



# Staff Handbook 2010





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## **THE VISION OF LOGAN UNIVERSITY**

Logan University will be recognized nationally as a community of learners inspired to lead a life of significance.

## **THE MISSION OF LOGAN UNIVERSITY**

Logan University is a diverse and engaging community committed to excellence in health sciences, education and service, guided by integrity, commitment and passion.

## **THE VISION OF LOGAN COLLEGE OF CHIROPRACTIC**

Logan College of Chiropractic is a premier graduate educational institution and the College of choice for those men and women dedicated to providing exceptional patient care that promotes wellness and individual quality of life.

## **THE MISSION OF LOGAN COLLEGE OF CHIROPRACTIC**

Logan College of Chiropractic prepares students to become doctors of chiropractic who are superbly educated and clinically competent, practicing portal-of-entry chiropractic physicians. This mission is accomplished through our dedicated faculty, recognized for student-centered excellence; comprehensive science-driven, knowledge-based and information-facilitated curriculum; enhanced by community and public service. The institution is committed to the conduct of research and other scholarly activities.

### **Core Values**

- Integrity
- Excellence in all we do
- Innovation
- Service

### **Key Business Drivers**

These are critical areas of institutional focus. They provide the Logan Community the areas of focus of how Logan will achieve its vision and mission.

- Growth
- Financial Soundness
- Academic Excellence
- Operational Excellence
- Loyalty

## INTRODUCTION

This handbook is presented to answer some questions you may have concerning Logan and its policies and procedures. Please read it and retain it for future reference. All policies, practices, procedures and benefits described herein may be changed or discontinued without prior notice and with retroactive effect. If you have any questions relating to your employment that are not in this handbook, please contact the Human Resources Department.

THIS HANDBOOK IS NOT A CONTRACT, EXPRESSED OR IMPLIED, GUARANTEEING ANY TERM OF EMPLOYMENT OR EMPLOYMENT FOR ANY DURATION. YOU MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME AS MAY THE COLLEGE. ALL EMPLOYMENT IS TERMINABLE AT THE WILL OF LOGAN.

Logan College is an equal opportunity employer.

## NOTICE OF NONDISCRIMINATION POLICY

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Logan College of Chiropractic are hereby notified that this college does not discriminate on the basis of race, color, national origin, sex, age, disability or veteran status in admissions or access to, or treatment of, or employment in its programs and activities. Any persons having inquiries concerning Logan College's compliance with the regulations implementing Title VI, Title IX, and Section 504 are directed to contact the Dean of Student Services, 1851 Schoettler Road, P.O. Box 1065, Chesterfield, MO 63006-1065, telephone number 636-227-2100 or 1-800-782-3344. The Dean of Student Services has been designated by Logan College to coordinate the college's efforts to comply with regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Dept. of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.



## LONG RANGE PLANNING

In 1994, joint sessions of Logan's Board of Trustees, Alumni Board, staff and administration met to develop a new Long Range Strategic Plan. Through the ensuing years, continued development of Logan's Strategic Plan has occurred. Agreement on a set of challenges that needed to be addressed for the continued growth of the college now includes:

- Continued Growth
- Increased Enrollment/Reduce Tuition Dependency
- Teaching Business Reality
- Increase Graduate and Alumni Loyalty
- Financial Stability
- Physical Plant Responsiveness

We are committed to this planning process. We have all gained an appreciation for a true assessment of who and what we are. We have determined the necessity for all of us to have a vision and a method to reach that vision for Logan's continuing development.

You are encouraged to become familiar with our Long Range Plan. Please check with your department manager and a copy will be made available for you to review.

## WELCOME

Welcome to Logan University, d/b/a Logan College of Chiropractic. We are happy that you have chosen to become a member of the Logan family. We will try to make your employment here a rewarding experience.

## HISTORY

Logan was named for its founder and first president, Hugh B. Logan, D.C. Logan enrolled its first class of seven young men and women on the first of September 1935. The College was housed in a converted residence at 4490 Lindell Boulevard, St. Louis. Five more students were added to the class in February of the following year, and thus, the College began its early struggle for survival and growth. The following September, a larger group of chiropractic students found its way to Logan's doors. By October 1936, the College had outgrown its quarters and Dr. Hugh B. Logan searched St. Louis County and chose a 17-acre tract of land in the suburb of Normandy, Missouri, for Logan's new location.

In five years, larger enrollments and the College outpatient clinic made Logan self-supporting, and expansion in all areas continued at a rapid pace. Students came from practically every state in the country, and changes were made again and again in the curriculum to better prepare students to meet varying state requirements. The efforts were successful, for in the first ten years of the college's history, only one graduate failed to enter and stay in practice.

In 1941, when war took a major portion of Logan's male student population, there arose the fear that this hardship would be overwhelming to Logan and every other college; but even during the war, enrollment at Logan continued with gradual growth. In 1944, just as it seemed he had begun to accomplish some of the things he had wished for the College, death suddenly took Dr. Hugh B. Logan. Dr. Vinton F. Logan, son of Hugh B. stepped into the void and under his able guidance, the College flourished.

Following Dr. Hugh B. Logan's death, Dr. Vinton F. Logan began to plan for the Memorial Clinic Building. It was the first of a planned group of modern buildings to serve in the training of generations of chiropractic students.

In 1958, Carver College of Chiropractic of Oklahoma City, Oklahoma, merged with Logan College. Dr. Willard Carver, one of the great pioneers of the chiropractic profession, founded Carver Chiropractic College in 1906.

Dr. Vinton F. Logan died in July 1961 after many years of service and leadership. Dr. William N. Coggins, who had been Dean, was appointed President by the Board of Trustees.

During the summer of 1964, Missouri Chiropractic College merged with Logan College and became Logan's second affiliated College. Graduates of Missouri and Carver Colleges are considered to be Logan alumni.

In 1965, the new Vinton F. Logan Educational Building provided six classrooms, a library, technique laboratories, and an auditorium. These additions were considered to be of adequate size for the foreseeable future. In 1966, Logan added 40 two-bedroom apartments.

As the 1970's approached, it became clear that chiropractic as a natural healing method was gaining momentum. Anticipating future growth, the administration and the Board of Trustees began an evaluation of the adequacy of the physical plant. A decision was reached to search for a new campus site. In the summer of 1973, Logan moved to its present location, formerly a Maryknoll Seminary. The campus, which has grown to 112.5 acres, sits on a wooded hilltop in Chesterfield, Missouri.

In June 1978, Logan received accreditation from the Council on Chiropractic Education (CCE). This accreditation has been continued through subsequent renewals.

After nearly 40 years of association with Logan, President William N. Coggins, D.C., announced his retirement in June 1979. The Board of Trustees selected Dr. M. T. Morter, Jr., to assume this position.

In April 1980, Dr. Beatrice B. Hagen became Interim Administrator of Logan and was appointed President on December 6, 1980.

The new Logan College of Chiropractic Health Center was dedicated to Dale C. Montgomery, D.C., in 1982. The 31,000-square-foot facility provides modern diagnostic and therapeutic capabilities. The Health Center building contains areas dedicated to patient care, radiology, laboratory diagnosis, physiologic therapeutics, research, archives, and classrooms.

In June 1986, groundbreaking for a new Science, Research and Ergonomics Building took place. The construction of the 33,000 square-foot Ergonomics Center enables Logan to initiate consulting and training activities for the prevention of work place injuries, working with companies and government agencies in Missouri and other states. Chiropractic physicians have detailed knowledge of the movements of bones, joints, and muscles throughout the body during all types of tasks from assembly line work to athletic activities. This knowledge is invaluable in helping employers reduce injuries among their employees.

In 1987, the North Central Association of Colleges and Schools granted Logan institutional accreditation. Candidacy status had been previously attained in 1984. In 1992, and again in 2002, Logan received the maximum 10-year reaccreditation from this agency.

In January 1992, Logan faculty and administrators began the process of redesigning the curriculum. The new “performance-based” curricular program re-organized the sequential order of courses and created a more focused chiropractic educational program.

At the end of 1992, Dr. Hagen retired from the presidency. The Board of Trustees appointed Dr. George A. Goodman, D.C., as her successor. Dr. Goodman, a 1968 Logan graduate, came to the presidency with more than 20 years of experience as a chiropractic physician and educator. He had been Vice President of Chiropractic Affairs since 1982, leading the College’s legislative relations activities at the state and national levels.

Throughout the years, Logan became increasingly active in community outreach, opening free clinics affiliated with the Salvation Army in St. Louis and others. The college now has a clinic at the Salvation Army’s Rehabilitation Center on Forest Park Boulevard, and provides care at the St. Patrick Center, a Catholic Charities facility located in downtown St. Louis. Homeless and other low-income people receive care at all of these facilities.

Logan Health Centers also provide services to the general public at several locations. In addition to its on-campus Health Center, the college operates satellite health Centers in St. Charles, St. Peters, south St. Louis County and Webster Groves. At each of the college’s health care facilities, senior interns of the college provide services, under the direction of licensed chiropractic physicians of the college faculty.

Dr. Goodman has expanded the vision of the Institution educationally, financially, and professionally. In 1993, Dr. Goodman hired consultants to assist Logan in developing a long-term strategic plan. This on-going strategic process, developed by the employees of Logan, has produced many improvements since its inception. The College has seen dramatic external improvements in the aesthetics of the campus as well as a surge in student enrollment. Classroom renovation has been significantly improved to enhance educational quality and to accommodate the increased class sizes. The development of all Advanced Technology or “smart” classrooms, equipped with technologically advanced instructional equipment, allows for high-quality lectures and demonstration. Corporate and foundational monetary support has seen significant goals realized by Logan over the past ten years, with capital campaigns continuing to enhance the campus, facilities and educational programs. Logan, as a tuition-driven, educationally focused institution, achieved a debt-free status in 1995 and initiated an endowment. The College also has educational partnerships with public and private universities and colleges to enhance the future of chiropractic education.

