.** The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting and place a copy of the results of that meeting in the department’s employee file.

**B. Written Warning.** A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee, is placed in the department file and the Human Resources employee file.

**C. Suspension Without Pay.** A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee, is placed in the department file and the Human Resources employee file.

**D. Final Written Warning.** The College may, at its discretion, choose to impose a final written warning in lieu of suspension. Exempt salaried personnel who are suspended for less than one week shall receive their wages in accordance with the Fair Labor Standards Act.

**E. Termination.** When it has been determined that an employee is unable or unwilling to meet the conditions of employment at GRCC, termination results.

Nothing contained in this section intends to nor does it alter the at-will nature of your employment with Grand Rapids Community College. In all cases it deems appropriate, GRCC reserves the right to take any disciplinary action, including suspension or termination.

**Problem Resolution and Appeal Procedures**

As in any workplace, misunderstandings and problems sometimes occur between employees, or between the employee and GRCC. Because such misunderstandings and problems can have an adverse impact on the quality of the employment relationship and on the quality of service to our students, GRCC desires to assist employees in resolving misunderstandings and problems at work.

If at any time an employee believes he or she is not being treated with respect or not being treated fairly, or if an employee suspects that a mistake has been made in the administration of a policy, practice or condition of employment, the employee has the responsibility to inform the appropriate individuals so that his/her concern may be resolved promptly and effectively.
Supervisors have the responsibility to address all questions, concerns, problems or grievances raised by employees, no matter how minor they may seem. In addition, supervisors have the responsibility to investigate such matters and to give responses to employees as promptly as possible.

GRCC will not tolerate any form of retaliation against an employee who uses this problem resolution procedure. An employee or member of management who retaliates against any employee for using this procedure will be subject to discipline, up to and including termination.

**Problem Resolution Procedure**

To effectively and promptly resolve problems, complaints or grievances, employees should use the following problem resolution guidelines:

A. You may request one co-worker to attend meetings
B. Within ten business days of the event, you shall make an attempt to resolve a problem, complaint or grievance in an informal, verbal discussion between yourself and your supervisor.
C. If you cannot reach an acceptable resolution, then you should file a written statement with your supervisor within five business days of initiating the informal, verbal discussion with your supervisor. The supervisor should respond in writing to the employee within 30 days from the date of the written statement. If there is no response from the supervisor or the employee is not satisfied with the supervisor’s response, then the employee must move to the next level if he/she wishes to pursue the matter.
D. If you are not satisfied with how the supervisor resolves your problem, complaint or grievance, or if you received no response from the supervisor, you should file a copy of your statement and the supervisor’s findings and recommendations, if applicable, with the Executive Director of Human Resources. You must complete this filing within five business days following the determination by your supervisor or the expiration of the 30-day period, whichever occurs earlier.

Within five business days of receiving your filing or as soon as practicable, the Executive Director of Human will contact you to schedule a personal visit. Within 15 business days of your personal visit or as soon as practicable, the Executive Director of Human Resources will make a decision regarding your problem, complaint or grievance.

E. If you are not satisfied with how the Executive Director of Human Resources resolves your problem, complaint or grievance, you then may file a copy of your statement and the Executive Director of Human Resources’ findings and recommendations with the Office of General Counsel. You must complete this filing within five business days following the determination by the Executive Director of Human Resources.
Within five business days or as soon as practicable after receiving your filing, the Office of General Counsel will review all of the evidence and/or may contact you for a personal visit.

Within 15 business days of receiving your filing or as soon as practicable, the Office of General Counsel will make a decision regarding your problem, complaint or grievance. The decision of the Office of General Counsel shall be a final and binding decision in all disputes that do not result in a cessation or termination of employment. Where an employment dispute including any claim of discrimination results in a cessation of my employment or termination of employment the employee is subject to mandatory arbitration.

Copies of all statements, information relating to the statements, and decisions will be placed in a separate file maintained by the Human Resources Department. No copies will be placed in your Human Resources file except that documentation of any disciplinary action shall be maintained in the Human Resources file in accordance with the applicable laws regarding personnel files.

**Misconduct Examples**

As a condition of employment, all employees are expected to conduct themselves in a manner that supports College objectives, to accept personal accountability for their actions, and to comply with the policies outlined in the table that follows. Failure to comply with these policies may result in corrective action up to and including discharge. This list is not exhaustive or all inclusive. The disciplinary action set forth herein may be accelerated or modified by the College at its sole discretion, depending upon the nature of the offense, the severity of the conduct, or other factors deemed relevant by the College.

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<th>Policy Area</th>
<th>First Occurrence Corrective Action</th>
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<td>Illegal use, possession or distribution of alcoholic beverages, narcotics, or controlled and illegal drugs; or public intoxication</td>
<td>Up to termination (see policy in this Handbook)</td>
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<tr>
<td>Falsification of information</td>
<td>3-day suspension or termination</td>
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<td>Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers on College property</td>
<td>Up to termination</td>
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<tr>
<td>Horseplay/abusive language</td>
<td>Up to termination</td>
</tr>
<tr>
<td>Unauthorized use, removal, or theft of College or other employee’s property</td>
<td>Up to termination</td>
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<tr>
<td>Fighting and/or threats to commit violence</td>
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<td>Sleeping while on duty</td>
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<td>Poor attendance</td>
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<td>Breach of confidentiality</td>
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<td>Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to College premises</td>
<td>Up to termination</td>
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<td>Smoking in non-smoking areas on campus (inside all buildings and College vehicles)</td>
<td>3-day suspension or termination</td>
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<td>Failure to comply with directions of College officials, Police Officers, or any other law enforcement officers acting in the performance of their duties</td>
<td>3-day suspension or termination</td>
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<tr>
<td>Discrimination, Sexual harassment, harassment or offensive conduct</td>
<td>Up to termination (see policy in this Handbook)</td>
</tr>
<tr>
<td>Conflicts of Interest: employees may not be involved in outside employment or business interests if the employee benefits because of his or her affiliation with the College. Acceptance of gratuities is limited to items valued at $5.00 or less and must be reported to each supervisor.</td>
<td>Termination</td>
</tr>
</tbody>
</table>

**Tardiness and Absences**

Absenteeism or tardiness that is unexcused or excessive in the judgment of the College will result in disciplinary action, up to and including dismissal. Management reserves the right to request medical documentation for absence.

An unexcused absence occurs when you fail to properly notify your immediate supervisor. If you are absent from work because of an emergency, notify your supervisor before the start of your scheduled shift on the first day of your absence. You are required to call in each day of your absence.

An absence of three consecutive days without notifying your supervisor is job abandonment and is considered self-termination.

**Alcohol, Illegal Drugs and Illegal Use of Drugs**

To comply with the Drug-Free Workplace Act and to protect your safety and the safety of all GRCC employees, we will enforce the following policy:

You may not possess, be under the influence of, or use any alcohol, intoxicant, or narcotic on the way to work, on the job, or on GRCC’s property (including parking lots, adjacent parking lots, or surrounding buildings). In addition, the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited on GRCC property or in GRCC vehicles.

If a representative of the College has reason to believe that you are unable to perform the duties of your job in a safe and productive manner, or if in management's opinion your presence on the
job creates a risk to the safety and well-being of yourself, other employees, the public or the College property, you will be immediately suspended from the workplace. The College reserves the right to conduct drug/alcohol testing based upon reasonable suspicion, cause or where otherwise required by law. An employee who has been convicted of a criminal drug offense occurring in the workplace must notify Human Resources within five calendar days after conviction.

**Workplace Violence**

A. Any act of violence (i.e. hitting, pushing) or any threat or statement suggesting intent to commit an act of violence is prohibited, even if the employee did not intend to cause harm or carry out the threat.

B. Because of our commitment to provide employees with a safe work environment, you must report workplace violence to Campus Police immediately.

C. Employees, unless required as a part of their duties for the College, will not bring firearms or other weapons onto GRCC’s premises.

D. If you are aware that another employee appears troubled or irrational, you must report your observations to your supervisor.

E. You must notify your supervisor or other management staff of any visitor, vendor, or student on GRCC’s premises who is behaving in a threatening, abusive or violent way.

**False Information and Employment**

An applicant for employment with GRCC is expected to provide complete and accurate information regarding his/her background, employment history, credentials and qualifications for employment. If, following employment, GRCC learns that an employee provided false or misleading information, or omitted pertinent information regarding essential background, employment history, credentials or qualifications for employment, or in any document provided to secure employment or advance employment, GRCC may discipline the employee, change the employee's employment status, reassign the employee, or terminate the employee, regardless of the time elapsed before the discovery.

GRCC may investigate an employee’s background, employment history, credentials and qualifications at any time during the employment relationship.

**Confidentiality**

You may work with and may have access to information that you must keep confidential. Such information includes student data, Human Resources records and personnel matters, payroll data, financial data, and proprietary information. You will keep such information confidential. This means you will not disclose such information to co-workers who have no need to know or to persons outside the workplace.
You have a responsibility to protect the security of confidential information. This means you will keep confidential information in locked files when you are not using it, and you will protect the security of computer files that contain confidential information.

As a condition of your employment, you electronically agree not to disclose confidential information.

Complaints About an Administrator

An employee may submit a written complaint directed toward an administrator to the Human Resources Department. Any legitimate complaint shall be properly called to that administrator’s attention. The administrator will receive a copy of any written complaint placed in his/her Human Resources file. The administrator may respond in writing to such complaint and have this response become part of his/her Human Resources file. All complaints will be investigated in accordance with the policies of the College.

