

**EMPLOYEE HANDBOOK
FOR
MEET & CONFER EMPLOYEES
(ADMINISTRATION, TECHNICAL, PROFESSIONAL
AND ADMIN SUPPORT/CONFIDENTIAL POSITIONS
WITH BENEFITS)**

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Welcome to the GRCC Family!

This Handbook was prepared to help you understand our employment policies, guidelines, opportunities and benefits available to our Meet & Confer 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 GRCC begins with our Board of Trustees. The Board gives authority to the President of the College to set policies and maintain 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 an atmosphere that is relevant and responsive to our students, our community, and to each other. Each of us, by our actions and representation of this great college, can contribute to both our success, and to an atmosphere that is pleasant and productive for all employees and comfortable for our students and community constituents.

Again, welcome to the GRCC Family!

**Bill Pink, Ph.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 downtown urban campus includes the Spectrum Theater; the Applied Technology Center; several classroom buildings; two parking ramps; a learning center and library; Ford Fieldhouse; student center; GRCC's pedestrian mall (Dr. Juan R. Olivarez Student Plaza); Calkins Science Center; Phyllis Fratzke Early Education Learning Center, Albert P. Smith Music Center Building and the DeVos Campus. The Thompson Michigan Technical Education Center (M-TEC) opened in Ottawa County in 2000. The Tassell Michigan Technical Education Center opened in 2002. Additionally, GRCC offers instruction at other off-site facilities throughout the metropolitan and Lakeshore area.

In Fall 2019, more than 13,326 students enrolled from across West Michigan and beyond. In addition to traditional classroom environments, students may also receive instruction through community service offerings, seminars, workshops, training classes, distance learning and other methods. GRCC employs 245 full-time faculty, 450 adjunct faculty, and a staff of 400.

In its 106 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, and VALUES

Vision

GRCC provides relevant educational opportunities that are responsive to the needs of the community and inspires students to meet economic, social and environmental challenges to become active participants in shaping the world of the future.

Mission

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

Values

- **Excellence** – We commit to the highest standards in our learning and working environments.
- **Diversity** – We create an inclusive, welcoming, and respectful environment that recognizes the value, diversity, and dignity of each person.
- **Responsiveness** – We anticipate and address the needs of students, colleagues, and community.
- **Innovation** – We seek creative solutions through collaboration, experimentation, and adaptation.
- **Accountability** – We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.
- **Sustainability** – We use resources in responsible ways to achieve equity across our social, economic and environmental practices and policies.
- **Respect** – We treat others with courtesy, consideration and civility.
- **Integrity** – We commit to GRCC values and take personal responsibility for our words and actions.

Goals

1. **Teaching and Learning**
 - **The College develops curriculum and curriculum delivery, and supports instruction that measurably improves student learning.**
2. **Completion and Transfer**
 - **The College sustains and continuously improves our focus on successful student goal achievement whether that be completion of a degree/credential, transfer to another college, or personal interest/skill attainment.**
3. **Equity**

- **The College works to create and support equitable practices across the institution to remove barriers and ensure high comparable outcomes for all identifiable groups.**
- 4. Community Impact**
 - **The College seeks to positively impact the community by educating and training students with relevant skills so that they are retained in the service region holding living-wage jobs, as well as through collaborations/events with education and community partners.**
- 5. Infrastructure and Sustainability**
 - **The College effectively plans for and uses our resources to preserve and enhance the institution.**

GRCC Strategic Plan

Grand Rapids Community College Faculty and Staff have been committed to student success for over 100 years. The 2018-2021 Strategic Plan outlines the strategies, action projects, project champions, and indicators of success. The [Strategic Plan](#) is found on our website.

HANDBOOK INTRODUCTION

Overview and Meet and Confer Employee Groups

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. It 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 a plan document itself, the language in the plan document will control. Most plan documents will be found on the Human Resources webpage.

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 this Employee Handbook: Administrative, Technical, Professional and Administrative Support/Confidential Employees.

The Meet and Confer Employee Handbook does not apply to contingency or temporary employees or temporary, limited benefit employees.

Grant funded Meet & Confer positions may be subject to compensation and benefit limitations as defined by their grant.

Employees covered by the Meet & Confer Handbook will be required to sign a Handbook Acknowledgement as receipt of handbook language. Additionally, employees will sign an Arbitration Acknowledgement Agreement for employment disputes.

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.

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.

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.

Revisions

This Employee Handbook has been distributed via email and posted on the Human Resources website March, 2020. This handbook replaces any earlier version of any previous Meet and Confer Agreements issued by Grand Rapids Community College.

EMPLOYMENT

Affirmative Action

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of its programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

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 or the Office of General Counsel. 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 you should use the procedure set forth in the Equal Opportunity Policy (policy 6.2) and Non-Discrimination on the Basis of Disability policy (policy 3.2).

Please visit the Office of General Counsel's [policies](#) for more information on the interactive process or to contact the ADA Coordinator.

Commencement

Meet and Confer employees that are in position with a grade level of 17 or higher are required to participate in commencement. All other employees are encouraged to participate and volunteer for this special event that highlights the accomplishments of students and employees each year. Requests for volunteers are typically published in GRCC Today.

Employee Communication

Good communication between co-workers and between employees and management staff is important in our workplace. We view employee communication as an essential connection to GRCC's mission, vision, values and 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.

Cable Channel

The GRCC channel, regularly airs Board meetings, event schedules, on-campus presentations, job postings, and telecourse listings. For a view of the listings, please visit [Information Technology webpage](#).

Department Meetings

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

Electronic Communication

GRCC's email system keeps employees connected to each other. The president's Pink Ink, podcasts, divisional newsletters, news items, updates, and bulletins to staff are sent through GRCC Today or all staff email. You should make it part of your regular routine to read GRCC Today to stay current on College news and announcements.

Employee Involvement

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

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 Generalist for assistance.

Pink Ink

Dr. Pink sends a weekly email at the beginning of the week outlining important topics at the College and achievements from the past week.

Post-It-Board

The post-it-board is available electronically within Gmail for employee's use. The purpose of the post-it-board is a community space designed to encourage and facilitate the sharing of non-work related information and to function as a marketplace for employees. The post-it board is not meant as a means of communication for official college information. For more information visit Information Technology's webpage.

Equal Opportunity and Non-Discrimination

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person.

It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law.

GRCC is committed to review all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics.

The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

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. The [policy](#) can be reviewed on the Office of General Counsel's [webpage](#), under Human Resources, policy 6.2.

Excessive Absenteeism

GRCC recognizes the need for employees to be absent from work due to vacation, illness or the need to take care of personal business during the normal workday. We instituted paid time off (PTO – including vacation, sick leave, bereavement, and personal leave) to provide for these needs as they arise. Employees also may qualify for a leave of absence for their own major illness, the major illness of a family member, the birth or adoption of a child, workers' compensation injury or military and/or National Guard duty, jury duty, VTO, conferences and holiday shutdown. Having provided for these situations, it is important to remember that excessive absenteeism causes the burden of filling in for the absent employee to fall on other employees within the College.

Employees who are absent from work and who are not on an approved leave of absence without pay or using approved paid time off, will be subject to discipline through the Corrective Action Process.