Also under the direction of Dr. Goodman construction on the William M. Harris Sports/Wellness Complex was completed in 2000. The facility includes an indoor workout center, Director of Sports Activities office, activity area, and conference room and lounge area. The outdoor area of the complex has a basketball court, tennis

courts, two sand volleyball courts, picnic pavilion, baseball and soccer fields and a quarter-mile jogging track.

In 2004, the Learning Resources Center (LRC) was newly renovated and dedicated. The LRC houses the Library, the Computer Lab and the Distance Learning Hub, and is centrally located on the first floor of the Administration Center. The LRC provides a collection of approximately 12,000 volumes of books, 260 journal titles, and nearly 2,350 items of media. In addition, an outstanding collection of natural human bone and synthetic models and laminated charts are available.

Logan officially "broke ground" August 19, 2005 on construction of the William D. Purser, D.C. Center on its Chesterfield campus. At the groundbreaking event, Dr. George A. Goodman, president of Logan College, and other distinguished visitors unveiled signage displaying the fundraising campaign theme, "Creating Community Connections." The 47,000-square-foot Purser Center, a multi-purpose, state-of-the-art learning facility features a 1,500-seat main hall that can be divided into smaller classrooms for lectures and continuing education seminars. The building lobby serves as a student lounge and is large enough to accommodate graduations, homecomings and college-related banquets, other student, postgraduate and alumni events, and community activities. The facility is also equipped with sophisticated wireless technology. A naturally sloped, outdoor grass amphitheatre is also part of the project's design. In addition, the project involved the creation of a number of campus enhancements, including a new student quadrangle, improved entrances off Schoettler Road, upgraded roadways and pedestrian walkways and additional student parking. The Purser Center opened in 2007.

The Press Club of Metropolitan St. Louis, a not-for-profit professional organization, moved its office space to Logan College in December 2005. The Press Club, in cooperation with other local professional organizations, provides student internships and scholarships for promising young journalists. It also offers a variety of interesting and timely workshops, forums and panel discussions on topics of current interest and maintains an impressive media archives. The mission of the Press Club of Metropolitan St. Louis is to enhance the quality and standing of media and journalism in the community.

In June of 2008, Logan completed renovation of the 6,500 square foot area in what did house the gymnasium into a state-of-the-art student center named the Standard Process® Student Center. This is the center for student activity and an area for study, relaxation or having coffee or a snack with friends.

Renovations continued at a rapid pace, with the renovation of the Radiology Department and the addition of digital x-ray equipment in March of 2010. This was followed by renovation of the campus cafeteria along with the faculty and staff lounges in May 2010.

## **POLICIES AND GUIDELINES**

### **HUMAN RESOURCES DEPARTMENT**

The Human Resources Department is available to assist you with questions and/or concerns. We encourage employees to contact us and use our services.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Logan to provide an equal employment opportunity to all prospective and current employees. All employment practices are based on each individual's qualifications and merit, without regard to race, color, religion, age, sex, disability, national origin, or veteran status.

### **NEPOTISM POLICY**

Relatives may be considered for job opportunities. Relatives may not report to each other directly or indirectly. Relatives may also be considered for temporary help during summer or peak periods.

### **EMPLOYEE IDENTIFICATION CARD**

You are required to have an ID card for security purposes. If your ID card is lost or damaged, you will be required to pay a nominal fee for its replacement. This identification card must be returned at the end of employment. Your ID card may be used in the Learning Resources Center to check out various materials.

### **EMPLOYEE CATEGORIES**

Logan has developed the following employee categories for purposes of salary administration and eligibility for overtime payments and employee benefits. The following employee categories do not affect any staff member's status as an "at-will" employee. All staff members are employed at the will of Logan regardless of their categorization as "probationary," "regular," "temporary," "part-time," or "full-time."

#### Probationary Period

The first three months of employment are considered a probationary period for all employees. This allows you to become acquainted with Logan and the position you have been assigned so that you can determine whether the job and Logan meet your

objectives. During this time Logan will also be evaluating your abilities to perform the job and fill the needs of the College.

### Regular Employee

**Regular Full time:** An employee who has completed the probationary period and who is not a temporary employee and is normally scheduled to work 40 hours a week is considered a regular full-time employee. A regular full-time employee is eligible for all benefits generally outlined in this handbook, subject to service requirements. These benefits are subject to change at the sole discretion of the College.

**Regular Part time:** An employee who has completed the probationary period and is normally scheduled to work less than 40 hours a week and is not a temporary employee is a **regular part-time** employee. There are two categories of regular part-time employees. A part-time employee scheduled to work 20 hours or more per week is eligible for some benefits. These benefits are subject to change at the sole discretion of Logan. Part-time employees scheduled to work less than twenty hours per week are not eligible for any benefits.

### Temporary Employee

A temporary employee is someone hired and placed on the College's payroll for a specific project or assignment with employment being terminated no later than the completion of the project. A temporary employee is not eligible for any benefits. Persons working for a temporary agency are not employees of the college.

## PART-TIME EMPLOYEE - BECOMES FULL-TIME EMPLOYEE

An employee who was part-time or temporary for at least three months, is offered and accepts a full-time position, or works 20 hours or more, will be permitted to carry forward their prior service time toward eligibility for fringe benefits.

## EXEMPT V.S. NONEXEMPT EMPLOYEES

Nonexempt employees are those employees who are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and state wage and hour regulations. Most non-supervisory personnel are nonexempt. You will be told at the time of hire if you are exempt. Generally, nonexempt employees are required to complete time cards as a record of actual hours worked. Nonexempt employees cannot work any overtime without the express, written approval of their supervisor.

Exempt employees are those employees who are determined to be "exempt" from the overtime provisions of the FLSA and state wage and hour regulations. **Generally, exempt employees do not submit time worked reports but do submit**

**reports for situations other than normal workday or holiday, such as vacation, sick time, etc.**

Whether your position is exempt or nonexempt is determined by the FLSA guidelines and the duties and responsibilities of your position.

## ORIENTATION

An initial orientation for new employees will generally be conducted within the first week of employment. The purpose of this orientation is to introduce the new employee to the entire College, complete necessary paperwork, and review benefits, policies, and procedures.

Video orientation and training is conducted for new employees as well as current employees. The videos acquaint the employee with Chiropractic care, several other required related topics, and Logan. Question and answer time is available as well as the opportunity to meet other new employees and learn about policies, procedures and benefits. A tour of the campus is also scheduled periodically to acquaint the employee with the facilities available and the locations of same.

## WORK WEEK

The workweek is Sunday through Saturday. Regular full-time employees normally work five, eight-hour days.

Part-time employees are usually hired based on a regular work schedule, but the schedule may vary based upon the needs of Logan. For example, a part-time employee may be hired for 4 hours a day on Monday, Wednesday and Friday, or some other combination.

The Library, Health Centers and Physical Plant personnel have varying work schedules, and each employee should follow the guidelines of their Supervisor/Department Head regarding work hours and overtime.

## OVERTIME

If a nonexempt employee actually works more than 40 hours during a workweek, the employee will receive overtime pay at the rate of 1-1/2 times the employee's normal hourly rate. **The Supervisor/Department Head and appropriate Vice President and/or President must approve any request for overtime in writing and in advance of any hours of overtime worked.**



Overtime will be paid only if an employee actually works more than a full 40 hours in a given workweek. Sick time, vacation, holiday, etc. does not count toward a 40-hour week.

Exempt employees are not paid for working more than forty hours.

## WORKING HOURS

It is Logan's practice to have offices open and staffed from 7:00 a.m. to 4:30 p.m. This means that most full-time employees work a shift either from 7:00 a.m. to 3:30 p.m., 7:30 a.m. to 4:00 p.m., 8:00 a.m. to 4:30 p.m. or 8:30 a.m. to 5:00 p.m.

Regular full-time employees are generally expected to work eight hours a day with an additional lunch and/or break periods. The immediate supervisor is responsible for the preparation and supervision of the working schedule of their employees. The schedule may vary with each job and/or department.

Health Center(s) operations require special staffing. Therefore, variations and changes in working hours and days between employees of the Health Center(s) and employees of Logan are to be expected.

The workdays and hours of any employee may be changed at anytime if it is deemed necessary by supervisory personnel. When an adjustment in days and or hours is made for more than a short period of time (2-3 weeks), approval of a Vice President or President is required.

### Breaks and Lunch

Regular full-time employees receive a 30 minute lunch period and one 15 minute break every 4 hours, or 1 hour lunch period. Lunch periods must be staggered with some employees having lunch between 11:30 a.m.-12:30 p.m. and others between 12:30 p.m.-1:30 p.m.

Following this schedule allows departments to provide continuing service to students and other departments as well as maintaining constant telephone coverage.

If you regularly work no more than five hours a day, and if your supervisor agrees, you can choose not to take a meal break. If you want to do this regularly, you must formalize your request by putting it in writing securing proper approval and sending same to the Human Resources Department. You must take a lunch break of 15 minutes to 30 minutes if you work more than five hours a day.

## ABSENTEEISM AND TARDINESS

Each employee is expected to report to work on time every workday. If tardiness is unavoidable, you are responsible for notifying your direct Supervisor/Department Head as soon as possible, preferably no later than 30 minutes after you would normally start work.

You must report your absence to your Supervisor/Department Head or Human Resources as early as possible on the day of the absence. When you return, you must complete the proper form, approved by the Supervisor/Department Head and the appropriate Vice President or President and submitted to the Human Resources Department as soon as possible.

**If an employee fails to call in to the appropriate Supervisor/Department Head by the end of the second day of absence, the employee will be considered to have abandoned the job and resigned.**

Both tardiness and attendance are crucial measures of an employee's dependability and will be an important part of the overall evaluation of the employee's job performance. It is essential that all employees are consistently available and able to perform their jobs on a timely basis. Repeated tardiness and/or absenteeism that are unexcused or excessive in the judgment of Logan are grounds for discipline, including termination.

If you are absent for more than three consecutive days, a statement from a physician is required before you will be permitted to return to work. In such instances Logan reserves the right to require you to submit to an examination by a physician designated by Logan. In addition, Logan may require you to submit either a statement from your physician or a Logan designated physician in other instances at its discretion.