Use of College Facilities by Employees

Athletic Facilities

Rooms in the Ford Fieldhouse (main/auxiliary gym, weight room, handball/racquetball courts, fitness room) are available to employees Monday through Friday provided the rooms are not scheduled for classes. A listing of a room’s availability is posted outside each room. In addition, employees may use the swimming pool Monday through Friday from 5 a.m. to 8 a.m. and from 10 a.m. to 1 p.m. For additional information, call extension 4261 or visit the Ford Fieldhouse Web Page at www.grcc.edu.

Each employee and immediate dependent family member over the age of 18 (spouse, son, daughter, and/or minor child assigned to the employee by a court according to IRS guidelines) will be provided with a Ford Fieldhouse membership free of charge. In addition, the one time setup fee is waived for any Meet & Confer employee and their spouse/significant others. This is a taxable benefit under the IRS regulations.

Visit or call the Ford Fieldhouse.

College Vehicles

Although vehicles are assigned to College departments for a specific purpose, they become available for use by other departments when not being used for their intended purpose. A request to use one of these vehicles should be made through the assigned
department. Employees driving vehicles must meet the standards established by the College.

**Computers**

The College desires that every employee have access to a computer to assist with carrying out his/her daily work activities. The College is committed to attempting to replace desktop systems on a five-year rotation and completes an annual needs assessment to assist with this process. Every new employee and each employee transferring to a new position at the College must complete a needs assessment to ensure that an appropriate system will be placed for him/her. Needs Assessment forms are available electronically from the Information Technology (IT) Department. You will also be required to electronically sign an Acceptable Use Agreement.

**Computer Labs**

With proper identification an employee may utilize equipment in the ATC Open Computer Lab and in the Library.

**Employee Use/Room Rentals**

To procure a campus room for use, contact the appropriate facility manager for scheduling and availability. A nominal fee is charged for non-Grand Rapids Community College activities. If additional services are needed (i.e., use of media equipment or food service), include that information when scheduling the facility.

**Equipment**

Some College equipment may be available for personal use by employees. An employee should contact the specific department to inquire about availability of equipment. Equipment to be used off campus must be signed out through the Purchasing Department, using the Equipment Release Form.

**Telephones**

Telephones are provided so that employees can carry out the College’s business. Although occasional personal phone calls are to be expected, use of the telephones should be confined to College business as much as possible. Should circumstances necessitate placing a personal long-distance call, the employee should use a personal calling card or call collect. Monthly phone usage detail is available for employee review and to reimburse the College for personal phone calls. Reimbursements are payable to Grand Rapids Community College and are to be forwarded to the Cashier’s Department. The rates that GRCC provide for long distance reflect the cost of our service plus the College’s overhead for support and service. The College reserves the right to monitor phones calls to determine quality of service to the people it serves.
Voice Mail/Electronic Mail

Voice mail and electronic mail are treated like any other form of written communication. Messages are subject to the same legal restrictions and potential liabilities as those of paper documents. E-mail messages may be subpoenaed and are not subject to the same privacy rights that a written communication may have. While the College does not normally monitor or save e-mail, e-mail communications should not be considered private. Because the College owns and provides this equipment, it is considered property of the College to which there is no right of privacy. An e-mail message should be viewed as published business correspondence. The College reserves the right to access and review all computer files, including voice, online fax, and e-mail messages. All employees should review the Acceptable Use Agreement (AUA) to understand their rights and responsibilities in using the College’s computing and network resources.

- All Staff Email- The all staff email is used by Communications, Chief Information Officer, Vice President for Finance and Administration, Provost/Executive Vice President for Academic and Student Affairs and President Office only.

Assaults While on Duty

Legal Protection

If an employee is assaulted while acting in the line of duty on the premises of the College or while participating in an authorized activity as a representative of the College away from the premises of the College, the employee shall immediately report the incident to the Executive Director of Human Resources and to the GRCC Chief of Police.

In the event that law enforcement authorities conduct an investigation of the incident and the employee is not the subject of the investigation, the College shall provide a legal defense in accordance with its applicable insurance policies. If, in the course of investigation, it is determined that the interest of the employee and the College may be affected and the College believes it has a responsibility under its policies to provide the employee with a legal defense, the College may offer to provide independent legal counsel subject to approval of reasonable and necessary attorney fees as determined solely by the College.

Liability Insurance

The College shall provide liability insurance for each employee for claims arising out of the performance of duties as an employee during the time he/she is employed by the College. An Insurance Binder pertaining to the coverage is on file with the Financial Services Department.
Damage or Loss of Personal Property

If personal property of an employee is damaged or stolen as the result of an assault, vandalism or theft while the employee is acting in the line of duty on the premises of the College or while participating in an authorized activity as a representative of the College at an event away from the premises of the College, the College may make an equitable financial settlement for such loss with the employee involved if the damage is not fully covered by insurance. In such a situation, the employee shall first seek recovery from any insurance coverage available to the employee before he/she seeks an equitable financial settlement from the College. The decision of the College regarding equitable financial settlement, if any, shall be final.

Automobile Vandalism and/or Theft

Reimbursement to an employee for validated damage to personal automobile property due to vandalism and/or theft may be made under the following circumstances:

A. The employee is acting in the line of duty when such loss occurs, and the automobile is parked in the designated area assigned by the appropriate College administrator or designee.
B. The employee’s insurance carrier or the employee has paid the claim, except that the College will pay the first $100 of the employee’s deductible for the first occurrence in a fiscal year. If there are subsequent events, the total payment made on the second claim (or more) within the same fiscal year shall not exceed the employee’s insurance deductible.
C. The items damaged or stolen are attachments to and are regular accessories of the vehicle. Tapes, CD’s, a cellular phone, and add-on audio equipment systems are not considered to be regular accessories.
D. The automobile was secured (windows locked, doors locked).
E. The damage was properly reported to Campus Police no more than two (2) working days after the discovery of the loss.
F. The employee signs the claim form stating that the damage and/or loss was, to the best of that employee’s knowledge, done while he/she was acting in the line of duty and stating the location in which the auto was parked. At least two (2) estimates from reputable local businesses shall be attached as well as a copy of the insurance policy showing the applicable deductible.

ORIENTATION PERIOD AND PERFORMANCE PLANNING

New Hire Orientation Period

The orientation period for employees new to the College or transferred into a new position, shall be six (6) months, which may be extended by the Executive Director of Human Resources for up to three (3) additional months. If a new employee’s performance is deemed to be unacceptable during the orientation period, the employee may be terminated.
Regular periodic meetings between the employee and the supervisor will be held throughout the orientation period or by request. The supervisor may meet with the employee after ninety (90) days of the orientation period to review the employee’s progress and recommend improvements, if needed.

The supervisor and employee will discuss any performance concerns when they occur or soon after; these concerns should be reviewed on or before the ninety (90)-day meeting. Such discussions will include specific ways the employee is expected to improve. An employee who is not fulfilling the responsibilities of his/her position may be put into the College’s “performance improvement process,” which will outline areas where improvement is necessary and include reasonable timelines for improvements to be made by the employee.

Any performance concerns that have the potential for hindering successful completion of the orientation period must be put in writing by the supervisor, with copies provided to the employee and to Human Resources. The College may terminate the employee at any time during the orientation period with or without cause in accordance with the at-will employment relationship. The supervisor should contact the Human Resources Department for direction in the performance improvement process.

Newly hired employees will attend a New Employee On-boarding and Orientation Program. These processes are designed to assist you in becoming acquainted with GRCC. Orientation for your specific department will be coordinated by your department head or supervisor. Our on-boarding and orientation programs are intended to get the new employee off to a good start by establishing a sense of belonging and cooperation, by supplying necessary information that will answer a new employee’s questions, and by removing fears or uncertainties which may be barriers to effective performance.

**Performance Evaluations**

The Performance evaluation, provide an excellent opportunity for you and your supervisor to discuss your job performance and development. Employee will be prompted by Human Resources to start the Performance Evaluation process. It is required for the supervisor to schedule time with their employee to reflect upon the fiscal year as it ends and to plan for the upcoming fiscal year. However, if you feel the need to discuss your work with your supervisor, you should request a meeting at any time.

New employees (or newly transferred) and their supervisors will be prompted by Human Resources after six months of employment to perform a Performance Evaluation.

You and your supervisor may obtain input from appropriate employee “customers” with whom you have a direct work relationship in performing work on behalf of the College. You and your supervisor may determine these individuals.

Prior to your discussion, you and your supervisor should prepare a working copy of the Performance Evaluation Form. The discussion between you and your supervisor should review the following:
In September, February and May of each fiscal year you and your supervisor should discuss: Section I. Planning and evaluation of project work

In May of each fiscal year your supervisor should complete:

1. Section II, Evaluation of top priority job responsibilities and professional skills
2. Learning Plan to identify your plan for professional development opportunities.
3. Review 360 Degree Feedback (For some Meet and Confer positions)

You will have an opportunity to add comments to this performance evaluation form. The form will then be forwarded to Human Resources and placed in your Human Resources file after all sections have been completed.

Learning Plans

The Learning Plan Process is completed once each year. You will be prompted by Human Resources to complete the Learning Plan. Employee/Supervisor completes the Learning Plan as a commitment to your learning over the next 12 months. Our institutional goal is for individuals to plan for a minimum of 20 hours of development activity for each fiscal year.

Your supervisor uses the Performance Evaluations and Learning Plans to keep you informed of your performance achievement and to offer you guidance for defining and reaching your learning goals.