Employees may also be subject to discipline if they have paid time off for absences but repeatedly fail to make appropriate arrangements for the continuation of their work during these absences causing disruption to the department and placing a burden on other employees.

For more information on excessive absenteeism, visit the human resources [webpage](#).

Introductory (Orientation) Period

The College provides an introductory period which is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The College uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the College may end the employment relationship at will at any time during or after the introductory period with or without cause or advance notice.

All new employees work on an introductory basis for the first 180 days after their date of hire. If the College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period of time.

Regular periodic meetings between the employee and the supervisor may be held throughout the introductory period or by request. The supervisor is encouraged to meet with the employee after the first ninety (90) days of the introductory period to review the employee's progress and recommend improvements, if needed.

The supervisor and employee may 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 may 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.

Job Postings

Position Posting

Open positions grades 17 and below are posted internally for five business days. Any current GRCC employee is considered an internal applicant for Meet & Confer positions. Notifications of open positions will be sent via all staff email. Any internal applicant can expect communication from the human resources representative coordinating the work of that search in regards to their status in the search process.

If an internal candidate is not selected during the internal search process, the position will be posted externally. Typically, external positions are posted for ten business days. A notification of an external posting will be sent to all staff via email. Internal employees are eligible to apply for positions posted externally.

Applying for Positions

Employees are encouraged to apply for positions at GRCC. Any employee requesting consideration for a vacancy should submit their application documents according to the posting requirements.

Qualifications for each position are determined by human resources and the supervisor. Ways to evaluate employee's qualifications for a position can include but is not limited to the following: interview(s) with the screening committee and/or leadership, prior relevant experience, education, certifications, letters of recommendation, reference checks, ability to build rapport with former supervisors at GRCC, in-basket assignments (skills based assessments), employment information saved in the personnel file, and other credentials that the employee provides to human resources.

Position Assignment

Positions may be full-time or part-time assignments and be exempt or nonexempt, dependent on the College's specific needs and Department of Labor regulations. Classification/grade level setting of a position will be accomplished through the Human Resources Department using the College's position classification process. 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 their supervisor in order to facilitate the performance of duties.

Background Check Policy

Criminal background checks will be conducted for all finalists for employment with GRCC, employees in programs where these checks are required under state and federal law and for employees serving at sites where these checks are required under state and federal law. The criminal background checks are necessary to determine whether applicants for employment should be considered for positions within the College and for current employees eligibility to work in departments where state and federal law mandates restrictions. The practice of

checking criminal backgrounds promotes a safe and secure environment for students, employees, property and confidential information. The entire [criminal background check policy](#) is available on our webpage.

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.

Meet & Confer Advisory Committee

Volunteer participants of the Meet & Confer Advisory Committee are non-union employees covered by the Employee Handbook and meet on an as needed basis. 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 volunteer employees and representatives from Human Resources and payroll. Feedback and suggestions may be submitted to a participant on the Advisory Team or written feedback (memo, e-mail, zoomerang survey, etc.).

RaiderCard

The RaiderCard is the 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 RaiderCard has other purposes such as a campus debit card. The RaiderCard will be used for staff parking, printing, and door access.

The first RaiderCard issued to the staff shall be issued without charge during new employee orientation. If a staff member loses his/her card and needs a replacement, the employee will pay for a replacement card. If an employee gets a new title or transfers to a new department, a new RaiderCard will be issued at no cost to the employee.

Reduction in Staff

Conditions causing lack of work may result in the reduction of current staff. Reductions in workforce 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 Executive Leadership 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 through COBRA, and payment of certain time-off benefits. For details of continuation of health coverage through COBRA, 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 of recall 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.

Requests for Classification

Supervisors may feel that positions need to be reviewed for classification purposes. Requests should be submitted when significant changes to a position have occurred due to reorganizations, positions being eliminated, retirements or other major events. New positions are also reviewed using the classification request process.

The supervisor will be required to submit a classification request form outlining the reason for classification review and will attach an updated job description that accurately reflects the duties and responsibilities of the position.

Approval is needed from the budget control officer and executive leadership. If the request for classification is approved by executive leadership, it is forwarded to the Executive Director of Human Resources for processing with our external compensation consultant. The consultant will assess the position against the eight factors used in the compensation system.

Once the classification review process is completed, the results will be provided to human resources and the supervisor. If the position results in a change, the classification results will be submitted to Executive Leadership for final approval via the Position Authorization Form. The result of the classification review is final.

Separating 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. Voluntary Quit. When you do not report to work for three consecutive workdays without notifying your supervisor, you will be considered a voluntary quit and are terminated.
- B. Resignation. When you initiate your own termination for any reason
- C. Discharge. When GRCC initiates your termination due to lack of work, a change in the workforce, unsatisfactory performance, or for any reason including misconduct.

- D. Retirement. When you terminate your employment in accordance with the provision 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 final interview gives you the opportunity to comment in private on your reasons for leaving and to return all property belonging to GRCC. The College will attempt to keep this information confidential to the extent possible, however, where necessary to comply with its internal policies or necessary to disclose this information under the law there is no promise of confidentiality. It is the employee's responsibility to return all College property either to their supervisor or to Human Resources.

If an employee is re-hired into a Meet & Confer position at a future date and your break in service was 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 re-hired after 180 days will be eligible for sick, vacation and longevity benefits based on his/her new re-hire date.

Return of College Property

In the event Employee's employment with the College is terminated , Employee agrees to deliver immediately (but no later than 24 hours after termination) all of the College's property including, but not limited to, office keys, College credit card, any electronic devices, computers, phones and software owned or leased by or licensed to the College and all information which is considered a trade secret, confidential and proprietary in nature, including but not limited to documents or papers (including diskettes or other electronic storage media) which are in Employee's possession or custody or under Employee's control. Employee will not make or retain any copies or summaries of any such material without the College's prior written permission.

Telework

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

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

Exempt employees are not permitted to work from home as part of a normal work schedule. Short term requests may be considered and approved by supervisors for special circumstances.

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). For more information, please visit the [policy page](#).

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.

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.

See recordkeeping section of the handbook on page 59 for additional information on your employee record.

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. Full time employment is considered at least 32.5 hour per week. 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. Posted work schedules for non-exempt employees cannot be altered without prior approval from Human Resources. 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.

While adjunct teaching assignments are typically not made during your normal work schedule, if an opportunity is offered to you it is your responsibility to discuss and obtain approval from your supervisor.

WORKPLACE CONDUCT

Acceptable Use Agreement

GRCC Policy 6.18, Acceptable Use of Technology, was created to ensure the use of technology and social media adheres to applicable government regulations and laws, as well as the college's mission and business practices, including but not limited to, policies, procedures, and standards relating to ethics, confidentiality and professional conduct.

Each employee must agree to the terms of the acceptable use policy. This is done electronically when you begin work at GRCC and at least once a year, you will be asked to acknowledge receipt of the acceptable use agreement..

The policy and agreement can be found on our [policy website](#).

Absences, Tardiness and Reporting Expectations

All employees are expected to notify their supervisor prior to an absence per your supervisor's call-in expectations. 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 as soon as possible. You are required to call in each day of your absence.

Our procedures for excessive absenteeism can be found in the "Employment" section of this handbook.

We are expected to arrive on time and prepared to work at the beginning of the workday. Trends of tardiness will be addressed by supervisors and Human Resources and appropriate corrective action developed.