Absences will be charged as applicable to unused sick time, vacation or holidays due to an employee. When a non-exempt employee is absent and has exhausted all available paid time off, the non-exempt employee will not be paid for the time off. When an exempt employee is absent from work for one or more full days and he or she has exhausted all available paid time off, the exempt employee's salary will be reduced for each full day of such absence.

## CHECK-CASHING POLICY

An employee may cash a personal check at the Bursars office. No third party checks will be accepted. There is a \$50.00 per day limit on personal checks. A service charge of \$10.00 will be rendered on all returned checks, and check-cashing privileges may be suspended. On occasion sufficient cash may not be available to cash employee checks.

## INDEBTEDNESS

Logan assumes that you are a responsible person capable of handling your personal finances and paying your debts on time. If, however, a levy or garnishment is received, Logan will comply with Missouri and Federal Laws. Salary advances are not permitted.

If an employee owes money to Logan or a Health Center upon termination, the balance of the debt will be withheld from the final paycheck.

## POSTING JOBS

Available job opportunities are posted on Logan's website, internal email to all faculty and staff, and the bulletin board outside the Human Resources Department for a minimum of 5 work days. To inquire or apply for a different position, you must contact the Human Resources Department for information.

## APPEARANCE AND DEMEANOR

The professional image of Logan is to be considered and maintained in all actions both internally and externally. Appropriate attire, cleanliness, and good grooming are necessary for a professional image. The following items are prohibited and unacceptable:

- Sundresses without jackets
- Sleeveless shirts (males)
- Flip Flops
- Jeans
- Capri's
- Exposed areas

On occasion, when approved by Logan, appropriate business casual attire may be worn. Specific dress requirements may be required of certain departments.

Inappropriate language or conduct will not be tolerated. Employees should strive to maintain a friendly and professional demeanor in dealing with the public, co-workers, and students.

Food should be eaten in the cafeteria. You may not eat while you are working and interacting with students or the public or when you are visible to students or the public.

## GUIDELINES FOR APPROPRIATE CONDUCT

As a member of the Logan team, you are expected to accept certain responsibilities, adhere to professional business principles in matters of personal

conduct, and exhibit a high degree of personal integrity at all times. This not only involves respect for the rights of others, but also demands that you refrain from any behavior that might be harmful to you, your co-workers, and/or Logan, or that might be viewed unfavorably by the public at large.

Your conduct reflects on Logan. Therefore, it is your responsibility to observe the highest standards of professionalism at all times.

The types of conduct and/or circumstances that will result in disciplinary action (including termination) include, but are not limited to:

1. Falsifying employment or other records
2. Violating Logan's nondiscrimination and/or harassment policy (including through Social Networking sites)
3. Soliciting or accepting gratuities from students, patients, or clients
4. Excessive absenteeism or tardiness
5. Engaging in excessive, unnecessary, or unauthorized use of Logan's supplies, particularly for personal purposes
6. Violating the Alcohol/Drug Policy
7. Fighting or using obscene, abusive, or threatening language or gestures
8. Removing property from co-workers, patients, students, or clients of Logan without authorization
9. Violating Logan's Concealed Weapons Policy
10. Disregarding safety or security rules
11. Engaging in insubordination
12. Failing to maintain strict confidentiality concerning Logan and student and patient records
13. Failing to conduct oneself in a professional business manner
14. Inappropriate relationships with students
15. Violating Logan's Guidelines for Acceptable Use of Logan Technology System by Students, Faculty and Staff

Violation of these rules can, at the sole discretion of Logan, lead to disciplinary action up to and including termination of employment. Logan does not maintain a progressive discipline policy, and the degree of discipline will depend upon the gravity of the offense and the circumstances surrounding the offense.

## SMOKING

There is to be no smoking or chewing tobacco on Logan's campus except in an individual's private vehicle and in Logan's smoking huts. No exceptions.

## ALCOHOL/DRUG POLICY

Logan reserves the right to require that on-campus behavior meet reasonable standards of safety and professional conduct and that employees will be physically, mentally and psychologically able to perform their duties.

Accordingly, it is the policy of Logan to prohibit the sale, use, dispensing, manufacture or possession of illegal drugs and/or alcoholic beverages on College premises. No employee may work while under the influence of alcohol or drugs. In the event that an employee is at work with a detectable amount of alcohol or a controlled substance in the employee's system, as defined in Mo.Rev.Stat. §195.010, the employee will be found in violation of Logan's drug and alcohol policy and subject to disciplinary action up to and including termination of employment.

The purpose of an illegal drug and alcohol free campus is to promote the safety, health and general well being of students and employees and to facilitate the efficient operations of campus business toward accomplishing our mission.

Logan reserves the right to request alcohol and drug testing of its employees, without prior notice. Any refusal to submit to such testing can result in disciplinary action up to immediate termination of employment.

## MEDIA INQUIRIES

ALL INQUIRIES FROM ANY NEWS MEDIA MUST BE REFERRED TO THE ASSOCIATE VICE PRESIDENT OF PUBLIC RELATIONS OR THE OFFICE OF THE PRESIDENT. NO ONE OTHER THAN THESE OFFICES ARE AUTHORIZED TO SPEAK ON BEHALF OF LOGAN.

## MILEAGE REIMBURSEMENT

An employee is never authorized to use his or her automobile for Logan business unless the employee's supervisor approves such use. Under no circumstances will any employee operate a motor vehicle unless the driver and the automobile are properly licensed and the driver has liability insurance. When an employee uses his/her own auto, he/she can be reimbursed at the mileage rate established by Logan. Please check with the Business Office for the current rate.

## CLOSING FOR EMERGENCY OR INCLEMENT WEATHER

When it is necessary to close any portion of Logan's operation or operate on a snow schedule, an announcement will generally be made as indicated below.

Depending on the needs of Logan and the workload demands of individual departments, it is expected that some employees will need to report to work regardless of the closing. No additional compensation above your regular pay will be granted for working when Logan or portions of Logan are closed because of extenuating circumstances. Likewise, if any portions of Logan are closed due to weather or other extenuating circumstances while an employee is on vacation, birthday/float day or sick leave, compensatory time or pay will not be granted.

The following media normally makes announcements on closings:

<u>Radio</u>	KMOX 1120 AM Y98 FM	- 5:30 A.M. & 6:30 A.M. - 5:30 A.M. to 8:00 A.M.(every half hour)
<u>Television</u>	KSDK Channel 5 FOX2 Channel 2	- 5:30 A.M. to 8:00 A.M. - EARLY MORNING PROGRAMMING (CONTINUOUS)
<u>Web site</u>	<a href="http://www.fox2ktvi.com">www.fox2ktvi.com</a>	

Updated information on times of announcements will be distributed periodically. If the offices are closed **or on a snow schedule**, the announcement will indicate as such. A phone tree has been formed, and every effort will be made to notify the employee of the situation.

**SNOW SCHEDULE will mean work hours will be from 9:00 A.M. to end of regular work day; classes will start with the third hour at 9:15 A.M.**

The Health Center(s), Learning Resource Center and Physical Plant employees are expected to report to work during inclement weather unless notified otherwise by their Supervisor/Department Head. The Chief of Clinical Services individually directs Health Center(s) operations. A closing of Logan does not necessarily pertain to the Health Center(s). Only a specific announcement of such a closing should be observed. Normally, Health Center Staff will be individually contacted by their Supervisor regarding any closing.

## LOST AND FOUND

Articles found on the premises should be turned into the Security Office, located at the main lobby front desk. If they are identifiable, the employee will be notified when they are turned in. An employee should direct all questions pertaining to lost articles to the Security Personnel.

## POLICY AGAINST HARASSMENT

Logan wants to provide all employees a work environment that encourages productive activity and mutual respect. To accomplish this, Logan will not tolerate harassment described in this policy by any person and will deal severely with anyone who engages in harassment. Therefore, it shall be Logan's policy to prohibit harassment of anyone on account of their race, color, sex, age, national origin, religion, disability, or veteran status.

No one has the right to harass someone because of his/her race, color, sex, age, national origin, religion, disability, or veteran status. This kind of conduct has a negative effect on the work place and is not acceptable. In many cases, the person who is offended can stop the conduct by telling the other person that s/he is offended and expects the other person to stop. Logan encourages this kind of forthright communication.

Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, sex, age, national origin, religion, disability or veteran status, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Sexual harassment may include a range of subtle and not so subtle behaviors and behaviors may include, but are not limited to: unwanted sexual advances or requests for individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sexual harassment can be difficult to define, and certain conduct is more offensive to some people than others. However, the basic guideline that the College will follow is that physical touching not required by the job is not appropriate. Likewise, discussions, jokes or remarks involving sex, sexual matters, propositions or physical makeup are prohibited. No employee or supervisor may engage in this type of conduct.

Anyone who has information regarding any harassment described above should notify the Director of Human Resources, Vice President of Academic Affairs or the Vice President of Administrative Affairs. This includes harassment by another employee, supervisor or non-employee. Logan will undertake an investigation of the conduct, keeping information as confidential as possible. All persons contacted must cooperate fully.

Any person who is found to be responsible for harassment will be subject to appropriate discipline. Discipline could involve: a warning, suspension, demotion or

discharge. If the harasser is a non-employee, Logan will take whatever steps are necessary to protect the employee.

**No one who participates in or makes a complaint under this policy shall suffer any retaliation. Obviously, everyone is expected to be truthful and to use his/her best judgment.**

## CONFLICT OF INTEREST POLICY

No employee of Logan; administrative, faculty or staff, may use his/her position with the College for personal advantage. This includes any advantage or gain to the employee's family or any business in which the employee or his/her family has a substantial interest. Individuals found in violation of this policy are subject to disciplinary action, up to and including termination.

## TECHNOLOGY SYSTEM USE AND INTERNET SAFETY POLICY

It is in the best interests of Logan, its personnel and its students to promote use of and familiarity with Logan's Technology System and with the services which are available through that System to support learning and enhance instruction.