Performance Improvement Plans

If the quality of an employee’s work is deemed unsatisfactory, the employee may receive a written Performance Improvement Plan (PIP), from the immediate supervisor. The PIP should describe the actions the employee must take to improve, with timelines for achievement of the actions and for regular meetings between the employee and supervisor throughout the duration of the plan. It will also describe the steps the immediate supervisor may take to assist the employee in improving.

At the conclusion of the improvement plan, unless employment is terminated during the improvement plan period because the employee failed to adhere to the plan, other performance issues occurred during the process, or the employee violated other rules and/or policies of the College, the immediate supervisor will provide the employee with a written summary of the employee’s progress under the plan. The written summary may include a statement in which one of the following conclusions is provided:

A. The employee has successfully completed the plan of improvement, and his/her performance is considered satisfactory.
B. The employee has made progress under the plan and will be retained subject to a new or continued plan of improvement.
C. The employee has not successfully completed or complied with the plan of improvement and is recommended for termination.
Nothing in this section alters the at-will employment relationship. The College reserves the right to terminate the employee at any time without regard to the time lines provided in the improvement plan.

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HEALTH PLANS AND BENEFITS

Hospital/Medical Insurance

Full-time Employees:

Each full-time employee (at least 32.5 hours a week) is entitled to health insurance coverage. You may choose from three plans under West Michigan Health Insurance Pool (WMHIP), which is a traditional health plan. To view health coverage plan details and rates please go to: http://www.grcc.edu/humanresources/healthbenefits/benefitinformationbyemployeegroup/meetconferbenefitinformation

Part-time Employees:

Each part-time employee who is eligible for benefits and is working at least twenty (20) hours a week is entitled to elect health care coverage. The College, via payroll deduction, will prorate his/her premium contribution based upon the carrier chosen and number of scheduled hours for the employee. For employee cost share rates please go to: http://www.grcc.edu/humanresources/healthbenefits/benefitinformationbyemployeegroup/meetconferbenefitinformation

Full-time & Part-time Employees Health Plan and Benefits Guidelines:

1. Any plan may include a co-pay.
2. The College shall designate the insurance carrier.
3. Each employee shall have the right to voluntarily enroll in any plan offered.
4. Medical, dental, and vision benefits begin the first of the month following your date of hire, rehire, or schedule change.
5. A husband and wife who are both employed by the College may, pursuant to their qualifications, select any of the medical plans; but they shall not receive double coverage.
6. To be eligible for insurance coverage, both part-time and full-time employees must complete an enrollment form and an election form, with the chosen carrier, within thirty (30) days of the date of hire. Status change forms and required documentation for proof of dependency must be completed within thirty (30) days of the date of change. Changes may include, but are not limited to, marriage, birth, death, divorce, or adoption. Forms are available in the Human Resources: Payroll/Benefits.
7. If the employee is not in need of health care coverage, proof of other health insurance or group health plan coverage will be required for the cash in lieu payment of $156.45 a month.
Dental/Vision Reimbursement Program

The College may provide reimbursement as set forth herein, subject to the caps provided under this program, to each full-time employee who is employed at least thirty-two and one-half (32.5) hours a week and is assigned to position(s) for the duration of at least the academic year.

Each employee and immediate dependent family member (spouse, son, daughter, and/or minor child assigned to the employee by a court according to IRS guidelines) will be provided with dental/vision care.

Beginning each fiscal year on July 1 and ending the following June 30, the College may reimburse 90% of the actual dental and/or vision charges paid by the employee not to exceed $2,500 in total combined dental and vision benefit a year for full family.

Services and Materials Covered:

<table>
<thead>
<tr>
<th>DENTAL</th>
<th>VISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scaling and Polishing</td>
<td>Vision examination by Optometrist or Ophthalmologist</td>
</tr>
<tr>
<td>Fillings</td>
<td>Corrective lenses by prescription: Regular or Contact</td>
</tr>
<tr>
<td>Fluoride Treatment</td>
<td>Frames</td>
</tr>
<tr>
<td>Extractions</td>
<td>Lasik Surgery</td>
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<tr>
<td>Diagnostic X-Rays</td>
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<tr>
<td>Root Canals</td>
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<tr>
<td>Crowns</td>
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<tr>
<td>Oral Surgery</td>
<td></td>
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<tr>
<td>Bridges, Dentures and Partials</td>
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<tr>
<td>Anesthetics</td>
<td></td>
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<tr>
<td>Orthodontics*</td>
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<tr>
<td>Oral Maxillofacial Surgery</td>
<td></td>
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<tr>
<td>Periodontics</td>
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<tr>
<td>Endodontics</td>
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</table>

Services and Materials Not Covered:

<table>
<thead>
<tr>
<th>DENTAL</th>
<th>VISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any service or supply not furnished by a licensed dentist</td>
<td>Cosmetic purposes</td>
</tr>
<tr>
<td>Any service or supply not reasonably necessary for the dental care of the eligible individual</td>
<td>Non-corrective lenses</td>
</tr>
<tr>
<td>Cosmetic purposes</td>
<td>Vision therapy</td>
</tr>
</tbody>
</table>
Any care provided or reimbursed by other sources

Medical and surgical treatment of the eyes (with the exception of Lasik Surgery)

Any portion of a charge for a service in excess of the reasonable and customary charge (the charge usually made by the provider when there is no insurance, not to exceed the prevailing charge in the area for dental care of a comparable nature by a person of similar training and experience)

Any care provided or reimbursed by other sources

The cost of any service and/or material or of any combination thereof over the reimbursement amount

*For Details contact Payroll/Benefits

Reimbursement Procedure:

To be eligible for reimbursement of dental and vision expenses, an enrollment form must be completed and submitted to the Payroll/Benefits Office. You are eligible for reimbursement on the first of the month following your date of hire under the following guidelines:

- Expenses must be considered deductible under IRS guidelines. A list of reimbursable expenses per the IRS guidelines (IRS Pub.502) is available for reference at [www.irs.gov](http://www.irs.gov) or you may stop by the Payroll/Benefits department to view a copy.
- The College is the secondary provider. All claims must be filed with the primary spouse’s provider before requesting reimbursement. A copy of the primary carrier’s “Explanation of Benefits” (EOB) must accompany your request for reimbursement when applicable.
- Evidence of payment, original itemized bill or invoice, and original paid receipt must accompany your request for reimbursement.
- Bills should be paid in full. Any bills not “paid in full” will not be reimbursed until they are paid in full.
- Bill for services that are not being treated currently will be denied as an ineligible expense. Exception: Reimbursement for orthodontics is only available on the initial payment for services, and then for each additional monthly payment on the balance. The plan will not reimburse a participant in one lump-sum payment at the end of the treatment period.
- When submitting a reimbursement request for orthodontic services, please provide ASR with the orthodontic contract, which details the total cost, the initial down payment, the monthly payment schedule, and the date on which the contract will be paid in full.
- Procedure codes are used for all dental procedures. To speed up processing, ask your dentist to include the code on your receipt, and then transfer that code to your claim form when requesting reimbursement.
- All claims should be mailed to:

  Attn: Unit A

  ASR Corporation

  Box 6392
A separate claim form should be submitted for each patient. If ASR receives a claim form and/or bills that do not clearly separate expenses by patient, ASR will pend the claim and request a separate claim form by patient.

Claim forms are available on GRCC’s website (www.grcc.edu/Payroll). Forms are also available in the Payroll/Benefits office for those who do not have computer access.

Dental and vision claims should be submitted for reimbursement within 60 days from the date of service to insure timely reimbursement. Failure to provide notice of claim within 12 months following the end of the plan year in which the claim occurred for any particular claim shall invalidate the claim. Example: Any date of service in the plan year July 1, 2011 to June 30, 2012 will be invalid if filed after June 30, 2013.

Claims will be processed according to the College's administrative policies and procedures.

If there is a conflict between the statements in this Handbook and the Plan Document, the Plan Document shall be controlling.

**Long-Term Disability Program**

A long-term disability (LTD) program may be provided to all full-time employees. The elimination period is greater of sixty (60) consecutive calendar days or end of accumulated sick leave. Coverage may be up to 66 2/3% of regular pay a month subject to any limits contained in the Plan Document. Refer to Plan Document for eligibility and maximums. Benefits are paid on the primary position; offsets for Workers Compensation, Social Security, Medicare, State of Michigan Teachers Retirement and Optional Retirement Plan (ORP) may be required under the Plan Document. Hospital/Medical, dental and vision coverage may be continued for a period not to exceed one year if the employee remains eligible for LTD coverage. **Note**: Administrative employees will receive continuation of life insurance, hospital/medical, dental and vision coverage for a period not to exceed three (3) years if they remain eligible for LTD coverage.

The employee will be responsible for the employee cost share portion of the premium during any continuation of insurances. You will be notified by the benefits department of your payment requirements and the consequences of failure to pay the employee cost share portion.

After the continuation period expires, hospital/medical coverage will be offered according to the Federal COBRA guidelines.
For a full description of your coverage, consult the Plan Document on file in the Payroll and Benefits Department. Where there is a conflict between the description in this Handbook and the Plan Document, the Plan Document is controlling.

What Happens When I Am Able to Return to Work from Long-term Disability?

If you have been released from LTD by your doctor and from Long-Term Disability coverage as seen fit for duty, the employee may or may not be reinstated in their prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment.

Employees should contact the Human Resources Department upon release from Long-Term Disability.

COBRA - Continuation of Health Insurance

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that employees and their spouses and/or dependents be notified of their rights and obligations under this act. This act states that covered employees are entitled to the continuation of health insurance coverage at their own expense in the event that a “qualifying event” occurs.