Behavior Guidelines for Conduct

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

1. Provide a safe work environment.
2. Promote continuous improvement.
3. Establish consistent operating standards.
4. Protect individual rights and well being.
5. Protect College property.
6. Fulfill legal responsibilities.
7. Arrive on time and prepared to work at the beginning of the workday.
8. 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 progressive corrective action up to and including, 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 and procedures.

Misconduct Policy & Examples

As a condition of employment, all employees are expected to conduct themselves in a manner that supports College values, to accept personal accountability for their actions, and to comply with College policies. Failure to comply with College policies may result in corrective action up to and including termination. Disciplinary processes may be outlined in various College policies. College policies are found on the [policy website](#). 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.

Zero tolerance misconduct examples (from Misconduct policy 6.23)

The following forms of verified intentional misconduct constitute grounds for immediate termination of employment at GRCC. The list is not intended to be all inclusive:

1. Stealing from the College, students, clients or fellow employees
2. Falsification of payroll records
3. Falsification of employment applications or resumes or any other College forms
4. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace (including medical marijuana), while on duty or while operating employer-owned vehicles or equipment
5. Failure to notify supervisor of absences of three consecutive days. Unexcused absences of three or more consecutive days will be considered job abandonment.

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, medical information, payroll data, financial data, and other proprietary information. You will keep such information confidential and access only with job necessity. 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 agree not to disclose confidential information.

Concerns

An employee is encouraged to work through concerns or areas of dissatisfaction with their immediate supervisor. If satisfactory results cannot be reached or if your concern is confidential, you are encouraged to contact your Human Resources Generalist. There may be occasion where your concern is directly related to a College policy and must be reviewed by the Office of General Counsel which may lead to an investigation.

We have an Ethics Monitoring System that explains how to report ethics concerns easily and with assurance of confidentiality to the extent allowable under the law and relevant GRCC policies. The Ethics Monitoring System can be found [here](#).

Corrective Action Guidelines

Supervisors will work with Human Resources to address corrective action.

A. Verbal Notice or Corrective Feedback. The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting, usually via email to the employee and copy the Human Resources Generalist.

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, and is placed in 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, and is placed in 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. A final written warning may be written into a performance improvement plan. 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.

DAAPP and DA Policy: 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.

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

https://www.grcc.edu/sites/default/files/attachments/ethics_brochure.pdf

Harassment Policy (Policy 6.3)

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. All forms of unlawful harassment are contrary to basic standards of acceptable conduct between individuals. For purposes of this policy, harassment means unlawful conduct related to a protected status which is prohibited under state and federal law or College Policy. Harassment is prohibited by state and federal law, as well as this policy, and will not be tolerated.

The College shall be free of all forms of harassment in all of its educational programs and activities. All employees and students have the right to learn and work in an environment free from harassment. This policy applies to all aspects of the academic and work environment including, but not limited to, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

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.

The complete policy may be found at the policy [website](#).

Sexual Misconduct (policy 6.4)

Members of the college community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This policy specifically prohibits any form of gender and/or sex-based discrimination, including sexual assault, sexual harassment, domestic violence, dating violence, sexual exploitation, and/or stalking, as defined by the Clery Act, state law, and this policy. This policy also prohibits any sexual activity that does not have the clear consent of all parties involved.

The complete policy may be found at the policy [website](#).

Discrimination and Ethics Complaints

GRCC values accountability and inclusion, and to those ends, we maintain a process to respond to concerns related to discrimination or ethics complaints.

The College maintains an [Ethics Monitoring System](#) for an individual to report any concerns related to ethics violations. Ethics concerns might include misconduct, mismanagement of funds, conflicts of interest, etc. Ethics violations may also include concerns of unlawful discrimination based on a protected status, such as race, national origin, gender, or sexual orientation.

Please reference the Office of General Counsel's website for future information.

Nepotism and Personal Relationships in the Workplace

Grand Rapids Community College believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to influence employment decisions.

Family members of current GRCC employees may become employees of the College. To determine whether any conflict of interest exists because of the relative positions of the individuals involved, the appointment must be approved by the Executive Director of Human Resources in consultation with the appropriate Vice President. Student workers may be approved for employment by the Executive Director of Human Resources.

The entire conflict of interest policy may be found at the policy [website](#).

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; casual shirts and blouses, sweaters, and jeans (in good condition)

If GRCC employees are required to wear uniforms (see Uniforms 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.

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:

1. You may request one co-worker to attend meetings. You should not ask someone who might be involved in the problem as a witness or party to the problem or have any other conflict of interest.

2. 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.
3. 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.
4. 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.

1. 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 President. 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 President 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 President will make a decision regarding your problem, complaint or grievance. The decision of the President 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.

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.

2. 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 President. 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 President 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 President will make a decision regarding your problem, complaint or grievance. The decision of the President 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.

Use of College Equipment and 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. For additional information visit the Ford Fieldhouse [Web Page](#).

Each employee and immediate dependent family member over the age of 18 (spouse, son, daughter, and/or 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.

College Vehicles

For use of college vehicles, see the Use of College Vehicles [Policy](#).

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. Every new employee and each employee transferring to a new position at the College will be provided an appropriate system. You will 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.

Equipment

College equipment may be used at a remote location for the purpose of executing the employee's job duties and must be returned at the completion of those duties. All use should be per the college policy. The policy can be found at the policy [website](#)

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.

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 or may be obtained through Freedom of Information Act requests 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.

COMPENSATION AND PAYROLL PRACTICES

Compensatory Time

Non-exempt employees eligible for overtime pay may submit a request to their supervisor for 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.

1. Any such time off shall be taken at a time mutually agreed upon by the employee and his/her supervisor.
2. 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.
3. Compensatory time may be accrued only to the extent allowed by law.
4. No compensatory time shall be accumulated unless authorized by the employee's immediate supervisor.
5. 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 up to 40 compensatory time hours (27 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.

Degree Pay

All current Meet & Confer employees, as of July 1st, who have a Masters degree (official transcript on file with Human Resources) will receive \$500 degree pay in July. The date in which you will receive degree pay will be communicated to you via email from Human Resources.

All current Meet & Confer employees, as of July 1st, who have a Juris Doctorate or Doctorate (official transcript on file) will receive \$600 degree pay in July.

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 paycheck (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).

Electronic W-2 and W-2C

Employees may elect to receive electronic W-2 and W-2C. Instructions on how to consent or withdraw consent for electronic W-2's and W-2C's are available on the [Human Resources webpage](#).

Longevity Payment

1. A service longevity payment shall be provided to each employee based upon the total number of longevity years earned.
2. 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.
3. All longevity service payments will spread out over the length of the fiscal year.
4. Employees working less than 32.5 hours per week will have their longevity prorated.
5. Eligible employees shall receive the following longevity compensation:

Years of Service as of July 1st	Service Amount
Completed 5 years	\$521
Completed 10 years	\$782
Completed 15 years	\$1,043
Completed 20 years	\$1,304
Completed 25 years	\$1,565
Completed 31+ years	\$1,565

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

Grandfather Clause Service Amounts	
Years of Service as of July 1st	Service Amount
Completed 5 years	\$521
Completed 10 years	\$1,252

Completed 15 years	\$1,982
Completed 20 years	\$2,712
Completed 25 years	\$3,441
Completed 31+ years	\$4,172

Merit Compensation System

Meet and Confer have a merit compensation system that guides the process in determining annual salary increases. The comprehensive performance evaluation tool is included in this system.