Knowledgeable and appropriate use of Logan's Technology System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "Logan Technology System" or "System" shall include all computer hardware and software owned or operated by Logan, Logan electronic mail, Logan web sites, and Logan on-line services and bulletin board systems (including IQWeb). "Use" of the Logan Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by Logan.

The System was established to comprise part of the curriculum, and is intended by Logan to function in support of that curriculum and of students' mastery of the curriculum through improved communication between Logan and its students. The System does not constitute a public forum. Logan reserves and retains the right to regulate the content of and links to the System. Logan also has the right to and may monitor use of its System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the System has an expectation of privacy in connection with such use.

Logan recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the System including the Internet shall be consistent with the Logan's educational mission and its curriculum.



With respect to any of its computers with Internet access, Logan will use its best efforts to use technology protection measures to protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

Logan further recognizes that the effective operation of the System depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The Administration is authorized to and shall adopt and enforce guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System, pursuant to Administrative Policy 2800. Such guidelines shall be distributed to Logan employees, students and other members of the Logan community who are afforded access to the System.

Pursuant to Administrative Policy 2800, Logan has developed the following Acceptable Use Policy.

The use of Logan's resources is a privilege provided by Logan to its faculty, staff and students. It is not a right.

**LOGAN RESERVES THE RIGHT TO INTERCEPT, ACCESS, INSPECT, REVIEW, COPY, DELETE, AND/OR DISCLOSE ALL COMPUTERIZED INFORMATION AND MESSAGES SENT OVER ITS INTERNAL OR INTERNET ELECTRONIC MAIL SYSTEM OR OTHER INTERNET GATEWAY.**

The intent of this policy is to ensure that all users of its computer resources are consistent with the purposes of and the resources of Logan. The policy does not attempt to articulate all required or proscribed behavior by its users. Violation of the policy shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action as appropriate.

## **GENERAL GUIDELINES – ACCEPTABLE USE**

All users of Logan Technology system ("System") must comply with Logan's Acceptable Use Guidelines, as amended from time to time.

The "System" shall include all computer hardware and software owned or operated by Logan, Logan electronic mail, Logan's web site, and Logan's on-line services and bulletin board systems (including IQWeb). "Use" of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by Logan.

Students, Faculty and Staff have no expectation of privacy in their use of the System. Logan has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on Logan's electronic mail system. Logan has the right to and may monitor use of the System by students, faculty and staff, including their access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and College policies and guidelines.

## Privileges

Access to the System and Logan's proprietary information on the System is provided as a privilege by Logan and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges.

The System, including all information and documentation contained therein is the property of Logan except as otherwise provided by law.

## Prohibited Use

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in Logan's Student Handbook and Logan's Faculty and Staff Handbooks and Logan Policies. The System shall **not** be used to:

1. Engage in activities which are not related to Logan's educational purposes or which are contrary to the instructions from supervising Logan employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or Logan policy or rules. This includes, but is not limited to, improper use of Logan proprietary information; improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, Logan employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.

7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data (including but not limited to proprietary information) which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate Logan Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on Logan's web site without the authorization of the appropriate College administrator.
18. Modify, convert, install or remove any system file, application software, system director, or system settings without prior written consent from Information Systems.
19. Modify or access any user file that does not belong to the user.
20. Modify, install or uninstall any hardware or software without prior written consent from Information Systems.
21. Use of unauthorized networking equipment (such as routers and wireless access points), or modifying existing Logan networking equipment.
22. Use of "Peer-to-Peer" applications, including but not limited to Kazaa, iMesh,

Blubster, Limewire, WinMX, eMule and others.

### **Discipline for off-site use of electronic technology, which disrupts or can reasonably be expected to disrupt the educational environment**

Logan may discipline a student, faculty member or staff member whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a disruption of the educational environment, without regard to whether that activity or disruption involved use of Logan's Technology System.

### **Websites**

Unless otherwise allowed by law, Logan web sites shall not display information about or photographs or works of students without written permission from the depicted student.

Any web site created by a student using the System must be part of a Logan-sponsored activity, or otherwise be authorized by the appropriate Logan administrator. All content, including links, of any web site created by a student or employee using the System must receive prior approval by the classroom teacher or an appropriate Logan administrator. All contents of a web site created by a student or employee using the System must conform with these Acceptable Use Guidelines.

### **Disclaimer**

Logan makes no warranties of any kind whether express or implied for the System. Logan is not responsible for any damages incurred, including the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. Logan is not responsible for the accuracy or quality of information obtained through the System. Logan is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

### **Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all users. Students, faculty and staff are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. A user who becomes aware of any security risk or misuse of the System must immediately notify an administrator.

### **Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in the applicable Student/Faculty/Staff Handbook and Logan Policies, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

## Consequences for Violations

A student, faculty member or staff member who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school (or, in the case of faculty or staff members, suspension with or without pay, or dismissal from position), and (3) referral to law enforcement authorities or other legal action in appropriate cases. Misuse of the System by a student may be considered gross misconduct as that term is defined by Logan Student Discipline Policy, Faculty Handbook, and Staff Handbook and Logan Policies, and a student or employee may be subject to discipline pursuant to the applicable handbook and Logan Policies. A student or employee who believes that his/her System use privileges have been wrongfully limited may request a meeting with the Dean of Students or the President, respectively, to review the limitation. The decision of the Dean of Students or the President shall be final.

## SAFETY AND CONCEALED WEAPONS POLICY

Logan does not tolerate actual or threatened violence on its premises or when directed to a Logan staff member, faculty member, student, guest, or visitor on or off premises. Verbal or written threats or any kind, even in jest, will not be tolerated and may result in disciplinary action up to and including termination, expulsion, or removal from the premises pending investigation. Fighting or verbal threats will be dealt with promptly. In further effort to maintain a violence free learning and work environment, Logan adopts the following policy regarding firearms and concealed weapons:

1. firearms, concealed weapons and explosives are not allowed at any time on property owned or leased by Logan (including Logan owned or leased parking lots) or in vehicles owned or leased by Logan, or on the person of any faculty or staff member, student, visitor, or guest while that individual is on Logan property;
2. firearms, concealed weapons and explosives are not allowed in the private vehicle of any faculty or staff member, student, visitor, or guest of Logan while such vehicle is on Logan property; and
3. Logan reserves the right to search and/or inspect faculty and staff members, students, guests, and visitors, their personal belongings, and their vehicles located on Logan property if Logan believes it is necessary to enforce this policy. You are advised that even though Missouri has passed a concealed weapons law, that law provides that you are not entitled to carry a concealed weapon into any higher education institution without the consent of the governing body of the higher education institution. This policy serves to advise you that Logan does not, under any circumstances, consent to your carrying a concealed weapon on its property or to your having a concealed weapon in your vehicle while parked on Logan property. Only law enforcement officers or authorized security personnel are allowed to carry weapons on Logan property. Any violation of this policy or

any refusal to allow Logan to search and/or inspect your person, your belongings, or your vehicle while on Logan property will result in discipline up to and including termination of employment, suspension, expulsion, or removal from the premises.

## RESIGNATION

Employees who resign are requested to give at least two weeks notice. Failure to do so will result in the forfeiture of vacation pay. Logan may require the employee to cease employment prior to the end of the notice.

## EXIT INTERVIEW & CLEARANCE SHEET

Upon resignation at Logan, an employee should complete an Administrative/Staff Termination Clearance Sheet and have an exit interview with Human Resources. The information revealed during the interview will be considered confidential and will not become a part of the employee's personnel file.

Employees who are leaving are encouraged to use the exit interview as an opportunity to help Logan improve the quality of performance and working conditions of the staff.

## EDUCATIONAL MEETING AND PROFESSIONAL SYMPOSIA REVIEW POLICY

Logan faculty, staff and administration will provide reviews/reports for all educational or professional conferences, meetings, conventions, or symposia that they attend in the course of their duties at Logan. The report should be written and submitted within five working days to the Department Chair or supervisor, appropriate Vice President and for review by the Cabinet. Each report should be accompanied by a copy of the detailed expense account report.

### **PROCEDURE**

The report should be submitted in narrative form and include the following elements.

- A. **BACKGROUND**: This should include details about the sponsoring organization, purpose of the meeting, program/agenda and a listing of the speakers or program presenters.
- B. **SCHEDULE**: This may be outlined on a day-by-day basis or a broad overview based upon topical statements regarding the sessions attended.
- C. **SUMMARY**: The Logan representative is requested to provide an overview of the attended function and evaluate the need and necessity of the meeting. The

overview should include an analysis of future institutional participation and how the College benefited by attendance. In short, a review of the meeting and presentations is requested.

- D. DISTRIBUTION: In addition to the aforementioned reviewers, the cabinet will ensure that the report is disseminated either verbally or in written form, within the College, to anyone that might find it useful.

## STAFF EMPLOYEE COMPLAINT PROCEDURE

Logan employees may use this process for making complaints and raising issues related to their employment. Complaints may involve issues arising from working relationships, working conditions or interpretation of staff policies. This process is not available for complaints relating to discipline, discharge, job evaluations or compensation. The following is the procedure, which Logan will follow:

- Step 1 - The employee discusses the issue with his/her supervisor within seven calendar days of the incident and attempts to resolve the issue.
- Step 2 - If a satisfactory resolution is not reached within three working days of notification, the employee may submit the issue in writing to Human Resources. Human Resources will investigate the complaint and make a determination within five working days.
- Step 3 - If a satisfactory resolution is not reached at Step 2; the employee has three working days to submit the complaint to the Vice President of Academic Affairs or the Vice President of Administrative Affairs, depending on the issue (or their designees), who will make a determination within seven working days. The Vice President's determination is final.

Not every issue will be resolved to everyone's satisfaction. However, the process is an organized method of assuring that employees' concerns are fully considered. No employee will be penalized or retaliated against for using this procedure. All employees are expected to address the procedure in a reasonable, business-like manner.