If you become covered by the College’s group health insurance program, you have a right under COBRA to continue your coverage under the health insurance plan upon:

1. Termination of your employment for reasons other than gross misconduct;
2. Upon a reduction of your hours of employment that results in the loss of coverage under the health insurance plan;
3. Military call-up for active duty for more than 31 days.

The spouse or dependent child of an employee covered by the College’s health insurance plan has the right to choose continuation coverage for himself/herself if he/she loses coverage under the plan for the following reasons:

a. Death of the employee;
b. Termination of the employee’s employment for reasons other than gross misconduct or a reduction in the employee’s hours resulting in the loss of coverage;
c. Divorce or legal separation or a covered employee from the covered employee’s spouse;
d. The employee becomes entitled to Medicare; or
e. A dependent child ceases to be a dependent child of the covered employee under the plan.
f. Military call-up for active duty for more than 31 days.
Under COBRA, the employee or a family member must notify the College within thirty (30) days of the occurrence of a divorce, legal separation, or a child losing dependent status under the College’s health insurance plan. The College, in turn, must notify the insurance carrier of the employee’s death, termination of employment, reduction in hours, or Medicare entitlement.

When the College is notified that one of these events has happened, the College will notify you that you have the right to continuation coverage. You, in turn, must notify the College within sixty (60) days from the date you lose coverage that you want continuation coverage. If you do not choose continuation coverage, your health insurance coverage will end.

If you choose continuation coverage, the College will give you coverage that is identical to the coverage provided under its health insurance program to similarly situation employees or family members. You will be given the opportunity to maintain coverage according to the following “Maximum coverage period”.

1. A termination of employment or reduction in hours, in which case the period is eighteen (18) months;
2. Military call-up for active duty for more than 31 days, within twenty-four (24) months
3. Death of employee, employee’s entitlement to Medicare, divorce or legal separation and dependent child ceasing to be a dependant, in which case the period is thirty six (36) months.

Your continuation of coverage may be cut short for any of the following reasons:

a. The College no longer provides group health insurance coverage to any of its employees;
b. The premium for your continuation coverage is not paid by you;
c. You become covered under another group’s health plan;
d. You become entitled to Medicare, except where the College’s filing for bankruptcy is the qualifying event.

You do not have to show you are insurable to choose continuation coverage. However, you are required to pay all of the premiums for the continuation coverage plus a fee equal to two percent (2%) of the premium. When your continuation coverage period ends, you may be allowed to enroll in an individual conversion health plan if offered by the insurance company providing the College’s health insurance plan. You may have additional rights under Michigan law. If you have any questions concerning your rights, please contact the Payroll and Benefits Department. Also notify the Payroll and Benefits Department if there is a change in your marital status or you or your spouse’s address has changed.

Please see the Payroll and Benefits Department for additional information.
HIPAA – Health Insurance Portability and Accountability Act

Recent changes in federal law may affect one’s health coverage if one is enrolled or becomes eligible to enroll in health coverage that excludes coverage for pre-existing medical conditions.

The Health Insurance Portability and Accountability Act (1996) limits the circumstances under which coverage may be excluded because of employee medical conditions present prior to when the employee enrolls for a health care coverage. Under the law, pre-existing condition exclusion generally may not be imposed for more than 12 months (18 months for a late enrollee). The twelve (12) month or eighteen (18) month period is reduced by your prior health coverage.

Employees have the right to receive a certificate of prior health coverage as of July 1, 1996. You may need to provide other documentation for earlier periods of health care coverage. If you change employment, check with your new plan administrator to see if your new plan excludes coverage of pre-existing conditions and if one needs to provide a certificate or other documentation of one’s previous coverage.

Please contact the Payroll and Benefits Department for further information.

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Life Insurance Program

The College may provide a Life Insurance Program as set forth in this Handbook to each full-time employee who is employed at least thirty-two and one-half (32.5) hours a week.

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<th>Column 1</th>
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<tbody>
<tr>
<td></td>
<td><strong>Meet &amp; Confer Grades 17 and above</strong></td>
<td><strong>Meet &amp; Confer Grandfathered employees</strong></td>
<td><strong>Meet &amp; Confer Grades 16 or lower</strong></td>
<td></td>
</tr>
<tr>
<td>Term Life Insurance</td>
<td>One and one-half (1½) times annual base earnings rounded to next highest multiple of $1,000</td>
<td>One and one-half (1½) times annual base earnings rounded to next highest multiple of $1,000</td>
<td>One and one-half (1½) times annual base earnings rounded to next highest multiple of $1,000</td>
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</tr>
<tr>
<td></td>
<td>*$80,000 additional Term Life Insurance Program provided the employee is actively employed and the program concurs with the insurance company’s rules and regulations</td>
<td>$50,000 additional Term Life Insurance Program provided the employee is actively employed and the program concurs with the insurance company’s rules and regulations</td>
<td>Note: Total shall not exceed *$200,000</td>
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<td>Note: Total shall not exceed *$230,000</td>
<td>Note: Total shall not exceed *$200,000</td>
<td>Note: Total Shall not exceed *$200,000</td>
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<tr>
<td></td>
<td>*Effective January 1, 2012 these amounts increased by $30,000 and the death benefit was inactivated.</td>
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</tr>
<tr>
<td>Premium</td>
<td>Paid by College</td>
<td>Paid by College</td>
<td>Paid by College</td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td>The term life benefit will continue to age 70 provided the employee retired from his/her position according to MSPERS or ORP retirement guidelines.</td>
<td>Active Employee</td>
<td>Active Employee</td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td>N/A</td>
<td>N/A</td>
<td>$10,000 Life Insurance</td>
<td></td>
</tr>
</tbody>
</table>

Employees may receive life insurance during the time of employment (see “Duration” in above table and excluding layoff); while on sick leave; or while on approved leave of absence not to exceed one year.

Retirement Benefits

The College is part of the Michigan Public Schools Retirement System, (MPSERS). All employees, except for MPSERS retirees, are immediately eligible to be in this program. The College’s contribution rate is determined annually by MPSERS. Employee contributions are determined by plan.
The College also offers a defined contribution plan for eligible administrative and professional employees. This is an Optional Retirement Plan administered by TIAA-CREF. The College’s current contribution is 12% and the employee contributes 3%.

Enrollment forms are available from the Human Resources Department and should be completed upon hire. Questions regarding retirement benefits should be directed to the Human Resources Department.

**Retirement Sick Days Payoff**

Upon retirement an eligible employee may receive $40 for each unused sick day or $45 for each year of credited service, whichever is greater.

**Note:**

Administrative employees hired before 7/1/01 may receive $50 for each unused sick day or $45 for each year of credited service, whichever is greater.

To receive this benefit, the employee must be eligible under the Michigan Public School Retirement System or the Optional Retirement Plan (ORP) and have worked at least five (5) years with the College or ten (10) years for the Grand Rapids Public Schools prior to 12/31/91 (TAPS 7/1/91) and/or Grand Rapids Community College.

The designated beneficiary (on file with Human Resources) of each employee who dies shall receive the Retirement Sick Days Payoff upon the eligible employee’s death.

**Annuity Program/403B/457B Program**

Pursuant to each carrier’s rules and regulations and in accordance with the College’s policy and approved companies, employees may have their gross pay reduced by a given amount. The designated sum will be deducted from the employee’s regular paychecks with his/her written authorization, and sums will be remitted bi-weekly to the company selected by the employee. The company must be approved to do business with the College.

All employees are eligible and may make changes at any time throughout the year. Contact the Human Resources Department for the approved list of vendors or go to Payroll and Benefits website, [www.grcc.edu/Payroll](http://www.grcc.edu/Payroll)

**Flexible Spending Account**

All eligible employees may contribute to a flexible spending account to offset unreimbursed medical expenses. This also includes unreimbursed costs for vision and dental services.

**Under the Following Guidelines:**
• As of January 1 of each year, the employee may elect to contribute up to $2,000 pre-tax through payroll deduction to cover medical expenses. This will be done during open enrollment as defined by the College.

• All employees shall also have the opportunity to contribute to this account for dependant care. Contributions to the account, up to $5,000 pre-tax, will be made through payroll deduction for this purpose.

• Guidelines for reimbursement from this account will be in accordance with IRS rules and laws governing flexible spending accounts. Reimbursement will be made through a vendor selected by the College.

• Employees are eligible to enroll in this benefit upon hire and open enrollment. Re-election of this benefit is done through open enrollment.

**Tuberculosis Test**

If law requires the College to do so, each employee may receive, at no cost to the employee (or he/she will be reimbursed), a chest x-ray or tuberculin skin test, provided the employee reports at the time and place scheduled by the College. The College shall specify which of the tests will be administered. Each employee receiving the free tuberculin test from the College must have the test read at the time and place designated when the test was given.

**Workers Compensation**

If you are injured on the job, you must report your injury immediately (within 24 hours) to your supervisor and fill out an Employee Injury Report Form. All injuries should be reported, even if medical treatment is not necessary. If an injury occurs after regularly scheduled GRCC hours and immediate medical authorization is necessary, employees are to call Campus Police. If the injury is life threatening, the employee should immediately go to the nearest emergency room.

Whenever an employee receives Workers Compensation benefits, the employee will be required to run a concurrent Family Medical Leave. In addition, the employee has the option to be paid the difference between such benefits and the employee’s regular salary or wage by the College provided the employee has accumulated sick leave days available. Such difference shall be deducted from the employee’s accumulated sick leave bank. The decision whether or not to use accumulated sick leave time will be in effect for the duration of the absence and is not subject to change as long as the employee has not exhausted his/her sick leave bank. The employee will notify the Payroll and Benefits Department in writing as to whether or not he/she elects to use accumulated sick leave time while receiving Workers Compensation.