At the end of each fiscal year Meet and Confer supervisors complete the year end section of the evaluation for their employees. This includes providing feedback to the employee on performance as well as rating as Highly Effective, Effective, or Need Improvement. The ratings are then transferred to the merit compensation worksheet. Total points are identified and the employee’s current salary quartile is used to determine the appropriate salary increase percentage.

The salary increase percentage is a recommendation. The Board of Trustees (BOT) approves the upcoming fiscal year budget at each June meeting. The budget may include a pool for Meet & Confer merit compensation increases. If the budget is approved, Executive Leadership reviews merit increase recommendations for the employees within their unit and finalizes with their approval. Human Resources then implements the recommended merit increases effective July 1.

Mileage Reimbursement

Each employee who, by the nature of their employment, is required to drive their own vehicle in the performance of their duty or responsibilities shall be eligible for actual mileage reimbursement. Employees should review the [Employee Reimbursement Policy \(11.1\)](#) and can obtain information on the reimbursement procedure on the [Finance and Administration webpage](#).

If an employee is required to use a college vehicle in the performance of their duty or responsibilities, reimbursement is limited to actual costs incurred while the college vehicle was in use. Employees should review the [Use of College Vehicles Policy \(14.7\)](#).

Overtime

Non-exempt employees shall be paid straight time up to forty (40) hours a week. When a non-exempt employee is requested by their immediate supervisor to work overtime, the employee shall be paid at the rate of time and one-half (1-½) for all hours worked over 40 hours in any one week.

All paid time including compensatory time, vacation time, jury duty leave, holiday pay, personal business leave and sick time shall be counted as time worked for overtime purposes in accordance with the FLSA.

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

If the overtime hours are worked on a GRCC holiday, refer to the Holiday section of this Handbook for further information.

Payday, Direct Deposit, and Paycards

Employees are paid bi-weekly. The designated two-week pay period runs from Monday through Sunday. The pay schedule can be found on this [Human Resources - Payroll webpage](#).

Separated employees will be paid on the next regular 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.

GRCC requires direct deposit. Employees may choose to have their funds electronically deposited to a pay card or a financial institution. The [Electronic Payroll Authorization Form](#) can be found on this [Human Resources - Payroll webpage](#). Directions for printing payroll advices can be found on this [Human Resources - Payroll webpage](#).

Salary Level Max (Red Circled)

If an employee is above their salary level maximum, they are considered red circled and their salary may be frozen.

Salary Schedules

Grade levels for positions are determined based on factors used in the 2011 Meet & Confer Compensation Study and/or through the formal classification process. The salary schedule may be viewed on the [Human Resources webpage](#).

See the Performance Evaluation section of the handbook for more information on the merit compensation system.

Promotional Increases

Promotions

Promotions are defined as an employee moving to a higher grade level position. Below are examples of how promotional increases apply.

Example: Selected through a search process

- If the internal employee is the successful candidate and satisfies the knowledge, skills and abilities as well as education and experience posted for the position, the employee will move to the minimum of the compensation grade level. If the employee's previous compensation is above the minimum of the new compensation grade level, they will receive a 7% promotional increase. A minimum 7% promotional increase will be provided.
- If the internal employee is the successful candidate and does **not** satisfy ALL of the knowledge, skills, abilities and education, and their current compensation level is below the minimum of the new compensation level, they will be subject to a 10% maximum promotional increase per fiscal year period. Each July 1 thereafter will warrant an additional increase in pay to reach the minimum of the new grade level (subject to the 10% maximum increase plus any adjustments to the pay grade ranges).
- Employees generally reach the minimum of the new grade level within three fiscal year periods. Employees must achieve satisfactory performance to receive the promotional increase.

Example: Appointment

The employee is transferred to another position without participating in a search process or their position was classified to a higher grade level.

- Any appointments that transfer an employee to a position that results in a higher grade level (and creating a promotion) will receive a 7% promotion increase or be subject to the 10% maximum promotional increase per fiscal year period (if they are below the minimum of the new grade level). Each July 1 thereafter will warrant an additional increase in pay to reach the minimum of the pay grade level (subject to the 10% maximum increase plus any adjustments to the pay grade ranges).
- Employees generally reach the minimum of the new grade level within three fiscal year periods. Employees must achieve satisfactory performance to receive the promotional increase.

Timesheet Accountability

It is the employee's responsibility to electronically submit their timesheet. Submission of a time sheet is certifying an accurate record for that pay period. Exempt employees must record all absences. Non-exempt employees must record time in and time out as well as all absences.

Falsifying or altering time sheets may result in disciplinary action, up to and including termination of employment. Verified, intentional falsification is a zero tolerance offense per our misconduct policy.

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 timesheets for hourly employees must reflect actual hours worked.

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. 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.

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 a position's status (exempt, non-exempt); please contact the Human Resources Department.

Overpayment/Underpayment of Wages

If an overpayment is discovered, restitution will be made based upon the amount overpaid. 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 termination of employment, whichever is less. If restitution is not made through payroll deduction, the Director of Payroll will work directly with that individual for repayment.

If an underpayment is discovered, restitution will be made following appropriate approval and as soon as possible on the regular payroll schedule.

Payroll Practices for Inclement Weather & Emergency Conditions

Please refer to the [Inclement Weather Payroll Reporting](#) procedures on the Human Resources web page for information on how to report your regularly scheduled work time.

EMPLOYEE SAFETY

Assaults While on Duty

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.

Campus Police

Our Campus Police department is here to serve and protect our students, faculty, staff, and visitors and in the process, create an atmosphere where everyone feels secure in their learning environment. Services they provide include medical emergencies, motorist assistance, open doors/access to locked areas, personal escorts, property damage accidents, emergency messaging, and other services. Employees are encouraged to visit the [Campus Police](#) website to learn more about their mission and the services they provide.

Emergency Closings

The decision to delay or close campus is based on several factors. Some such instances in which the college may close include winter weather conditions or power outages, in addition to any other unexpected instances that prevent normal business operations.

All employees are enrolled in Rave emergency notification system (email, phone, and text message). Communication on GRCC delays or closings (or specific locations) are communicated through RAVE, GRCC email, GRCC's main phone line, 616/234-GRCC, GRCC's website - grcc.edu, Emergency Phone Alert Systems (if applicable), and local news media outlets.

Employees are encouraged to go to the [emergency closing webpage](#) for complete information on procedures to close the college and communication to employees and students.

Employee Assistance Program (EAP)

Grand Rapids Community College has contracted Pine Rest Christian Mental Health Services to provide professional counseling services to all Meet and Confer employees, their spouses and children living in their household.

The [EAP](#) is intended to help employees understand and receive help with personal problems that might adversely impact their health and well-being. Some examples of issues our EAP is very beneficial for are: stress, marital problems, depression, anger management, anxiety and

physical illness. All EAP consultations and referrals are confidential and the services are provided at no cost.

You can access EAP services 24-hours, 7 days a week by calling the hotline at (800) 442-0809 or (616) 455-6210.