# EMPLOYEE BENEFITS

(Based on Employee's job category)

This section of the handbook highlights some features of our benefits programs. Our group health, life, long term disability insurance and retirement-related programs are described more fully in summary plan description booklets, which you are provided once you are eligible to participate in these programs. Additional copies can be received in human resources. Complete descriptions of our group health insurance programs and retirement programs are also in Logan's master insurance contracts with insurance carriers, which are maintained in the Human Resources Department; complete descriptions of our retirement-related programs are in the appropriate master plan documents, which are likewise maintained in human resources. If information in this handbook and our summary plan descriptions contradicts information in these master contracts or master plan documents, the master contracts/documents will govern in all cases.

Logan reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion for any reason. For more complete information regarding any of our benefits programs, please contact our Human Resources Department.

ELIGIBILITY FOR BENEFITS IS BASED UPON YOUR JOB STATUS  
AND LENGTH OF SERVICE.

## INSURANCE

ELIGIBILITY: REGULAR FULL-TIME STATUS AND PART-TIME REGULARLY  
SCHEDULED THIRTY HOURS OR MORE PER WEEK.

Logan presently participates in a group insurance program, which includes certain life, long-term disability, health and dental (along with voluntary supplemental life and short-term disability) insurance to eligible employees.

Because of the dynamic changes taking place in the health benefits area, you should expect that benefits will change from time to time. Please consult with the Human Resources Department about the benefits available at the time of your hiring and orientation.

Insurance coverage is not automatic. If you desire coverage, an application for insurance must be completed and submitted to the Human Resources Department at time of employment. Insurance becomes effective the 1<sup>st</sup> of the month following 30 days of employment. Employee shall pay a portion of the premium for coverage as determined by the College. Insurance ends the last day of the month in which you



terminate. Upon leaving Logan, employees with health and dental coverage will be charged for their full portion for the full monthly premium even though they leave prior to the end of the month. (See Group Insurance Plan Booklets.)

ALL BENEFITS AND COVERAGE LIMITATIONS ARE DETERMINED EXCLUSIVELY BY THE ORIGINAL INSURANCE PLAN DOCUMENTS AND THE CONTRACT WITH THE CARRIER. THIS HANDBOOK DOES NOT ITSELF GRANT ANY BENEFITS, AND THE INSURANCE PLAN DOCUMENTS WILL BE CONTROLLING ON ALL PARTIES WHOMSOEVER.

**If you have Medicare or will become eligible for Medicare in the next 12 months, Federal law gives you more choices about your prescription drug coverage. Please see Human Resources or consult the handout provided at orientation.**

### COBRA – Continuation & Conversion of Group Health Insurance

Under a federal law, Consolidated Omnibus Budget Reconciliation Act (COBRA), the opportunity for extension of health coverage at group rates is made available to qualified employees for a limited period upon cessation of employment. Please contact the Human Resources Department to see if you qualify under any of the COBRA regulations. Appropriate forms and current rates are available through Human Resources.

### REGULAR RETIREMENT

All full-time and some part-time employees regularly scheduled to work one thousand hours per year or more, may be eligible, after two years of service and age 21, to receive 5% of their base salary from Logan College into the 401a retirement plan. You may receive a Summary Plan Description when you are eligible. If you have questions contact the Human Resources Department.

### SUPPLEMENTAL RETIREMENT PLAN

All regular employees of Logan are eligible to participate in the Supplemental Retirement Plan on the first of the month following the date of employment or the first of the month anytime thereafter. There is no contribution on the part of Logan College. You may receive a Summary Plan Description. If you have questions contact the Human Resources Department.

## LOGAN COLLEGE HEALTH CENTER BENEFITS

Chiropractic health care is available at reduced rates to all employees, their spouses; children (22 years of age and under) and family members in the employee's household. Some of the services are at no charge to the employees and these eligible family members, while other services are discounted. Vitamin supplements, orthopedic supports and miscellaneous health care items may be available at reduced prices.

An employee is entitled to a yearly physical examination following the guidelines outlined on the "Employee Physical Form." This form is available through the Supervisor/Department Head or the Human Resources Department. Each employee is urged to take advantage of the benefits. Particularly, it is suggested that each employee receive an annual physical examination. Each employee should check with his or her assigned doctor in regard to cost before receiving treatment. All health center services must be obtained on the employee's free time and not during working hours.

## HOLIDAYS

The College recognizes the following holidays:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Friday following Thanksgiving
Easter Monday	Christmas Day
Memorial Day	Employee's Birthday or Floating Day

Regular non-exempt full-time employees and regular non-exempt part-time employees are eligible to receive holiday pay if the holiday falls on a regularly scheduled workday. All holiday eligible employees are immediately eligible for holiday pay at the date of employment.

Holidays will be celebrated normally on the date specified by the U.S. government for that holiday, however, if a holiday falls on a Saturday, it is celebrated on a Friday; if it falls on a Sunday, it is celebrated on a Monday.

When it is necessary for an eligible employee to work on one of the Holidays listed below, the employee(s) will receive pay for the hours worked on the Holiday and take the Holiday at another time agreed upon by the employee and the Manager/Supervisor:

Martin Luther King Jr. Day  
President's Day  
Good Friday  
Easter Monday  
Friday after Thanksgiving

An eligible employee generally will not receive holiday pay if the scheduled workdays (other than scheduled vacation) before and after a holiday are not worked.

Learning Resources, Health Center(s) and Physical Plant employees will follow the guidelines of the Supervisor/Department Head with respect to working on holidays.

## NO PAY ABSENCES

An Employee must exhaust all vacation days and sick days before a no pay absence will be approved. No pay absences are permitted only in exceptional circumstances and must be approved in writing by the appropriate Vice President/President.

## VACATION

Eligible new-hires will accrue vacation on a pro-rated basis until the end of the calendar year in which they were hired. At the completion of six-months of employment, the employee is eligible to use accrued vacation. At January first, eligible employees are able to use any of their vacation for their category. The regular full-time employee has earned paid vacation according to the following schedule:

<u>Staff Employee-Nonexempt</u>	
Years of Service Completed/Vacation Granted	
1 – 4 years	Two Weeks
5 – 9 years	Three Weeks
10 and over	Four Weeks

<u>Administrative and Exempt Employee (Dean or Director level and below)</u>	
Years of Service completed/Vacation Granted	
1 – 4 years	Three Weeks
5 – 9 years	Four Weeks
10 and over	Five Weeks

<u>Administration Employee-Exempt (above Dean and Director level)</u>	
Years of Service completed/Vacation Granted	
1 - 4 years	Four Weeks
5 and over	Five Weeks

Regular part-time employees (20 hours or over) will receive vacation days on a pro rata basis (e.g. scheduled to work 4 hours a day 5 days a week will receive 4 hours vacation for 5 days a week for 2 weeks). Vacation days can be taken in half-day increments.

Vacation days may be taken within the calendar year before they are actually earned. However, if termination occurs before vacation days are earned, any days borrowed will be deducted from the final paycheck.

Vacations are not cumulative from year to year and generally must be approved by the Supervisor/Department Head and appropriate Vice President/President.

Vacations must be approved in writing by the Supervisor/Department Head, and should be taken at such time that best suits the requirements of the job, with one employee scheduled at one particular time, unless extenuating circumstances relative to the department allow for deviation. An employee will not schedule more than two weeks vacation in a row without the prior written consent of the Supervisor/Department Head and appropriate Vice President/President.

Each employee is responsible for reporting their vacation schedule to the Human Resources Department with approval of their Supervisor/Department Head and appropriate Vice President/President. Supervisors/Department Heads have the right to ask employees not to schedule vacations during busy periods. If possible and if workload permits, vacations should be taken during break periods when Faculty is gone and school is not in session.

Employees who resign with two weeks notice or retire will receive pay for any unused and earned vacation.

## SICK PAY

Each employee is responsible for reporting sick days to the Supervisor/Department Head on the day of absence. It is the responsibility of the Supervisor/Department Head to notify the Human Resources Department. Upon return to work, the employee must complete the absence request form, to be signed by Supervisor/Department Head and appropriate Vice President/President.

A doctor's certification is generally not required for absences of two days or less. However, for three consecutive absences or more or frequent sick leave requests, the employee must submit a doctor's certificate. Pregnancy is treated as any other illness.

If an employee terminates employment before the end of the calendar year and has used more sick time than earned, the unearned time will be charged against monies due on the final check. No employee will be paid for unused sick time at the end of his or her employment.

Sick time will be recorded in one-half (4 hour) day segments. If an employee becomes ill after working two and one-half hours, it will be recorded as one-half day (4 hours) toward sick time. If less than two and one-half hours are worked, it will be recorded as a full day (8 hours) toward sick time.

### Sick Day Bank

An employee may accumulate sick time, in a sick day bank, up to 60 days based on his/her regularly scheduled workday. The sick day bank may only be used for major illnesses. Unused sick leave will not be paid to an employee at the end of a year or upon termination of employment.

### Nonexempt

Regular full time nonexempt employees are not eligible for paid sick days until after three months of employment are completed. After three months, they earn paid sick days at the rate of 0.583 days per month until the end of the first calendar year. Thereafter, the employee is entitled to seven (7) sick days per calendar year.

Regular part-time nonexempt employees working 20 hours or more per week are not eligible for paid sick days until after three months of employment are completed. After three months, they earn paid sick leave on a pro-rata basis (e.g., hours worked/40 times 0.583) until the end of the first calendar year. Thereafter, the employee is entitled to seven (7) pro rata sick days per calendar year.

### Exempt

Exempt employees immediately earn paid sick leave and are eligible for paid sick days as of date of hire. Thereafter, the employee is entitled to seven (7) sick days per calendar year.

## LEAVES OF ABSENCE

### Family and Medical Leave Act (FMLA) Policy

Logan recognizes that employees occasionally need to take time away from work to care for important family and medical needs. This FAMILY AND MEDICAL LEAVE policy (FM Policy) is intended to address those needs in a manner that is beneficial to employees, their families and Logan and is consistent with applicable laws.