The obligation of the College to pay any salary differential shall be terminated after the exhaustion of the accumulated sick leave bank, at the end of the current fiscal year, or after nine (9) months, whichever occurs last.
The employee shall be entitled to all health insurance benefits included in this Handbook until he/she has exhausted his/her accumulated sick bank, at the end of the current fiscal year, or after nine (9) months, whichever occurs last. The employee will be responsible for the employee cost share portion of the premium during any continuation of insurances.

If the employee is still disabled at the end of the period, he/she may, at the employee’s expense, continue hospital/medical, dental and vision benefits according to COBRA guidelines.

When an employee is released from Worker’s Compensation from their authorized physician, a return to work slip authorizing the employee to be back on the job with or without restrictions, will be required prior to the employee reporting for work. This return to work authorization shall be provided to the Payroll and Benefits Office and/or Human Resources.

**Holidays**

Each full-time employee (32.5 hours or more a week) shall be eligible for holiday pay for the following holidays if the holiday falls within the employee’s designated workweek (i.e., 52 weeks, 44 weeks, 32 weeks, etc.). Holiday pay for any part-time employee shall be paid prorated based on their normal work schedule.

Non-52-week employees are not eligible for holiday pay when working beyond their assigned work year.

To view the holiday schedule go to the Meet and Confer home page and select the holiday schedule link on the right hand side of the page.
http://cms.grcc.edu/humanresources/employeegroups/meetandconferemployees

**Michigan Works! Employees please refer to the Michigan Works Holiday section for details.**

**Holidays - Michigan Works! Employees**

Each full-time employee (32.5 hours or more a week) shall be eligible for holiday pay for the following holidays if the holiday falls within the employee’s designated workweek. Holiday pay for any part-time employee shall be paid prorated based on their normal work schedule.

A. The Michigan Works! Holiday Schedule applies to all Michigan Works employee that work at a service center. Any Michigan Works! employee at a GRCC building will follow the regular Holiday Schedule.

B. If an employee is eligible for holiday pay, the time off will need to be recorded on the timesheet under HOL along with the number of hours normally scheduled to work.

C. When GRCC is closed for a holiday and Michigan Works staff work because their offices are open, all Michigan Works staff should record their worked hours on their timesheet as regular hours worked.
To view the holiday schedule go to the Meet and Confer home page and select the holiday schedule link on the right hand side of the page.

http://cms.grcc.edu/humanresources/employeegroups/meetandconferemployees

**Holiday Eligibility Conditions**

A. Regularly employed for thirty-two and one-half (32.5) hours or more a week.
B. Holiday pay for any part-time employee shall be paid prorated based on their normal work schedule.
C. The employee must complete the last scheduled workday prior to the holiday and begin work at the scheduled time on the first scheduled workday after the holiday.
D. If an employee is on an approved paid leave, FMLA leave or vacation or sick day on their last scheduled workday prior to the holiday or their first scheduled workday after the holiday, they will maintain their eligibility for holiday pay.
E. If an eligible non-exempt employee is required to work on any scheduled holiday, that employee shall receive twice the employee’s pay rate.
F. If a holiday falls on Sunday, the employee shall have Monday off with pay at his/her regular pay rate, provided the College is not in session on Monday. If the College is in session on Monday, Sunday shall be the holiday, and each eligible employee shall receive one (1) day’s pay at his/her regular pay rate for the Sunday holiday in addition to pay earned for the time the employee worked during the holiday week.
G. If a holiday falls on Saturday, the employee shall have Friday off with pay at his/her regular pay rate, provided the College is not in session on Friday. If the College is in session on Friday, Saturday shall be the holiday, and each eligible employee shall receive one (1) day’s pay at his/her regular pay rate for the Saturday holiday in addition to pay earned for the time the employee worked during the holiday week.
H. Non-52 week employees are eligible for holiday pay on Christmas and New Years but not the variable holiday if it falls within that time frame.

**Provisions to receive full pay for shut down days are as follows:**

1) To be eligible for the holiday shutdown, employees must be required to work during the scheduled shutdown period as part of his/her regular work week/year.

If your supervisor schedules you to work during the shutdown due to critical business of the College or emergency work, your supervisor will obtain the necessary approvals and will review the procedures for equivalent time off with you.

**Vacation Policy**

**New Hires.** Newly hired 52-week full-time employees (employed at least 32.5 hours a week) shall receive vacation in advance at the rate of (1.08) vacation day per scheduled full month of employment up to a maximum of thirteen (13) days for the current fiscal year in which the employee is hired and one and one-fourth (1.5) vacation day per scheduled full month of
employment up to a maximum of eighteen (18) days for the following fiscal year the employee was hired.

In the event a newly hired employee separates from the College at any time prior to the completion of two (2) fiscal years with the College, he/she shall reimburse the College vacation days on a prorated basis (1.08 or 1.5 vacation days, as applicable above). The reimbursement shall be determined based on one full month of employment not worked prior to the fiscal year end. The employee shall reimburse the College for each vacation day that was taken but not earned during whichever of the two (2) fiscal years in which the separation is effective. If the calculation results in the vacation bank being overdrawn, the overdrawn amount shall be deducted from the employee’s final paycheck.

The vacation bank for an employee who is transferring from or to Meet and Confer will be adjusted the following July 1.

**Full-time Employees** - (employees at least 32.5 hours a week 52-weeks), vacation shall be earned on a fiscal year basis (July 1 – June 30) as follows:

<table>
<thead>
<tr>
<th>GRCC VACATION SCHEDULE</th>
<th>Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 – June 30 Fiscal Year</td>
<td>Vacation</td>
</tr>
<tr>
<td>2nd year through completion of 5th year prior to July 1</td>
<td>18 days</td>
</tr>
<tr>
<td>6th year through completion of 10th year</td>
<td>23 days</td>
</tr>
<tr>
<td>11th year through completion of 15th year</td>
<td>25 days</td>
</tr>
<tr>
<td>16th year through completion of 20th year</td>
<td>28 days</td>
</tr>
<tr>
<td>21st year and thereafter</td>
<td>30 days</td>
</tr>
</tbody>
</table>

**Part-time Employees** – 52-week part-time employees (employed at least 20 hours but less than 32.5 hours a week) will qualify for vacation credit on a pro-rated basis based on his or her scheduled workweek.

Each 44-week Technical Support employee shall be entitled to eight (8) vacation days with pay after six (6) months of continuous service. Each 44-week employee must take these days within the assigned calendar year. They may not be extended, paid-off at year’s end or accumulated from year-to-year. Contact Human Resources for a determination of your vacation eligibility.

**Vacation exceptions for existing staff:**

A. Administrative staff and administrative support staff hired before July 1, 1997, will continue to earn 30 vacation days per year for as long as they remain in their administrative or administrative support positions.

B. Except as provided in “A” above, Administrative staff hired before July 1, 2001, will continue to earn vacation as follows:

<p>| |
|  |
|-------------------------|---------|
| 1st year through completion of 10th year | 25 days |</p>
<table>
<thead>
<tr>
<th>Year</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th year through completion of 20th year</td>
<td>28 days</td>
</tr>
<tr>
<td>21st year and thereafter</td>
<td>30 days</td>
</tr>
</tbody>
</table>

**General Vacation Conditions**

A. Each employee has the responsibility of arranging vacation time with his/her immediate supervisor.

B. Vacation time shall be used by December 31 of the fiscal year following the year in which it was awarded. If any such vacation time is not used by this date, then any such unused vacation time will be forfeited.

C. It is understood that the accumulated vacation time is to be used by the date specified. Any employee who is prevented from using the vacation time due to execution of work assignments may have up to ten (10) days automatically extended to the end of the next calendar year (December 31). In the event an employee wishes to have the ten (10) days transferred to his/her sick leave bank, he/she must notify the Director of Payroll or designee in writing by December 31. The decision of the Director or designee shall be final.

D. Within a given fiscal year, employees may borrow against their future vacation time with the approval of their immediate supervisor and written notification to the Director of Payroll.

E. Each employee who retires or is terminated shall be paid in full for each unused vacation day at the employee’s daily pay rate at the time of the retirement or termination.

**Donation of Vacation Time**

Under the following circumstances, a Meet & Confer member with a minimum of two (2) years of service shall have the right to donate up to five (5) vacation days per year to another Meet & Confer employee:

1. A Meet & Confer member has a serious long-term illness or injury (FMLA qualifying), and the member has exhausted all paid sick and vacation days, or

2. A member has an immediate family member, also employed by the College, who has a serious long-term illness or injury (FMLA qualifying) and the family member has exhausted all paid sick and vacation days.

Donations will only be accepted to fulfill the FMLA period (12 weeks). In the event of a maternity leave, donations will only be accepted through the doctor’s certified period of disability.
Donated vacation days will be applied to the recipient in the order donated. Donations that go beyond the FMLA disability period will be returned. Benefits for a recipient of donated vacation days will continue per the FMLA policy. In the event an employee does not return from FMLA, repayment of benefits will be in accordance with the FMLA policy.

**Request for Donation of Vacation Time**

If a Meet & Confer member has an FMLA qualifying long-term illness or injury, and has exhausted all paid sick and vacation days, they may request vacation time donations to fulfill the FMLA period (12 weeks). However, in the event of a maternity leave, donations will only be accepted through the doctor’s certified period of disability.

It is the employees’ responsibility to contact Human Resources to begin the donation request process.

**Tuition Reimbursement Benefits**

A. Eligibility:

1. Full-time (employed at least 32.5 hours a week) and part-time employees shall be eligible after six (6) months of the College employee’s continuous employment prior to the beginning of the semester.