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.

Workplace Violence

1. 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.
2. Because of our commitment to provide employees with a safe work environment, you must report workplace violence to Campus Police immediately.
3. As outlined in the [Firearms, Explosives, or Weapons Policy 14.2](#), Possession or use of firearms, explosives or weapons or anything that is intended to be construed as a weapon is not permitted on College property.
4. If you are aware that another employee appears troubled or irrational, you must report your observations to your supervisor or to the Employee Behavior Intervention Team (EBIT). The College also has a Student Behavior Intervention Team. Both teams and their contact information can be found at:
<https://www.grcc.edu/studentlifeandconduct/studentconduct/behavioralinterventionteam/eammemberscontactinformation>
5. 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.
6. GRCC offers a bi-monthly Active Shooter training, for more details refer to the Training and Development section (page 37).

Training and Development

Compliance Training

The safety and wellbeing of our staff and students is of utmost importance. GRCC employees must be aware of all institutional policies and adhere to them at all times. All employees are required to complete compliance training on an annual basis. New Employees have additional compliance training upon hire. These training sessions are organized into a Learning Plan and housed in the eLearning software. The New Employee Learning Plan includes Globally Harmonized Systems, Bloodborne Pathogens, FERPA, Promoting a Drug Free Workplace, Title IX for Higher Education, and a few others. In addition to the eLearning compliance courses, all

new employees are required to complete the face to face training, Active Shooter. Below is information on a few of the compliance training sessions.

Active Shooter Training

All employees are required to complete this training as part of New Employee Orientation (NEO). This training will describe what an active shooter is; detail the 'Run Hide Fight' response to an active shooter situation; explain ways to recognize and report potential threats to our campus and answer any questions attendees may have.

Bloodborne Pathogens Awareness

All employees are required to complete the initial bloodborne pathogens training as part of New Employee Orientation (NEO), which includes identifying bloodborne pathogens and symptoms of bloodborne diseases, identifying modes of transmission of bloodborne pathogens, recognizing the proper use and handling of personal protective equipment, identifying measures to be taken when the skin or eyes are exposed to infectious material, and specifying the components of an Exposure Control Plan.

Any employee who performs job duties that require procedures or other occupation-related tasks that involve exposure or reasonably anticipated exposure to blood or other potentially infectious materials, or that involve a likelihood for spills or splashed of blood or other potentially infectious materials are required to complete training on an annual basis.

Globally Harmonized System of Classification and Labeling of Chemicals (GHS)

All employees are required to complete the GHS training as part of New Employee Orientation (NEO). The GHS is a system that aims to standardize and harmonize the classification and labeling of chemicals. This system provides consistent and appropriate information on chemicals that aids in controlling chemical exposures and protecting people and our environment.

GRCC has a Right to Know program to ensure all employees are made aware of any hazard from chemical use in their work environment. More information on this program can be found [here](#).

New Employee On-boarding and Mentorship Program

Newly hired employees will participate in New Employee On-boarding. These processes are designed to assist you in becoming acquainted with GRCC. On-boarding 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.

Prior to your first day, you will meet with your Human Resources Generalist to discuss all new hire paperwork (including tax forms, setup forms for parking, direct deposit, etc, and benefit forms). During this meeting you will review the timesheet process, leave banks, and performance evaluation process. This is also a good time to ask any questions you have in preparation for your first day.

Your first day will include New Employee Orientation (NEO), where you will be given IT computer access, meet with Campus Police to learn about the functions of their department and campus safety, pick up your parking tag and office keys (if applicable), get your employee id badge, and review important information and resources included in your welcome materials.

Within the first few days of employment you will meet with your supervisor to discuss important information on specific department/office procedures (i.e. lunch breaks, office coverage, department functions, etc.), attendance, requesting time off, college communications, and other topics.

In addition to the contacts/resources available to you within Human Resources, you will also be assigned a mentor who will provide support your first year of employment. The mentorship program is designed to give new employees opportunities to learn about the college and build community amongst co-workers.

Professional Development Activities and Reimbursement

Each employee may be entitled to reimbursement for professional development activities (i.e., travel, conferences, professional periodicals, etc.) that enhance the skills required for the employee's current position. Such requests should be made to the appropriate Budget Control Officer. You must complete a [leave of absence](https://www.grcc.edu/humanresources/applicationforleaveofabsence) request. (<https://www.grcc.edu/humanresources/applicationforleaveofabsence>)

- A. Employees shall receive normal pay while participating in educational conferences, visitations and other educational programs that have been approved by their supervisor.
- B. Lodging, meals and other reimbursements related to the professional development will be processed in accordance with the Employee Reimbursement Policy 11.1
- C. Benefits for employees shall continue to cover the employee while he/she is performing his/her work-related duties.

Staff Development Introduction

Staff Development is part of the Human Resources department. Their focus is to encourage engagement by providing opportunities for professional growth, personal holistic wellness and enrichment, recognition of commitments and achievements at GRCC and integration into the

GRCC family. Services include supporting professional development (on-campus and eLearning), New Employee Orientation, leadership development, supervisory development, promoting employee enrichment, rewards and recognition, providing wellness education and activities, and offering one-on-one training and coaching. Employees are encouraged to participate in professional development offered by internal and external facilitators. Offerings occur throughout the year, and are organized into four series; GRCC Success, Growth and Development, Technology Toolbox, and Seven Dimensions of Wellness. You will find information on professional development opportunities on the [Registration](#) webpage.

Support Staff Professional Development (SSPD) Grant Program

The Support Staff Professional Development Grant Program (SSPD) is to encourage support staff to improve their professional skills related to their GRCC assignment. The SSPD grant program is administered by the Grants and Resources Development department and funding is provided by the Grand Rapids Community College Foundation. SSPD Grants are awarded two times a fiscal year (September and January). There is an application process and a committee who reviews and makes recommendations for funding. The maximum award amount is \$2500. For more information visit the [SSPD](#) webpage.

Volunteer work and/or team building sessions in the community

GRCC employees are asked to be part of local boards and/or be involved in the community. In addition, some departments may have organized team building activities that support the local community. For example, you may be asked to sit on a non-profit board with a connection to GRCC or our community, or your department may choose to spend an afternoon volunteering at a local shelter.

While our focus should be on our primary work here at GRCC, your supervisor may approve your request to volunteer work away from GRCC or schedule a team building session while supporting the community. This is usually done on a short-term basis (a portion of your day). If your supervisor makes this request of you, you will not be asked to use your vacation or personal business time while you are away from work.

We do connect this important work in the community through our performance evaluation tool (section II). Section II (which plans and records your professional development) allows for volunteering or community board/involvement related to GRCC work. Employees may record up to 5 hours towards satisfying our 20 hours of professional development.

Performance Evaluations

Performance Evaluation Process

Performance management is about creating a work environment that helps GRCC meet its goals. Our performance evaluation tool is intended to engage employees and inspire greater

employee commitment, clarify roles, responsibilities and hold our employees accountable, improve the overall performance of GRCC and our goals for student success.