### Employee Eligibility Requirements

To be eligible for a FM Leave, an employee must:

1. Have been employed by Logan for at least 12 months; and
2. Have worked at least 1,250 hours for Logan during the 12 months preceding the commencement of the leave; and
3. Work at a work site where 50 or more employees are employed within 75 miles of the work site.

### Reasons for Leave

Eligible employees may be entitled to take a FM leave up to 12 workweeks during any 12-month period for the following reasons:

1. The birth of a child or the placement in your home of a child for adoption or for foster care (NEW CHILD LEAVE);
2. The need to care for your spouse, son, daughter or parent whom has a serious health condition (FAMILY LEAVE);
3. A serious health condition that prohibits you from performing essential functions of your job (EMPLOYEE LEAVE).
4. A qualifying exigency relating to the covered military member's active duty or call to active duty status in support of a contingency operation (Military Exigency Leave); and
5. The need to care for family member who is a member of the Regular Armed Forces, the National Guard, or the Reserves who has a serious injury or illness (Military Caregiver Leave).

### Definition of Serious Health Condition

A serious health condition means an illness, injury, impairment or physical or mental condition that involves (A) Inpatient care in a hospital, hospice, or residential medical care facility; or (B) Continuing Treatment by a healthcare provider.

Inpatient Care means an overnight stay including any period of incapacity or any subsequent treatment in connection with such inpatient care.

Continuing Treatment includes any one or more of the following:

- (a) Incapacity of more than three (3) consecutive, full calendar days and any subsequent treatment of incapacity relating to the same condition that also involves:
  - (1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of or on referral by, a health care provider; or
  - (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
  - (3) The requirements in paragraph (a)(1) and (2) for treatment by a health care provider means an in-person visit to the health care provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity.
  - (4) Whether additional treatment visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.
  - (5) The term “extenuating circumstances” in paragraph (a)(1) means circumstance beyond the employee’s control that prevent the follow-up visit from occurring as planned by the health care provider. Whether a given set of circumstances are extenuating depends on the facts.
- (b) Pregnancy or prenatal care;
- (c) Chronic serious health condition. A chronic serious health condition is one which:
  - (1) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
  - (2) Continues over an extended period of time; and,
  - (3) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)
- (d) Permanent or long-term conditions due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- (e) Conditions requiring multiple treatments by a health care provider for:
  - (1) Restorative surgery after an accident or other injury; or
  - (2) A condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical

- intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- (f) Absences attributable to incapacity under paragraph (b) or (c) qualify for FM Leave even though the employee or the covered family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three consecutive, full calendar days. Treatment includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical, eye or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medicine (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purpose of FM Leave.

**Military Exigency and Caregiver Leaves** – Please see Human Resources for more details in qualifying situations.

#### Amount of Leave Available

An eligible employee is permitted to take up to 12 weeks of unpaid FM Leave in a 12-month period (for all types of FM Leave other than Military Caregiver Leave). A “week” is determined by the employee’s regular workweek. For example, an employee who works Monday through Friday has a 5-day workweek. An employee who works Monday, Wednesday, and Friday has a 3-day workweek. An employee who has a 5-day workweek is entitled to 60 days leave in a 12-month period (5 days multiplied by 12 weeks). An employee who works a 3-day workweek is entitled to only 36 days leave in a 12-month period (3 days multiplied by 12 weeks).

New Child Leave must be taken in consecutive weeks within 12 months after the child’s birth or placement of the child by adoption or foster care.

#### Designation of Leave

Logan has the right to designate as FM Leave all time missed by an employee which would qualify under this policy.

#### Notification by Employee



The employee is responsible to provide medical and other certifications including fitness for duty certifications in order for a FM Leave determination to occur.

1. Foreseeable Events. When foreseeable, an employee must provide *at least 30 days' advance notice* before FM Leave is to begin. An employee has an obligation to respond to Logan's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable Logan inquiries regarding the leave request may result in denial of FMLA protection if Logan is unable to determine whether the leave is FMLA-qualifying.
2. Unforeseeable Events. For unforeseen leave with no unusual circumstances, employees must provide notice of leave according to Logan's usual and customary notice requirements for such leave. As with foreseeable leave, an employee has an obligation to respond to Logan's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable Logan inquiries regarding the leave request may result in denial of FMLA protection if Logan is unable to determine whether the leave is FMLA-qualifying.

#### Failure to Give Notice

Failure to give notice as required, may result in delay or denial of FM Leave. In the case of foreseeable leaves, Logan may delay the leave for up to 30 days from the date the employee notified Logan of the need to take the FM Leave.

#### Medical Certification

The employee must submit a Certification of Physician or Practitioner no later than 15 days following a request for FM Leave. The certification must be completed by a qualified health care provider. Logan retains the right to have the employee examined by another health care provider at its expense. Logan reserves the right to request periodic additional medical certifications during the term of the leave of absence.

#### Intermittent or Reduced Schedule

If and only if it is medically necessary, FM Leave may be taken on an intermittent or reduced schedule basis. Intermittent or reduced schedule leave will be counted on a quarterly-hour basis to apply toward the twelve-week maximum per twelve months. As with all FM Leave requests, the employee must submit a Medical Certification to support their need for an intermittent or reduced schedule leave. Furthermore, the employee must inform Logan of the anticipated treatment schedule and reasons for the proposed schedule. During this schedule, Logan may require an employee to work in a different position or on a different schedule that will better accommodate the necessities of the leave schedule. The alternative position will have the same pay and benefits as the position held prior to commencement of the leave. In all instances, the employee is

obligated to plan for treatments so that they will cause the least disruption to Logan. Logan retains the right to deny an intermittent or reduced schedule leave for New Child Leave.

### Pay and Benefits

Logan does not compensate an employee on FM Leave beyond what the employee is eligible for under Logan's vacation and sick leave policies. The employee must use vacation and sick leave during FM Leave. Regardless of whether the employee receives pay during the leave, the full amount of leave will be counted toward the 12-week maximum leave available in a 12-month period. In addition, the use of paid leave is limited to the use specified in the policy that defines that particular type of leave.

### Substitution of Paid Leave for Unpaid FM Leave

Leave provided under FMLA is unpaid. However, Logan will require that paid leave be substituted for unpaid FM Leave under the following circumstances:

*Accrued paid leave.* Logan will require the employee to use accrued paid leave for unpaid FM Leave. An employee's ability to use accrued paid leave is determined by the terms and conditions of Logan's normal leave policy. Logan will inform the employees that the employee must satisfy any procedural requirements of the paid leave policy in order to be paid.

*Disability leave.* Leave taken pursuant to a disability leave plan would be considered FM Leave for a serious health condition and counted against the leave entitlement permitted under FMLA. Because leave taken under a disability benefit plan is paid (at least in part), Logan will require the employee to substitute accrued paid leave during such leave.

*Workers' compensation.* Time taken off from work due to an injury covered under Missouri's workers' compensation program may be counted against the employee's FM Leave entitlement. Because the workers' compensation absence is paid (at least in part), Logan will not require the substitution of accrued paid leave during workers' compensation leave. However, Logan and the employee may agree to have paid leave supplement workers' compensation benefits. When workers' compensation benefits end, Logan will require the use of accrued paid leave.

During a FM Leave, Logan will continue to provide the same level of medical/dental benefits to the employee as before the leave, provided that the employee continues to pay the employee's share of the coverage. If the employee receives pay while on FM Leave, the employee's share of the premium payments will be deducted from the employee's paycheck. If the employee does not receive pay while on leave, then the employee must pay his or her portion of the insurance premium before he or she takes the leave or no later than 30 days after it would be due if the

employee were actively employed. Coverage will be terminated if the employee is more than 30 days late in paying his or her share of the premium. Any employee whose coverage is terminated during FM Leave will be reinstated to the same level of benefits and on the same terms upon return from leave as the employee enjoyed prior to commencing leave with the exception of any faculty-wide or Logan-wide benefit change that the employee would have incurred had s/he been actively working.

Coverage of all insurance may stop if Logan learns the employee does not intend to return to employment or does not return to employment. In these cases, Logan may request the employee to reimburse it for any premiums it has paid on his/her behalf during the leave unless the reason s/he did not return was because of a continued serious health condition or for other reasons beyond his/her control.

Employees on unpaid leave will not receive holiday pay during the leave period. An employee on intermittent leave for FM Leave is entitled to holiday pay only if the employee is scheduled to work that day.

### Return to Work

An employee returning from FM Leave must provide medical certification that he/she is able to resume working. Prior to returning to work, the employee must contact Logan and submit the medical clearance to return to work and to determine when to report for duty. Failure to follow these procedures may result in delay when he/she is ready to come back to work. Logan may require the employee to submit to a fitness-for-duty exam at its cost. The employee will be returned to the same or an equivalent employment position unless s/he has been notified that s/he is a "key employee". The employee will not lose any seniority or benefits because of the leave.

Failure to return to work at the end of the FM Leave may be considered resignation.

## LEAVES FOR EMPLOYEES WHO DO NOT MEET THE MINIMUM SERVICE REQUIREMENTS UNDER FMLA OR HAVE EXHAUSTED THEIR FMLA

### Medical Leave of Absence (MLOA)

Logan will provide a medical leave of absence for those employees who are unable to work because of illness or injury, but who are not eligible for Family and Medical Leave or who have exhausted their Family and Medical Leave. You should submit your request for this leave to the Human Resources Office.

Logan requires a certification from your treating physician that you are not able to work. In some cases, we will require you to be evaluated by a physician we select to determine if you are unable to work. Upon completion of this leave, you shall provide a certification from the treating physician indicating you may return to work. Logan makes

no promise that the employee will be returned to their job at the conclusion of the MLOA.

**Job Benefits:** Logan will pay its portion of the cost of insurance benefits for up to twelve (12) weeks while you are on a MLOA. During this leave, the health and dental insurance shall be continued with the College paying its part of the premium. You are responsible for paying your portion of the insurance, if applicable. You may pay your portion of the insurance premium, if applicable, before you take the leave or no later than 30 days after it would be due if you were actively employed. If you fail to pay your portion of the premiums for more than 30 days, the employee's coverage will be terminated. If the College learns you do not intend to return to employment or do not return to employment, then you will be offered the right to continue coverage at your own cost under COBRA.