2. Employees, employee’s spouses or dependent children may receive reimbursement for tuition and fees according to the guidelines that follow. Dependent children must qualify as unmarried: children, stepchildren or foster children up to the age of 24.

3. Spouses or dependent children of part-time employees may receive prorated reimbursement based on the College employee’s work schedule.

4. Written approval or disapproval shall be submitted to the employee or retiree.

B. Tuition Waiver for Grand Rapids Community College Tuition for Employee, Employee Spouse and Eligible Children:

1. Full-time (employed at least 32.5 hours a week) and part-time employees shall be eligible after six (6) months of the College employee’s continuous employment prior to the beginning of the semester.

2. Employee, employee’s spouse or dependent children (unmarried: children, stepchildren or foster children up to the age of 24) may receive waiver for tuition and fees for according to the guidelines that follow.
3. Spouses or dependent children of part-time employees may receive prorated waiver based on the College employee’s work schedule.

4. Employees on unpaid leave of absence shall not qualify for any of the benefits under this provision.

5. Tuition and fees will be waived for the first 12 contact hours, regardless of any other available sources of financial aid.

6. Employee’s course work may not interfere with the employee’s assignment.

7. Tuition waiver for each full-time employee, spouse and eligible children shall not exceed twelve (12) contact hours and related fees (regardless of residency) at Grand Rapids Community College per semester (Fall, Winter and Summer). Tuition waiver does not include books and the employee will be responsible for covering these costs. Part-time employees will have prorated tuition waiver based on the number of hours worked per week during the regular fiscal year.

8. In cases where an employee and their spouse both are employed with GRCC Meet & Confer OR ESP OR Campus Police employee groups, their dependents will be allowed a maximum of 24 contact hours per semester.

In cases where a Meet & Confer employee’s spouse is CEBA, faculty or adjunct faculty, their dependent tuition waiver will be coordinated per the handbook and their collective bargaining agreement language.

9. Process for tuition waiver:

   a. Complete the tuition waiver form and forward to Senior Benefits Coordinator, Maria Herrera-Belmares. Maria will confirm your employment status (full time or part time) and dependents. She will forward the form to the Cashiers Department.

   b. This form should be completed at least five days prior to the tuition due date. This will allow for time to process the waiver form. If you don’t complete the form in a timely manner, you risk being dropped from the class.

   c. After you have enrolled, the Cashiers Department will process the maximum 12 contact hours of tuition waiver.

   d. The tuition waiver form can be found at

   http://cms.grcc.edu/business-and-financial-services/tuition-benefit
C. Other Institution Tuition Reimbursement Benefit for Employees:

1. Each full-time employee (employed at least 32.5 hours per week) shall be eligible for tuition reimbursement up to twelve (12) semester hours each fiscal year at other institutions. Part-time employees will have prorated tuition reimbursement prorated based on the number of hours worked per week during the regular fiscal year.

2. Graduate courses taken at institutions other than GRCC shall be reimbursed at not more than $300 per credit hour. Non graduate classes taken at institutions other than GRCC shall be reimbursed at $250 per credit hour.

3. Any individual eligible to receive tuition reimbursement must be a College employee at the time the class is taken and prior to payment.

4. Courses must be related to the employee’s regular assignment or be required for degree completion.

6. Course work may not interfere with the employee’s assignment.

7. Tuition reimbursement is not available from any other source.

8. Employees must complete forms, acquire supervisor approval and submit to the Finance & Administration Department on or before the second week class is in session.

9. Satisfactory completion (grade of “C” or better) of the course is required.

10. Within thirty (30) days of completion of an approved course, the employee shall complete and submit proof of successful completion and the tuition receipt to the Finance & Administration Department.

F. Other Related Course Approval Information:

1. Such courses must be college credit or workshop equivalent to credit courses.

2. If a course is available at another institution that could benefit the employee’s work performance, an exception can be made with administrative approval.

3. A two-year allotment may be taken simultaneously provided the employee is enrolled in a course or courses that begin in one fiscal year and terminate in the next fiscal year.

**Employee-Children Tuition Scholarships**

Scholarships may be available for children of GRCC Faculty and Staff. The student must be enrolled in at least six credit hours and must be the child of a full-time or part-time GRCC employee. Faculty/Staff Scholarships are awarded at the same level as the standard
discretionary scholarship amounts for full-time and part-time students as approved by the GRCC Foundation. For more information and an application, contact the Financial Aid Department at 234-4002.

**Professional Development Activities and Reimbursement**

Each employee may be entitled to reimbursement for professional development activities through his/her Budget Control Officer’s fiscal funding of up to $150 each fiscal year for professional development activities (i.e., travel, conferences, professional periodicals, etc.) that enhance the skills required for the employee’s current position. An employee with unique circumstances may be awarded additional funding for professional development activities. Such requests should be made to the appropriate Budget Control Officer.

A. Employees shall receive normal pay while participating in educational conferences, visitations and other educational programs that have been approved by their supervisor.

B. Internet service provider charges do not qualify for professional development activity reimbursement.

C. Maximum reimbursement for approved conference and convention attendance expense shall be as follows:

1. Employees required by the President or designee to travel for College business shall be fully reimbursed for all allowable travel expenses subject to the fiscal guidelines established by the College administration.
2. Travel cost shall not exceed second-class airfare or travel by private automobile (pursuant to the travel reimbursement scale plus any applicable parking fee), whichever is less.
3. Lodging and meals reimbursement will be in accordance with Administrative Policy
4. Benefits for employees shall continue to cover the employee while he/she is performing his/her work-related duties.

**Uniforms**

The College may either provide funding toward the purchase of uniforms and/or shoes required in the performance of an eligible employee’s duties or provide such uniforms and/or shoes. Uniforms must be returned to the College upon termination of employment or the costs will be deducted from the employee’s last paycheck.

Each eligible employee shall be responsible for cleaning and maintaining uniforms required in the performance of his/her job and shall wear the uniforms properly while on duty.

Eligible Food Service employees may receive an allowance of $100 toward shoes and $100 toward uniforms in August of each year. An additional $100 toward uniforms may be paid in January. Payments are to be initiated by the appropriate supervisor.
Parking

Parking may be provided to the employees of Grand Rapids Community College. Employees currently contribute towards the cost of parking. The rates are $10-$15 per month (Sept – April) and the amount is determined by your pay grade level. Human Resources will provide employees with an enrollment form for parking on campus.

The Campus Police Department is responsible for registering your vehicle, assigning your vehicle to a designated parking ramp and providing you with a parking pass that will allow you to enter your ramp through the parking gate. Campus Police will also see that you receive the appropriate numbered vehicle hanging tag that is to be displayed on your vehicle's rear-view mirror. The parking tag must be displayed at all times when the vehicle is in the designated parking ramp.

Raider Cards

The Raider Card is the new official school ID for Grand Rapids Community College. Staff are encouraged to wear their cards in a visible place on their person during working hours. The Raider Cards has other purposes such as a campus debit card that will be used for staff parking, student discounted parking, door access to the Ford Fieldhouse locker rooms, and to purchase items available in the Student Activities Office.

The first Raider Card issued to the staff shall be issued without charge. Raider Cards issued to staff will be issued by the Student Activities Office, Leslie E. Tassel M-Tec Center and the Ford Fieldhouse Information Office. After you obtain your Raider card, you should bring your Raider card and your Drivers License to the Campus Police Department. (4th Floor Main Building). Campus Police will register your vehicle, assign your vehicle to a designated parking area, and assign these parking privileges to your Raider Card.

TIME OFF ALLOWANCES/LEAVES

Bereavement

Bereavement time because of death in an employee’s immediate family shall not exceed five (5) workdays if the deceased lived within the state of Michigan or seven (7) workdays if the deceased lived outside the state of Michigan.

Immediate family is defined to include: spouse, child, mother, father, brother, sister, “step” of the previous, in-laws (father, mother, brother, sister, daughter and son), aunt, uncle, grandparent, grandchild, spouse’s grandparent, foster child or children assigned by the court and other members of his/her immediate household.

Bereavement time for the death of friends or other relatives shall not exceed 24 hours per fiscal year.
Authorized bereavement days may not be deducted from the employee’s sick bank.

**Child Care**

Each employee may submit, in writing, requests for leaves of absence without pay for the purpose of childcare. This leave shall run concurrently with FMLA Leave. Such leave may be granted for a period up to six (6) months and for additional periods at the discretion of the President or designee. (See FMLA Child Care Leave or Care for a Child Placed Through Adoption or Foster Care.)

Requests for a child care leave (without pay) shall be in writing, authorized by the immediate supervisor and the appropriate Vice President, and shall state the reasons for the leave. The Executive Director of Human Resources shall notify the employee in writing of the approval or disapproval of the leave.

The duration and terms (i.e. full day or ½ day increments) of such leave shall be only for such time as requested and approved, unless changed by agreement between the President or designee and the employee. Approval for this type of leave is dependant upon the needs of the College as determined solely by the President or designee.

**Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to twelve (12) weeks of unpaid leave a year for a serious personal health condition; childbirth; or care of the employee’s newborn child, newly adopted child, newly placed foster child, or a child, parent or spouse with a serious health condition.

FMLA is required for qualifying absences.

The following provisions provide information about the FMLA policy. Please read the following provisions carefully and use them for future reference.

**Who is Eligible?**

If you have worked for the College for at least one year and have worked at least 1,250 hours during the 12-month period prior to the commencement of the leave, you are eligible for an FMLA leave, provided the circumstances requiring your absence from work fall within the scope of the College’s policy.