The purpose of the Performance Evaluation process is to record your planned work for the fiscal year – established from your individual goals, department action plans and/or College Action Plan – and monitor your progress (Section I). Section II allows you to discuss professional development goals for the upcoming year and to monitor your 20 hours of development. In addition, this evaluation assesses the effectiveness of your job performance for the review period of fiscal year (Section III). Discussions take place throughout the fiscal year. This includes three formal meetings in August, January, and May. This is meant to be an opportunity for both the employee and supervisor to provide feedback as such, there is a section for both employee and supervisor comments within the evaluation form.

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:

1. The employee has successfully completed the plan of improvement, and his/her performance is considered satisfactory.
2. The employee has made progress under the plan and will be retained subject to a new or continued plan of improvement.
3. 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 timelines provided in the improvement plan.

BENEFITS

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

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 plan, you have the 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:

1. Death of the employee;
2. 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;
3. Divorce or legal separation or a covered employee from the covered employee’s spouse;
4. The employee becomes entitled to Medicare; or
5. A dependent child ceases to be a dependent child of the covered employee under the plan.
6. 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 continue 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 plan. 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 dependent, in which case the period is thirty six (36) months.

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

1. The College no longer provides group health insurance coverage to any of its employees;
2. The premium for your continuation coverage is not paid by you;
3. You become covered under another group’s health plan;
4. 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.

You must notify the Human Resources Department if there is a change in your marital status or you or your spouse’s address has changed.

If you have any questions concerning your COBRA rights or need additional information, please contact the [Human Resources - Benefits Department](#) for additional information.

Dental/Vision Reimbursement

Eligibility

The College shall provide reimbursement to each full-time employee through an outside vendor. Full-time employees are defined as working at least thirty-two and one-half (32.5) hours per week.

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.

Dental and Vision reimbursement combined amount not to exceed \$2,500 per calendar year (January 1 through December 31) per family.

For Dental and Vision care provided each fiscal year, the College shall reimburse the employee 90% of the actual charge, which the employee has paid. The College is the secondary provider. All claims should be filed with the primary provider before reimbursement from the College.

For information on services and materials covered for both the [Dental and Vision Benefit](#), refer to the [Human Resources - Benefits webpage](#).

Reimbursement Procedure:

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

The employee must pay the full cost for dental or vision services and submit the following to the Plan Administrator's Office for reimbursement:

- The bill or invoice (the bill or invoice must be itemized and will provide procedure codes).
- Evidence of payment (i.e., itemized bill and paid receipt).
- A complete and signed "Dental or Vision Reimbursement Claim Form."
- Submit Dental or Vision Claims via one of the following methods:
 - Mail: ASR Corporation
P.O. Box 6392
Grand Rapids, MI 49516-6392
 - Email: claimsubmit@asrhealthbenefits.com
 - Fax: (616) 464-4458

Domestic Partner Program

Grand Rapids Community College offers medical insurance to domestic partners, providing they meet the eligibility requirements claimsubmit@asrhealthbenefits.com and complete the Domestic Partner Program Affidavit Form and Health Insurance Enrollment form.

To obtain domestic partner health insurance rates, or if you have any questions regarding specific benefits and programs available to domestic partners, please contact Human Resources.

Grand Rapids Community College reserves the right to change the eligibility requirements or to suspend or terminate the Domestic Partner Program, including any coverage being provided at any time.

Flexible Spending Account

Employees may contribute to a Flexible Spending Account to offset unreimbursed medical and/or dependent care expenses. A Flexible Spending Account is a special account through which pre-tax money is deducted from your paycheck.

Guidelines:

- As of January 1 of each year, the employee may elect to contribute up to the IRS cap through pre-tax payroll deduction to cover medical expenses. Examples of eligible out-of-pocket healthcare costs are office visit co-pays, deductibles, prescription co-pays or unreimbursed dental and vision expenses. Election will be done during open enrollment as defined by the College. Employees who have a health savings account do not have the option to participate in flexible spending for medical expenses.
- All employees shall also have the opportunity to contribute to a flexible spending account for dependant care. Contributions to the account, up to the IRS cap pre-tax, will be made through pre-tax 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 annually through open enrollment.

Information regarding [Flexible Spending Accounts](#) can be obtained on the Human Resources - Benefits webpage.

Health 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 plans offered under West Michigan Health Insurance Pool (WMHIP). To view health coverage plan details and rates please go to the [Human Resources/Benefits webpage](#).

The College shall pay the maximum State mandated hard cap amounts, in accordance with PA 152 of 2011, towards the total cost of employee medical premiums. The College shall increase the cap amounts to include state adjusted increases to the maximum amount allowable by law for each new benefit coverage year.

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 health plan chosen and number of scheduled hours for the employee. For part-time employee health coverage plan or cash in lieu rates, please contact the Human Resources/Benefits office.

Employees Health Insurance Guidelines:

1. Health, dental, and vision benefits will begin the first of the month following your date of hire, rehire, or employment status change.
2. To be eligible for insurance coverage, employees must complete an enrollment form and an election form, with the chosen health plan, within thirty (30) days of your first day of employment in a Meet & Confer position.
3. 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 Human Resources/Benefits.
4. Employee and spouse who are both employed by the College may, pursuant to their eligibility, select any of the health insurance plans; but they shall not receive double insurance coverage.
5. 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 (full time employee rate). Employee must complete waiver of health coverage form and provide proof of other health insurance coverage annually.

Life Insurance

Full-time Employees

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.

	Column 1 Meet & Confer Grades 17 and above	Column 2 Meet & Confer Grandfathered employees (administration/admin support position hired on or before June 30, 2004)	Column 3 Meet & Confer Grades 16 or lower
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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.

Retirement Benefits

The College is part of the Michigan Public Schools Employees 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 the elected plan.

The College also offers a defined contribution plan for eligible, full-time, administrative and professional employees. This is an Optional Retirement Plan administered by TIAA. The College's current contribution is 12% and the employee contributes 3%. If you are eligible to elect the defined contribution plan, this is a one-time permanent election.

The enrollment process is completed online and must 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 have completed at least ten (10) years of service with Grand Rapids Community College, and meet the requirements for retirement under the Michigan Public Schools Employee Retirement System (MSPERS); or is at least age 60 under the Optional Retirement Program (ORP).

Supplemental Retirement Plans

Supplemental retirement saving options are voluntary and include 403(b), Roth 403(b) and 457 plans. 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. Resources and the approved list of vendors can be found on the [GRCC Tax Sheltered Annuity Vendors](#) page.

Grand Rapids Community College is part of the Michigan Retirement Investment Consortium. We have a website to help you learn more about your supplemental retirement saving options. www.mriconsortium.org/

Tuition Benefits

GRCC Tuition Waiver

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 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. Employees who are on long-term disability (LTD) may receive this benefit for their eligible spouse and eligible children for up to 2 semesters (winter, summer or fall) during the time in which the employee is continuing to receive his or her health insurance while on LTD.
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 each and related fees including differential tuition (regardless of residency) at Grand Rapids Community College per semester (Fall, Winter, and Summer). The tuition waiver may be used for non-credit courses at GRCC if they lead to a national certification. The waiver benefit will be equated to dollars based on a calculation of 12 contact hours at the resident rate and all standard fees charged to a student enrolled in 12 contact hours. These fees currently include: student records fees, technology fees, campus activities fees, and facilities maintenance fees. If new universal fees are added, these will also be included in the equation. The tuition waiver cannot be applied to non-credit courses taken for personal interest, Continuing Education Units

(CEU), and employer specific training. Tuition waiver does not include books and the employee will be responsible for covering these costs.