However, if you have exhausted Family and Medical Leave, this benefit will not apply, because you already have received the benefit under that leave policy. In such a case, you will be offered COBRA to continue health and dental benefits at the conclusion of Family and Medical Leave.

While on a MLOA, you must use any remaining accrued vacation, sick time and floating day. No benefits will be accrued while an employee is on a MLOA. Except as otherwise provided by law, time spent on MLOA will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.

An employee who has an extended medical leave may be eligible for long-term disability insurance benefits. Consult the Summary Plan Description about the benefits provided by that insurance.

## FUNERAL LEAVE

In the event of a death of an immediate family member, a funeral leave of up to three scheduled working days, if necessary, may be granted with pay to employees eligible for benefits. Immediate family includes: spouse, mother, father, children, sister, brother, grandparents, father-in-law and mother-in-law, grandchildren.

## MILITARY LEAVES OF ABSENCE

If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as is practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. Your eligibility for reinstatement is determined in accordance with applicable federal and state laws.

## JURY DUTY

If an employee is summoned to appear in court for jury duty, the employee will be allowed to keep the jury duty compensation and will be paid for regularly scheduled workdays. When an employee serves Jury Duty it is his/her responsibility to submit the proper documents substantiating appearance/service and the Absence Record Form to the employee's supervisor and the Human Resources Department.

## VOTING

The College encourages all employees to exercise their democratic right to vote by allowing time off with pay, if necessary, to vote. The College, however, asks the employee to exercise mature judgment in selecting the time when going to the polls. If at all possible, voting should be done before or after you come to work. If you must miss time from work while voting, let it be at the beginning or end of your day. Every effort should be made to vote on your own time; but if it is unavoidable, contact your Supervisor/Department Head prior to the voting date.

## WORKERS' COMPENSATION

All injuries sustained while on duty must be reported to the Supervisor or Department Head immediately, even if you feel the injury does not warrant medical attention. Your Supervisor/Department Head will then take the necessary action. If you are unable to contact your Supervisor/Department Head then you should contact the Human Resources Department. An accident report on the circumstances surrounding the injury must be completed for Workers' Compensation Insurance.

For all injuries requiring immediate medical care, the employee will be tested for alcohol and non-prescription controlled substances. An employee's refusal to take a test for alcohol or non-prescription controlled substances (including illegal drugs), as defined by 195.010, ROMs, at the request of Logan shall result in the forfeiture of benefits under the chapter, plus disciplinary action up to termination of employment.

## COUNSELING

Sometimes employees have personal or emotional problems such as a family crisis. We recognize that these are "personal" problems and respect your right to privacy unless such a problem affects your work. The College maintains a counseling service free of charge to all students, employees and their spouses and their children (22 years of age and under). Licensed professionals provide counseling services as an extension of the Office of Student Services and also through an independent EAP

service. Self-referral, family members, administration or faculty members may initiate counseling. All referrals and follow-ups are confidential except in extreme circumstance as allowed by law.

## CAFETERIA AND CHARLIE'S GRAB N' GO

The cafeteria, operated by Food Service Consultants, is located in the lower level of the administration building. Breakfast, lunch and snacks may be purchased. Coin operated vending machines and microwaves are located in the Vending Room (G30A) across the hall from the cafeteria and within the Student Center. Charlie's Grab N' Go is located with the Student Center on the first floor of the administration building. Sandwiches, beverages and snacks will be available for purchase. The hours of operation for the cafeteria and Charlie's Grab N' Go are from 6:45 a.m. to 2:00 p.m. Monday-Thursdays and 6:45 a.m. to 1:00 p.m. on Fridays when classes are in session.

## MATTHEWS BOOKSTORE

The Matthews Bookstore is located on the main floor, near the health center. It is open Monday through Friday from 7:00 a.m. to 4:00 p.m. and on some weekends. School supplies, anatomical charts, clinic jackets, lab coats, clothing, snacks, greeting cards and various other items are for sale.

## LEARNING RESOURCE CENTER

The Learning Resources Center (LRC) is centrally located on the first floor of the William N. Coggins, D.C., Administration Center. It is available for all employees. Hours are Monday through Thursday, 7:00 a.m. to 10:00 p.m.; Friday 7:00 a.m. to 5:00 p.m.; Saturday 10:00 a.m. to 5:00 p.m.; and Sunday 12:00 noon to 5:00 p.m. The employee ID card allows you to check out materials from the LRC.

## PARKING

Logan provides parking areas for all employees. To be eligible to use the parking lot, the employee must have a parking permit from the College. The parking permit is issued at no cost, and can be obtained through the Physical Plant, Room G-36. Permits are available for additional vehicles brought on campus. No employee is permitted to park in the visitor's lot. Temporary parking permits are also available in room G-36.

It is mandatory to register vehicles. Failure to comply with parking regulations will result in a traffic violation, warning notice and/or a fine.

### Parking Regulations

1. **Students, faculty and staff may park in the following parking lots:** Lot #1- west of the double yellow line, #2, #3, #4, #5, #6, #7, #8, and #9 on the east side of the Student Center.
2. **Patient/Visitor parking** is located in Lot #1 east of the double yellow line. This area is NOT available for student or employee parking.
3. **Reserved Parking Areas** may be used only by those people who have been assigned to specific reserved spaces and all are well marked by signs and/or pavement markings. They are located in Lot #1, Lot #3, Lot #5, and all of Lot #9 west of the Student Center.
4. **Parking Permits:** All employees and students must have their vehicles registered on campus and display a current parking permit at all times. The permit/sticker will be placed in the lower left rear window behind the driver or the lower right corner of the windshield, if the rear window is darkly tinted or the vehicle is a convertible, has a removable hard top, etc.

Parking permits may be obtained from Security, located in the Administration Center Lobby, or from the Physical Plant Office in Room G36.

The owner of a vehicle is responsible for parking violations regardless of who parked the vehicle.

Temporary parking permits are available in Security or the Physical Plant office, G36.

The speed limit is 20 mph in all areas of the campus.

5. **Tickets will be issued.** Parking regulations are in effect 24 hours a day. The amount of fines will be determined by the administration of Logan and will be published from time to time. Repeat offenders will be dealt with individually and may be subject to additional action and/or loss of campus parking privileges
6. **Appeal Process:** To appeal parking tickets, go to Student Services, room 147, within 10 days of receipt, fill out the Ticket Appeals form, and include a copy of the ticket(s).
7. **Restricted Parking:** All reserved and Patient/Visitor parking areas and spaces. Also, there is no parking in fire lanes, roadside, handicapped spaces, or on any grassy areas. **Park only in designated parking lots and occupy only one lined parking space. Restricted areas are in effect 24 hours a day.**
8. **An area restricted to Motorcycle parking** is available in Lot #9 adjacent to the Student Center.
9. **Vehicles left on campus overnight, or for an extended period:** Owners must notify Security or the Physical Plant.
10. **The campus closes at 12:00pm, Midnight, and re-opens at 6:00am.**

**ALL VEHICLES ILLEGALLY PARKED WILL BE TOWED AT THE OWNERS EXPENSE TO:**

Convent Garden Services  
1325 North 10<sup>th</sup> Street  
St. Louis, MO  
(314) 231-5651

## **GENERAL INFORMATION**

### **PERFORMANCE REVIEWS**

The Supervisor will conduct a performance review during the first three or six months of employment, as appropriate. Thereafter, performance reviews occur annually on a Standardized Performance Review Form.

The overall annual performance rating is used as a basis for salary adjustments (if granted) at the end of the fiscal year. Goals and objectives for employee and Supervisor are mutually agreed upon while the previous year's goals and objectives are reviewed for outcomes and assessments.

The forms and disbursement methods followed are available in the Human Resources Office.

### **PROMOTIONS/TRANSFERS**

It is the College's goal to fill each position with the best person for the job. The College usually tries to fill open positions within the College. However, the College reserves the right to fill positions from outside the College when in its judgment it is better to do so. If promoted or transferred the employee will be on a three or six months probation and the Supervisor will conduct a performance review as appropriate.

### **BULLETIN BOARDS**

There are bulletin boards throughout the College. However, for the purpose of official announcements in regard to employee related information issued by the Human Resources Department, the bulletin board outside the Human Resources Department is the official bulletin board. Posted thereon are job openings, births, illnesses, deaths and other important information relating to college employees. In addition Human Resources sends copies of this information to other areas as appropriate.

### **PAYROLL PROCEDURES**



The Accounting Office maintains pay records for all college personnel. The employee is paid by check or direct deposit every other Friday unless the day falls on a holiday. Paychecks or record of direct deposit should be picked up in the Accounting Office. If the college is closed on a payday, for those employees that do not have direct deposit, their paychecks will not be available until the next working day.

All time sheets and time cards must be approved by the appropriate Supervisor/Department Head and turned into the Human Resources Department by 10:00 A.M. on the Monday after the workweek.

## DIRECT DEPOSIT

Employees may automatically deposit their pay into a checking and/or savings account at any bank that is a member of the Federal Reserve Electronic Funds Transfer (EFT) system. The request form is available in the Human Resources Department.

## EXPLANATION OF PAYCHECK

With each paycheck, an employee receives a check stub or advice of deposit, which includes the information pertaining to that check or advice deposit. Information on the stub or advice deposit includes the rate of pay, earnings for the time period, various deductions and period ending date.

The total pay before deductions (gross) is listed along with cumulative pay received to date. The actual amount of pay (Net Amount) is also indicated on the stub or advice deposit. Total figures for deductions to date are also listed. Standard deductions include:

- Federal Withholding Tax
- Social Security Tax
- State Withholding Tax

Other deductions may include:

- Health Insurance
- TIAA Supplement (Suppl.)
- Pledge (P)

## MERIT ADJUSTMENTS

At the end of the fiscal year (August 31), the employee may be eligible for a salary adjustment based upon performance and the College's financial situation. Salary adjustments may be to general categories of employees, departments, or individuals. If there is a salary adjustment granted, it usually goes into effect on the first paycheck in September.