**When Can I Take Family and Medical Leave?**

Eligible employees may use Family and Medical Leave for one or more of the following reasons:
The birth of a child and care of a newborn child;
To care for a newly adopted child or child recently placed in the employee’s home for foster care;
To care for a spouse, child or parent (but not parent-in-law) who has a serious health condition; or
The employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

Family leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption or placement of the child.

**Military Family Leave Entitlements**
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**What Is a Serious Health Condition?**
A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care, (2) a period of incapacity requiring continuing treatment by a health care provider, (3) a period of incapacity due to pregnancy or for prenatal care, (4) a period of incapacity or treatment for chronic or permanent/long-term conditions (e.g., asthma, diabetes, epilepsy, cancer), or (5) a period of absence to receive multiple treatments by a health care provider for a non-chronic condition that, if left untreated, could result in a period of incapacity of more than three consecutive calendar days (e.g., dialysis for kidney disease or chemotherapy for cancer). By way of example, “continuing treatment by a health care provider” includes a period of incapacity of more than three consecutive calendar days (including subsequent treatments or periods of incapacity relating to the same condition) that requires treatment on two or more times by a health care provider or treatment once by a health care provider that results in a regimen of continuing treatment under the supervision of a health care provider (e.g., a course of prescription drugs, physical therapy).
Unless complications arise, the common cold, flu, upset stomach, headaches, routine dental problems and cosmetic treatments do not meet the definition of a “serious health condition.”

**How Much Leave Is Available Under the Family and Medical Leave Policy?**

Eligible employees may take up to twelve (12) weeks of unpaid leave during any 12-month period for a purpose that qualifies for a leave under the FMLA Policy. The 12-month period is calculated rolling backwards from the date the requested last leave commences.

If spouses are both employed by the College and both are eligible for an FMLA leave, spouses may take up to a combined total of 12 weeks of FMLA leave for the birth and care of a newborn child, the placement of a child in the spouses’ home for adoption or foster care. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee’s own serious health condition. For example, if spouses each take four weeks to care for a newborn child, each spouse will have eight weeks remaining within the 12-month period to use for other kinds of FMLA leaves, if necessary.

**Must Family and Medical Leave Be Taken All at Once, or Can It Be Used Intermittently?**

FMLA leaves necessitated by a serious health condition or the treatment of a serious health condition may be taken intermittently or on a reduced-schedule basis (e.g., by taking leave in separate blocks of time, or working fewer hours in a day or days in a week), but only if such a schedule is needed for medical reasons (including the employee’s own serious health condition or the care of and psychological comfort to a parent, child or spouse suffering from a serious health condition or needing treatment for a serious health condition).

If an FMLA leave is requested on an intermittent or reduced-schedule basis, the College may require an employee to transfer temporarily to an alternative position with equivalent pay and benefits, which better accommodates recurring periods of absence or a part-time schedule.

**When Should I Give Notice of the Need for an FMLA Leave?**

If the need for an FMLA leave is foreseeable, you must give at least 30 days’ notice of your intent to use the leave (i.e., for birth of a child, adoption, foster placement, or planned medical treatment for yourself or a family member). When the need for an FMLA leave is unexpected, you must provide notice as soon as possible after the need for the leave is known: within two (2) days unless extraordinary circumstances make giving such notice impossible.
To apply for an FMLA leave, contact the Human Resources Department for a Family and Medical Leave Request form. The form includes the reason for the leave and the date you expect to return to work.

**Medical Certification**

If you are requesting an FMLA leave due to a serious health condition, to care for a parent, child or spouse with a serious health condition or for the birth of a child, you will be required to provide medical certification at your own expense from a health care provider of the health condition involved and, if applicable, verification that you are needed to care for the ill family member and for how long. You must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Human Resources Department or your request for an FMLA leave may be delayed or denied.

The certification must contain the following information:

A. The date on which the serious health condition began;
B. The probable duration of the condition;
C. The medical facts regarding the condition;
D. A statement that the employee is unable to perform his or her functions or that he/she is needed to care for a spouse, parent, or child;
E. An estimate of the time required recovering or caring for a spouse, parent, or child;
F. In the case of intermittent leave, the date and duration of treatment.
G. Signature of Physician or Practioner and Date
H. Employee Signature and Date

After you submit the required medical certification, the College may require, at its option and its own expense, a medical certification be obtained from a health care provider of the College’s own choosing to verify the need for the requested FMLA leave. If the first and second medical certifications differ, the College may require, at its option and at its own expense, that a third certification be obtained from a third health care provider who is jointly selected by the prior two health care providers. The third medical certification will be final and binding on both parties.

The College may also require periodic medical recertification at its own expense.

**Fitness for Duty**

All employees are required to provide fitness for duty certification at the time they seek to return to work. The medical certification should indicate that the employee is fit for duty and able to return to work. Failure to provide this certification will delay the employee’s restoration to his/her last-held or equivalent position. Fitness for duty certification is not required for intermittent leave.

**Is an FMLA Leave Paid or Unpaid?**
Family and Medical Leaves are **unpaid** leaves, but there are several ways in which the College’s policy regarding paid time off can provide you with some form of income during such a leave.

**An Employee’s Serious Health Condition:** If you are eligible for an FMLA leave due to a personal medical problem that qualifies as a serious health condition under the College’s policy, including periods of incapacity due to pregnancy or childbirth, you are required to use accrued but unused sick days to cover this period of absence. If your FMLA leave continues after you have exhausted your available sick days, the remainder of the leave will be unpaid or you have the option to use accrued but unused vacation, personal business or compensatory time.

**Care for a Seriously Ill Child, Parent or Spouse:** If you are eligible for and take an FMLA leave under the College’s policy because you are needed to care for a child, parent or spouse with a serious health condition, at your option you may use your accrued but unused sick days to cover this period of absence up to a maximum of six (6) weeks. In addition to your sick days, you are eligible to use your accrued, but unused vacation days. In the event you wish to use vacation time, it is your responsibility to notify your supervisor. If your FMLA leave continues after you have exhausted your available vacation days, the remainder of the leave will be unpaid.

**Child Care Leave or Care for a Child Placed Through Adoption or Foster Care:** If you are eligible for and take an FMLA leave to care for a newborn or a child placed for adoption or foster care, you will be placed on an FMLA leave; and you may use your accrued but unused sick days to cover this period of absence up to a maximum of six (6) weeks. In addition to your sick days, you are eligible to use your accrued, but unused vacation days. In the event you wish to use vacation time, it is your responsibility to notify your supervisor. If your FMLA leave continues after you have exhausted your available sick, vacation or personal days, the remainder of the leave will be unpaid.

**What Happens to My Benefits While on Leave?**

During the period of an approved FMLA leave, your health insurance (including vision and dental, if applicable) will continue uninterrupted. The employee will be responsible for the employee cost share portion of the premium during any continuation of insurances. You must make arrangements to continue your contributions during the term of your leave in order to continue your health insurance coverage at existing levels. You may request that the College cover the cost of your contribution if you have no income during the period of your leave; however, all such payments made by the College on your behalf must be repaid at the conclusion of your leave. Basic life insurance and disability coverage will also be continued during the term of an FMLA leave. If you are purchasing any supplemental life insurance under the group policy, the Payroll and Benefits Department will continue payroll deductions of your
contributions for this benefit to continue during the term of your leave. The Human Resources Department will provide you with specific information regarding the necessary arrangements when you request an FMLA leave.

Service is considered uninterrupted for purposes of calculating vacation and sick leave eligibility upon your return from an FMLA leave. However, you do not accrue any vacation or sick days during the period of an unpaid FMLA leave.

In the case of possible forfeiture at fiscal year end, an employee may elect to use vacation up to the amount of forfeiture.

What Happens When I Return to Work?

When you return from an FMLA leave, you will be reinstated in your prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment. If you are on an FMLA leave due to a serious health condition, you will be required to provide a fitness-for-work certification upon your return. At the time you request an FMLA leave, you will be advised of whether this requirement applies to you.

If you fail to return to work on the first business day after your FMLA leave has expired and you have not applied for and received approval for a personal leave of absence, you will be considered to have voluntarily resigned.

In addition, if you do not return to work upon the completion of an approved unpaid FMLA leave for reasons other than the onset, continuation or recurrence of a serious health condition of yourself or your parent, child or spouse, qualified retirement or other circumstances beyond your control, the College will require repayment of the College contribution to your health insurance and basic life insurance premiums paid during the FMLA leave. This includes not only amounts paid to cover your co-pay contribution but also the share ordinarily paid by the College.

An employee who is unable to return to work after exhausting his or her FMLA leave may request an additional short-term leave of absence. The request should be made in writing to the Human Resources Department at least forty-five (45) days before the FMLA leave is exhausted or as soon as the employee knows of the need for the additional leave. The decision to grant or deny any such request is entirely discretionary. The College cannot guarantee any position to employees who are absent for longer than six (6) months in any 12-month period. The placement of an employee at the end of such extended leaves will be subject to the length of the leave, the nature of the employee’s job, business conditions, staffing needs, and the availability of openings for which the employee is qualified, as determined by the College.
Acceptance of another job while on an FMLA leave without the prior written approval of the College will result in the cancellation of the leave and the termination of the employee’s employment with the College.

What if I Am Off Work on Workers Compensation or Other Types of Disability Leave?

If you have a work-related illness or injury that qualifies as a “serious health condition” under the College’s policy, time away from the job for which you receive Workers Compensation payments will be considered an FMLA leave; and your Workers Compensation leave will run concurrently with the FMLA leave. Short-term disability, long-term disability or other leaves that could be subject to FMLA shall run concurrently with FMLA leave time.