8. In cases where an employee and their spouse both are employed with GRCC Meet & Confer OR APSS 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. Written approval or disapproval shall be submitted to the employee.

Process for tuition waiver:

1. Complete the tuition waiver form and forward to the Benefits Manager. The Benefits Manager will confirm your employment status (full-time or part-time) and dependents eligibility. When confirmed, the form will be forwarded to the Cashier's Office for completion.
2. 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.
3. After you have enrolled, the Cashiers Department will process the maximum 12 contact hours of tuition waiver.
4. The tuition waiver form can be found on the [Human Resources/Benefits webpage](#).

Other Institution Tuition Reimbursement Benefit for Employees:

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. 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.
3. Graduate courses taken at institutions other than GRCC shall be reimbursed at not more than \$500 per credit hour. Non graduate classes taken at institutions other than GRCC shall be reimbursed at \$400 per credit hour.
4. Any individual eligible to receive tuition reimbursement must be a College employee at the time the class is taken and prior to payment.
5. 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. Employees must complete forms, acquire supervisor approval and submit to the Finance & Administration Department on or before the second week class is in session.
8. Satisfactory completion (grade of "C" or better) of the course is required.

9. 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.
10. Other Related Course Approval Information (such as non-degree seeking courses):
 - Such courses must be college credit or workshop equivalent to credit courses.
 - If a course is available at another institution that could benefit the employee's work performance, an exception can be made by the Executive Director of Human Resources.
 - 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.

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.

Workers Compensation

If you are injured on the job, you must report your injury promptly to Campus Police or your supervisor and fill out an Employee Injury Report Form. It is imperative that you report all injuries, even if medical treatment is not necessary. Employees should promptly report work-related injuries, even if the injury is discovered later or the work related injury is not rapidly apparent.

If an injury occurs after regularly scheduled GRCC hours and immediate medical authorization is necessary, employees are to call Campus Police or contact their immediate supervisor. 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 Human Resources/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 Human Resources/Benefits Office.

BENEFITS - LEAVE BANKS

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, son and grandparent), aunt, uncle, grandparent, grandchild, foster child or children assigned by the court and other members of his/her immediate household.

Each July 1st, employees will be given 24 hours of bereavement leave bank time for the death of friends or other relatives. Absences for death of friends or other relatives shall not exceed a total of 24 hours per fiscal year (non-accumulative).

Holidays

Each full-time employee (32.5 hours or more a week) shall be paid for one (1) day's pay according to hours and days normally scheduled to work. Part-time employees shall be entitled

to a prorated share of holiday pay based upon the number of hours and days normally scheduled to work.

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

To view the holiday schedule go to the [Human Resources/Payroll webpage](#).

Holiday Eligibility Conditions

- A. 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.
- B. If an employee is on an approved paid leave (FMLA leave, vacation, sick, etc.) 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.
- C. If an eligible non-exempt employee is required to work on day listed on the GRCC holiday schedule, that employee shall be paid at a rate of two (2) times their hourly rate.
- D. Holidays that fall on a Saturday or Sunday are observed on a Monday through Friday date. See our holiday schedule for actual holiday observed dates.
- E. Non-52 week employees are eligible for holiday pay on Christmas and New Years but not on Christmas Eve and New Years Eve holiday.

Holiday Shutdown Eligibility Conditions

GRCC may implement a Holiday Shutdown for the non-holiday days between Christmas and New Year's (referred to as "Shutdown Days"). 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. To view the holiday shutdown schedule go to the [Human Resources/Payroll webpage](#).

If your supervisor schedules you to work during the holiday shutdown due to critical business of the College or emergency work will review the procedures for equivalent time off with you. If a non-exempt employee is scheduled to work on any of the holiday shutdown days, the employee will be paid at his/her regular straight time rate of pay. In exchange for working the holiday shutdown day, employee's will receive one hour of compensatory time for each hour they work during the Holiday Shutdown up to eight hours per day.

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). Personal business time is prorated based on the employee's scheduled workweek.

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 apply.

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. Newly hired employees will be credited with sick days in advance, one day for each full month of scheduled employment through the end of the current fiscal year.
- B. Each fiscal year, employees will be credited in advance one (1) sick day for each full month of employment.
 - Employees working fifty-two (52) weeks will be awarded twelve (12) days.
 - Employees working fewer than fifty-two (52) weeks shall be entitled to a prorated allowance of one day per full month of employment based on their scheduled work week.
 - Full-time administrative employees hired prior to 07/01/01 shall earn 15 days each fiscal year.
- C. Sick days, which shall be deducted from the employee's accumulated sick leave bank, 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.
 - FMLA qualified absences.
 - 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.
 - Illness or injury of an immediate family member not to exceed ten (10) days per illness. If an employee qualifies for FMLA to care for a child/spouse/parent, the employee may use up to 12 weeks accumulated sick time.
- 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 sick leave days, the overdrawn amount will be reimbursed to the College. The employee will 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.

Vacation Policy

New Hires. Upon hire, 52-week full-time employees (employed at least 32.5 hours a week) will 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.

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

GRCC VACATION SCHEDULE	
July 1 – June 30 Fiscal Year	Vacation
2 nd fiscal year through completion of 5 th year	18 days
6 th year through completion of 10 th year	23 days
11 th year through completion of 15 th year	25 days
16 th year through completion of 20 th year	28 days
21 st year and thereafter	30 days
Vacation exceptions for existing staff: 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.	

Part-time Employees

52-week part-time employees (employed at least 20 hours but less than 32.5 hours a week) will be advanced prorated vacation based on their scheduled workweek.

44-week employees 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 fiscal year. They may not be extended, paid-off at year’s end or accumulated from year-to-year.

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.

- D. On an exception basis, the immediate supervisor may approve the carryover of up to five (5) additional unused vacation days into the next calendar year. All carryover days must be used by December 31st of the next calendar year.

As an example...as of December 31st you are allowed to have your fiscal year accrual plus the following carryover options:

- Automatic 10 vacation days carry over - Requires no action from employee or supervisor
- Additional 5 vacation days carry over - Exception basis due to workload only, supervisor required to notify the Director of Payroll prior to December 31st.

- E. If after carryover options have been utilized and a vacation hours balance continues to exist, these vacation hours will transfer to a vacation bank pool for FMLA qualifying absences. A maximum of 24 hours per person will be transferred into this pool. See the Vacation Bank Pool for FMLA qualifying absences section below.

F. Each employee who separates from the College shall be paid in full for each earned but unused vacation days at the employee's daily pay rate at the time of separation. In the event an employee separates from the College and has overdrawn on the advanced vacation days, the overdrawn amount will be deducted from the employee's final paycheck. If the overdrawn amount exceeds the amount of the employee's final paycheck, the overdrawn amount will be reimbursed to the College.