If an annual salary increase is granted, staff employees with less than twelve months service will receive a percentage of pay increase calculated on each month of employment. When hired in June, July or August eligibility for an annual increase will not occur until the end of the following fiscal year.

## SECURITY

Security personnel are generally present 24 hours a day. They are here to assist you with any security problems you may have. Security, however, is everyone's responsibility, and employees are expected to take proper steps to protect college property from theft and damage by locking offices and other work areas when there is no one present. If theft or damage to equipment does occur, you are expected to report it to your Supervisor. If you need to reach security directly, they can be contacted through the Receptionist's Office before 5:30 p.m. After 5:30 p.m., Security can be reached through the Logan Health Center Receptionist Desk, telephone number 636-227-0903; direct line at 636-230-1986 (see Emergency Preparedness Plan).

## EMPLOYEE STATUS CHANGES

As an employee, it is your responsibility to notify the Human Resources Department whenever you have a change in status that should be included in your personnel, retirement or insurance records. If you change your name, address, telephone number, marital status, or beneficiary designation or have some other change of this type, contact Human Resources as soon as possible to complete a change form. Failure to notify Human Resources of these changes may result in difficulties in reaching you as well as providing timely information to you.

## PERSONAL TELEPHONE CALLS, EMAILS AND PAGERS

Telephones are to be used for College business. Personal matters should be taken care of before reporting to work.

## CREDIT UNION

Membership in Health Care Family Credit Union is available to all employees at Logan College. A full line of credit union benefits is available including loans, savings, new car purchases, etc. Before entering into any personal financial transaction, it is advisable that you check with the credit union for their terms.

## CRIME REPORT

As required by the Student-Right-To-Know and Campus Security Act, the Campus Crime and Security Report is compiled and distributed to students and employees annually. The report is available on the Internet at <http://ope.ed.gov/security> and at [www.logan.edu](http://www.logan.edu). A hard copy of the report may be obtained from the office of the Vice President of Administrative Affairs.

# LOGAN'S FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

## Overview

The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. §1232g, as amended, is a federal law giving certain rights to parents or students regarding education records at schools of every level receiving funding from the U.S. Department of Education. At the postsecondary school level, the rights afforded by FERPA belong, in general, to the student rather than the parent. The five rights, as summarized in the Department of Education regulations, 34 CFR §99.7, are as follows:

1. The right to inspect and review the student's education records.
  2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  3. The right to consent to disclose personally identifiable information contained in the student's education records, except to the extent that FERPA and the regulations authorize disclosure without consent.
  4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements and regulations of FERPA.
  5. The right to obtain a copy of the institution's student record policy.
- I. RIGHT TO INSPECT AND REVIEW.** Students may inspect and review their education records upon request to the appropriate record custodian. (See list of types, locations and custodians of student records at the end of this policy)

The regulations define "education records" as meaning, subject to the few exceptions, those records that are (1) directly related to a student and (2) maintained by an educational institution or by a party acting for the institution.

A student should submit to the record custodian a written request, which identifies, as precisely as possible, the record or records s/he wishes to inspect. The office of the record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within a reasonable time, but in no event more than 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only that part of the record that relates to him or her.

Logan reserves the right to refuse to permit a student to inspect the following records:

1. Financial records of the student's parents.
2. Confidential letters and statements of recommendation for which the student has waived his or her right of inspection and review.

3. Records connected with an application to attend Logan if the application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Logan reserves the right to deny copies of transcripts or copies of records (but not access to the record) in any of the following situations:

1. the student has an unpaid financial obligation to Logan, or
2. the student has failed to comply with disciplinary sanctions.

**II. RIGHT TO SEEK AMENDMENT.** If a student believes the education record(s) relating to the student contain information that is inaccurate, misleading, or in violation of the student's privacy rights, s/he may ask Logan to amend the record. The procedures for amendment of records are the following:

1. Students should submit to the office of the record custodian (see list at the end of this policy) a written request for amendment of the record, identifying the part of the record requested to be changed and specifying why it is inaccurate, misleading, or in violation of their privacy rights.
2. Logan will decide whether to amend the record as requested within a reasonable time after receiving the request.
3. If Logan decides not to amend the record as requested, it shall inform the student in writing of its decision and of his or her right to a hearing.
4. If the student requests a hearing, Logan shall hold the hearing within a reasonable time after receiving the request. Logan shall give the student reasonable advance notice of the date, time and place. The hearing may be conducted by an individual without a direct interest in the outcome, including a Logan official. At the hearing, Logan shall give the student a full and fair opportunity to present evidence relevant to the issues.
5. Logan shall make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.
6. If, as a result of the hearing, Logan decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the student of the amendment in writing.
7. If, as a result of the hearing, Logan decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will inform the student of the right to place a statement in the record commenting on the contested information and stating why s/he disagrees with Logan's decision.

8. If a statement by the student is placed in the record, Logan shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

**III. RIGHT TO CONSENT TO DISCLOSURE.** Logan will not disclose personally identifiable information from a student's educational record without the prior written consent of the student, except:

- a. to comply with a federal grand jury subpoena or any subpoena issued for a law enforcement purpose, in which case the court or other issuing agency orders, for good cause shown, that the existence or contents of the subpoena or any information furnished in response to the subpoena not be disclosed.
- b. to parents or legal guardians of students under 21 regarding a disciplinary violation involving a Logan rule or policy governing the use or possession of alcohol or a controlled substance, and,
- c. to school officials within Logan who Logan has determined to have a legitimate educational interest in the records.

The definition of a school official includes but is not necessarily limited to:

- A person employed by Logan in an administrative, supervisory, academic or research, or support staff position.
- A person employed by or under contract to Logan to perform a special task, such as an attorney or auditor.
- A person serving on the Board of Trustees.
- A student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her task.

A school official, in most cases, will have a legitimate educational interest if the official is carrying out the duties or responsibilities of his or her position. A school official has a "legitimate educational interest" if the official is:

- Performing a task that is specified in his/her position description or by a contractual agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, maintenance of the safety and security of the campus or students, job placement or financial aid.

Without prior consent by the student, FERPA authorizes releases of personal information to third parties as follows:

- a. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with the

audit or evaluation of certain state or federally supported education programs.

- b. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- c. Institutions from which the student has received or applied to for financial aid.
- d. As required by state law.
- e. To organizations conducting certain studies for or on behalf of Logan.
- f. To accrediting organizations to carry out their functions.
- g. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- h. To comply with a judicial order or a lawfully issued subpoena.
- i. The results of any disciplinary proceeding conducted by Logan against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- j. At a time of emergency defined in terms of the following considerations:
  - 1.) The seriousness of the threat to health or safety.
  - 2.) The need for access to the record in meeting the emergency.
  - 3.) Whether the person requesting the records is in a position to deal with the emergency.
  - 4.) The extent to which time is of the essence in dealing with the emergency.

In these instance, a record of access will be kept by Logan which indicates (a) name and signature of person who requested or examined the file; (b) the purpose for which the file was accessed; (c) date on which access to record occurred; and (d) clear notice that the information must not be released by a third party without the consent of the student. Logan will keep notification of releases made to third parties in the student's record.

Logan designates the following as directory information:

name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received (including Dean's list), and the most recent previous educational agency or institution attended by the student.

Directory Information is information that Logan may disclose but is not required to be disclosed without prior consent by the student.

In accordance with the requirements of FERPA, Logan annually will give public notice to students in the Student Handbook, Catalog and website of the types of personally identifiable information that Logan has designated as directory information. Furthermore Logan will give the student the opportunity to refuse to let Logan designate any or all types of information about him or her as directory

information. Copies of forms to request non-disclosure of directory information are available in the Registrar's Office.

RECORD OF REQUESTS FOR DISCLOSURE. Subject to certain expectations set forth in FERPA regulations, the record custodians within Logan will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

- IV. RIGHT TO FILE A COMPLAINT.** Students have a right to file a complaint with the U.S. Department of Education if they believe that Logan has failed to comply with the requirements of FERPA. The complaint should be in writing and contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred. The complaint should be sent to:
- Family Policy Compliance Office
  - U.S. Department of Education
  - Washington, D.C. 20202-4605

**V. TYPES, LOCATION AND CUSTODIANS OF STUDENT RECORDS**

All students have records in one or more of the following offices, maintained by the custodian listed.

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admissions Records	Admissions Office	VP of Enrollment
Advising Records	Advisor's Office	Academic Advisor
Counseling Records	Counselor's Office	Counselor
Credential Files	Registrar's Office	Registrar
Academic Records	Registrar's Office	Registrar
Disability Records	Student Services	Dean of Student Svcs.
Disciplinary Records	Student Services	Dean of Student Svcs.
Accounting Records	Business Office	CFO
Financial Aid Records	Financial Aid Office	Financial Aid Director
Supplemental Seminar & Training Certification	Post Graduate Office	VP Chiropractic Affairs
Clinical Educational Records	Clinic	Clinic Data Entry

## ACKNOWLEDGEMENT

I acknowledge that I have received a copy of Logan's Staff Handbook. The handbook is also located on the Shared Public (P) drive within the HR Employee Communication & Forms folder. I accept that it is my responsibility to review and understand its contents. I agree that I will follow these guidelines in my conduct on the job.

I understand that these documents are not an employment contract and do not bind Logan. Logan may change or depart from any provision at any time in its discretion. I understand that Logan may change or discontinue with prior notice any practices, procedures or benefits.

I agree that my employment is for no definite period and may be terminated at any time by Logan or me, with or without cause and without any previous notice. I also understand that all final decisions on any matter, including any continued employment, rest solely with the president of Logan. Only Logan's President has the authority to make an enforceable agreement or understanding. Any such agreement or understanding must be in writing signed by Logan's President and employee.

I agree that Logan can deduct from my final paycheck any monies equaling any unearned but used vacation or sick leave.

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Employee Signature

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Print Name

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Date

This acknowledgement will be kept in the employee's personnel file.