General Leaves (Non-FMLA)

At the discretion of the College, employees may be granted a leave of absence without pay for purposes other than those included in the Family and Medical Leave Act for a period not to exceed twelve (12) months. Requests for leave without pay shall be in writing, authorized by the immediate supervisor and the appropriate Vice President, and shall state the reasons for the leave. The Executive Director of Human Resources shall notify the employee in writing of the approval or disapproval of the leave. See unpaid leave reinstatement section.

Jury Duty

If an employee is summoned for jury duty, a special leave of absence with pay shall be granted for that purpose provided such employee provides a copy of the court order or subpoena to the immediate supervisor. The employee shall be expected to be at work during the regular working hours when not required to be absent because of court proceedings.

While assigned to jury duty, the employee shall receive his/her normal rate of pay. Payment received from the court for jury duty services (excluding expenses for mileage, parking and/or meals, with proper receipts) shall be remitted to Grand Rapids Community College. Jury Duty payments are to be forwarded to the Human Resources Department.

The request for jury duty or court appearance must be made in writing on the Application for Leave of Absence form.

Military

Any employee who is inducted or enlists in any branch of the Armed Forces of the United States will be granted a leave without pay for the period of military service, in accordance with applicable federal and state laws. Upon return from such leave, the employee shall receive full credit on the salary schedule for the time served provided the employee has been released from active duty, submits a written request for re-employment within ninety (90) days from the date of discharge, and is still qualified and competent to perform his/her required duties. It is the
responsibility of the employee to submit to the Executive Director of Human Resources or designee the official documents to support the above requirements. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military training is determined in accordance with applicable federal and state laws.

**Personal Business Leave**

Each full time employee, scheduled to work 32.5 hours per week, is entitled to 24 hours of personal business leave each fiscal year (non-accumulative). Each part time employee, scheduled to work at least 20 hours per week, is entitled to a prorated amount of personal business leave each fiscal year (non-accumulative).

Although a form is not required, all personal leave time must be approved in advance by the immediate supervisor, and reported on the daily time sheet as a personal business leave.

These days will be granted in the same manner as vacation days. No restrictions applied.

**Sabbatical**

All administrators shall be eligible to apply for one (1) year of sabbatical leave after completing no fewer than six (6) years of full-time employment and for each such period of actual professional service at Grand Rapids Community College uninterrupted by anything other than approved leaves of absence. Granting sabbatical leaves shall be in accordance with the present policies and procedures pertaining thereto. The Sabbatical Committee to evaluate the request shall include the President, Executive Director of Human Resources, and the appropriate Vice President/Dean. The College will pay administrators who are on sabbatical leave one half (1/2) of his/her compensation and full benefits that they ordinarily receive. The administrator must return to Grand Rapids Community College the following fiscal year and render at least two (2) consecutive years of satisfactory service in the same or a comparable position without loss of benefits or salary. Administrators shall receive full credit on the salary schedule for the time on sabbatical.

**Sick Leave**

Unused sick days shall be cumulative from fiscal year to fiscal year for each employee. The total amount of each employee’s accumulation is unlimited. Employees shall receive sick days as follows:

A. Full-time employees will be granted one (1) sick day for each month of employment, credited in advance each fiscal year. Each employee working fifty-two (52) weeks will be awarded twelve (12) days. Each employee working fewer than fifty-two (52) weeks shall be entitled to a prorated allowance of one day per month of employment. **Note:** Full-time administrative employees hired prior to 07/01/01 shall earn 15 days each fiscal year.
B. Newly hired employees will be credited with sick days in advance, one day for each month of scheduled employment through the end of the current fiscal year.

C. Sick days, which shall be deducted from the employee’s accumulated sick leave bank, limited to maximum accumulation, may be used for:

- Personal illness, injury, or physician’s orders to remain absent because of disability caused by injury or illness.
- In cases subject to the Workers Compensation law, such sick time may be used to supplement Workers Compensation.
- Employee FMLA qualified absences for child, parent or spouse will be allowed to use sick time up to six (6) weeks maximum, depending upon the individual FMLA eligibility.
- Employee non-FMLA qualifying or for other family members (other than child, parent or spouse) absences will be allowed to use up to 10 days of sick time per occurrence. Medical documentation may be requested of the employee.
- Normal dental, vision and medical appointments that cannot be scheduled after working hours. Every effort should be made to schedule such appointments so as to not conflict with work schedules.

D. Employees are required to call in each day of absence. If the absence is more than three (3) days in succession or if a pattern of abuse is determined by your supervisor, you may be required to provide medical documentation.

E. If an employee leaves employment with the College and has overdrawn on the advanced paid sick leave days, the overdrawn amount shall be deducted from the employee’s final pay. The employee shall forfeit sick time that is not used prior to leaving employment unless he/she is eligible for retirement sick days payoff, as provided for in this Handbook.

**Inclement Weather**

If the College closes due to severe weather conditions, students and employees need not report (unless employee is designated as personnel necessary to keep the college operational and secure). Employees will be paid for their regularly scheduled work hours.

**Unpaid Leave Reinstatement**

Upon expiration of an unpaid leave, an employee’s employment may be terminated if the employee does not return to work or contact Human Resources within five (5) days after the expiration of the approved leave. Leaves will not be granted or continued for self-employment or other employment.

With no written agreement to the contrary between the Executive Director of Human Resources and the employee, an employee on leave shall have the following reinstatement rights:
An employee returning from an approved leave of any kind for a period of fewer than six (6) months shall be reinstated to his/her former position. However, an employee on a leave of any kind for a period of from six (6) months to twelve (12) months may be offered an available position for which he/she is qualified if the former position is not open. If no position is available, the employee may be assigned Pending Suitable Placement (PSP) status for up to twelve (12) months from the expiration of the approved leave. During this PSP period, he/she may bid on open and posted job openings. If a position is not secured during the PSP period, employment will be terminated at the end of the twelve (12) months, and the College will have no obligation to consider the person for reinstatement.

COMPENSATION

Degree Pay

- All current Meet & Confer employees, as of July 1st, who have a Masters degree (official transcript on file) will receive $500 paid the first paycheck of the fiscal year.
- All current Meet & Confer employees, as of July 1st, who have a Juris Doctorate or Doctorate (official transcript on file) will receive $600 paid the first paycheck of the fiscal year.
- New employees (those hired July 1 or later) will receive their prorated degree pay based on each full month of employment within the current fiscal year in their first pay check (following the receipt of an official transcript).
- Current employees who complete their Masters or Juris Doctorate or Doctorate during the course of a fiscal year will receive a prorated amount of degree pay based on each full month of employment within the current fiscal year (following the receipt of an official transcript).

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Longevity Payment

A. A service longevity payment shall be provided to each employee based upon the total number of longevity years earned from the College and Grand Rapids Public Schools prior to July 1, 1991.
B. Employees hired and reporting to their position prior to December 31 of any fiscal year shall receive credit for one (1) year of service that fiscal year on the following July 1.
C. Effective July 1, 2002 all longevity service payments will spread out over the length of the fiscal year.
D. Employees working less than 32.5 hours per week will have their longevity prorated.
E. Longevity payments for Administration/Admin. Support employees hired or transferred to a Meet and Confer position on or after June 30, 2002 and Training Solutions, Job Training, Michigan Works, Work First, Police Sergeants and Taps/Technical Support effective July 1, 2002 will commence as follows:

<table>
<thead>
<tr>
<th>Years of service as of July 1st</th>
<th>Service Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed 5 years</td>
<td>521</td>
</tr>
<tr>
<td>Completed 10 years</td>
<td>782</td>
</tr>
<tr>
<td>Completed 15 years</td>
<td>1,043</td>
</tr>
<tr>
<td>Completed 20 years</td>
<td>1,304</td>
</tr>
<tr>
<td>Completed 25 years</td>
<td>1,565</td>
</tr>
<tr>
<td>Completed 31+ Years</td>
<td>1,565</td>
</tr>
</tbody>
</table>

**Grandfather Clause-Administrators/Admin. Support employees hired or transferred to a Meet and Confer position on or before June 30, 2002 shall receive the following longevity compensation:**

<table>
<thead>
<tr>
<th>Years of service as of July 1st</th>
<th>Service Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed 5 years</td>
<td>521</td>
</tr>
<tr>
<td>Completed 10 years</td>
<td>1,252</td>
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<tr>
<td>Completed 15 years</td>
<td>1,982</td>
</tr>
<tr>
<td>Completed 20 years</td>
<td>2,712</td>
</tr>
<tr>
<td>Completed 25 years</td>
<td>3,441</td>
</tr>
<tr>
<td>Completed 31+ years</td>
<td>4,172</td>
</tr>
</tbody>
</table>

**Salary Level Max/Frozen**

If an employee is above his/her salary level maximum or it is determined through the Performance Improvement Plan process that the employee warrants unsatisfactory status, the employee’s salary may be frozen or he/she may receive less than the scheduled increase.
**Salary Schedules**

Grade levels for positions are determined based on factors used in the 2011 Meet & Confer Compensation Study. Pay progression through the pay grade will be developed during the 2011-2012 fiscal year. Our intention is to develop a pay for performance system as outlined in the compensation study. Salary schedule may be published on an annual basis.

To view 2013-2014 salary structure please go to: [http://cmsprod.grcc.edu/sites/default/files/migrated/sites/default/files/attachments/M%26C%20compensation%20structure%202013-2014.pdf](http://cmsprod.grcc.edu/sites/default/files/migrated/sites/default/files/attachments/M%26C%20compensation%20structure%202013-2014.pdf)