Vacation Bank Pool for FMLA qualifying absences

If after carryover options have been utilized and a vacation hours balance continues to exist, these vacation hours will transfer to a vacation bank pool for FMLA qualifying absences. A maximum of 24 hours per person will be transferred into this pool. The vacation bank pool will be used in the following manner:

1. The Meet & Confer employee is on a qualified FMLA absence.
2. The Meet & Confer employee has exhausted their sick and vacation bank balances.
3. The vacation bank pool for FMLA will provide paid days to a Meet & Confer employee up to the expiration of the FMLA period.
4. The Director of Payroll will maintain and allocate this pool. It will only be used on an as needed basis.
5. If the vacation bank pool for FMLA qualifying absences is depleted, and a need arises, we will continue by implementing our practice of requesting donations of vacation hours to cover for the qualified FMLA absence period (see next section).

Donation of Vacation Time

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 a qualified member of CEBA, APSS, POLC, and/or Meet & Confer employee.

Eligibility to receive donated vacation days, recipient must:

1. be a member of CEBA, APSS, POLC, and/or Meet and Confer employee groups;
2. qualify for FMLA leave; and
3. have exhausted all paid sick and vacation days.

General Conditions

1. Donations will only be accepted to fulfill the FMLA period (12 weeks).
2. Donated vacation days will be applied to the recipient in the order donated.
3. Donations that go beyond the FMLA disability period will be returned.
4. 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.
5. To donate time, member must complete and sign a Vacation Bank Transfer Request form. Forms are available upon request from the Human Resources representative. The completed and signed form will be submitted to the Human Resources/Payroll Department for processing.

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).

It is the employee's responsibility to contact Human Resources to begin the donation request process.

LEAVE OF ABSENCES REQUESTS

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. Approval for this type of leave is dependent upon the needs of the College. Human Resources shall notify the employee of the approval or disapproval of the leave request.

Family and Medical Leave Act (FMLA)

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 [FMLA policy](#) is located on the college policy website.

In addition to the policy these four provisions provide further information about FMLA.

Both spouses employed by GRCC

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.

Employee returning from a leave who may need a disability accommodation.

Staff seeking an accommodation must submit a Disability Accommodation Request Form (DARF) to the Director of Equal Opportunity Compliance or their Human Resources Generalist. Based on an evaluation of the essential and marginal job functions and medical documentation supporting the request, a reasonable accommodation will be determined in an interactive process between the employee and the HR Generalist and/or the Director of EO Compliance. The reasonable accommodation, once determined, will be communicated by HR/Director of EO Compliance to the employee and to the supervisor, as appropriate. Those interested in requesting accommodation may visit the [Employee Accommodations information page](#).

Long Term Disability

FMLA and Long Term Disability may run concurrently. Further information about this benefit is listed in the Long Term Disability section.

Medical leave beyond the 12 weeks of FMLA

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 two weeks before the FMLA leave is exhausted or as soon as the employee knows of the need for the additional leave. Refer to the General Leave (Non FMLA) section below for further information.

General Leaves (Non FMLA)

At the discretion of the College, employees may request and be granted a leave of absence for purposes other than those included in the Family and Medical Leave Act. Total absences (including FMLA absences) within a twelve month period cannot exceed six (6) months. Requests for general leave of absence (Non FMLA) shall be in writing and submitted for consideration and authorization by the immediate supervisor and the appropriate Vice President. Human Resources shall notify the employee in writing of the approval or disapproval of the leave.

Benefits during general leaves

Any leave of absence requested by an employee that is without pay could affect benefit eligibility. Those benefits include: health insurance, dental and vision reimbursements, leave banks, retirement, life insurance, long term disability insurance, longevity accrual, and seniority. Should your request be approved, Human Resources will provide you with details on your benefit changes during your leave of absence.

Reinstatement from leaves

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.

- Zero to six months absence - 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.
- Six months to twelve months absence - An employee on a leave of any kind for a period of 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.
- Beyond twelve months absence - An employee will not be eligible for an available position and will be required to bid on external job postings.

Employee returning from a leave who may need a disability accommodation.

Staff seeking an accommodation must submit a Disability Accommodation Request Form (DARF) to the Director of Equal Opportunity Compliance or their Human Resources Generalist. Based on an evaluation of the essential and marginal job functions and medical documentation supporting the request, a reasonable accommodation will be determined in an interactive process between the employee and the HR Generalist and/or the Director of EO Compliance. The reasonable accommodation, once determined, will be communicated by HR/Director of EO Compliance to the employee and to the supervisor, as appropriate. Those interested in requesting accommodation may visit the [Employee Accommodations information page](#).

Acceptance of another job while on a 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.

Upon expiration of a 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.

Jury Duty

In the event an employee is summoned for jury duty or is under process of any court for the purpose of being a witness in a legal case, a leave of absence with pay shall be granted for that purpose provided such employee shows to the immediate supervisor the court order or subpoena upon receipt. The employee shall be expected to be at work during the regular working hours when not required to be absent because of the 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. Reimbursements are to be forwarded to the Human Resources Office.

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

Long-Term Disability (LTD)

A long-term disability (LTD) may be provided to all full-time employees (32.5 hours per week). 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. Health insurance and dental/vision reimbursement 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, health insurance, and dental/vision reimbursement 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 (paid or unpaid leave). 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, health insurance 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 Human Resources/Benefits Department.

Return to Work from LTD and Requesting Disability Accommodation

The same provisions apply to LTD as written in the General Leaves section on page 57.

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.

RECORD KEEPING

Human Resources Files/Personnel File. All employees may have access to their personnel file up to two times per calendar year. Employees may take notes or request a copy of their file. Personnel file access by current employees and former employees upon request will generally be permitted within a reasonable period of time from the written request of the request to the Human Resource Department.

Employee files are maintained by the Human Resources Department and are considered confidential. Records kept in the personnel file are those which are used to hire, promote, demote, performance reviews and disciplinary action forms. Employees with a Masters or Doctorate Degree must provide their official transcript to Human Resources. All other employees that require a degree must provide a copy of an official transcript of their degree. Employees who wish to dispute performance or disciplinary action may place a written response which will be attached to the document.

Medical, payroll, references, unsubstantiated criminal investigations and other information required to be kept by state or federal law are not kept in the personnel file but in separate confidential files.

Supervisors other than designated Human Resources staff may only have access to personnel file information on a need-to-know basis.

A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it.

Personnel files are to be reviewed in the Human Resources Department, by employees, and/or supervisors.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the Human Resource Department in response to the employee's request, a valid subpoena, valid court order or Freedom of Information Request.

Information Change

Address, Phone Number and Emergency Contact Changes

Address, phone number and emergency contact changes can be done through the employee Online Center in the employee portal of PeopleSoft. To change your contact information visit the College [website](#). After logging into the online center, you'll see "Employee Self Service". Click on "Personal Details" to update your address, phone number or emergency contact.

Change in marital status or name

It is the employee's responsibility to notify Human Resources of any changes you may have in your name, number of dependents, or change in marital status. In order to update dependents in benefits plans, it is required that you provide documentation to Human Resources within 30 days of the qualifying event. A copy of a social security card is required for a name change.

Verification of Employment and References

For various reasons, employees may require verification of employment. All verifications are processed through Human Resources-Payroll. You should contact the Payroll Specialist to request verification of employment.

If you are asked to provide a reference and would like direction from Human Resources, please contact your Human Resources Generalist for guidance. References provided will be factual and job-related.

Grand Rapids Community College Policies

All GRCC policies are found at the policy [website](#). Policies are updated periodically and information is shared via GRCC Today regarding any changes.