“Learning to Be the Best:
A Power for Good in the Twenty-First Century

Dr. David H. Swinton
President
“Benedict College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of Benedict College.”
IMPORTANT NOTICE

NOTHING IN THIS MANUAL OR ANY OF BENEDICT COLLEGE'S POLICIES AND PROCEDURES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT OR TO CREATE CONTRACTUAL RIGHTS BETWEEN BENEDICT COLLEGE AND ANY EMPLOYEE. NO ORAL OR WRITTEN PROMISES OR REPRESENTATIONS BY A MANAGER, SUPERVISOR, DEAN, OR DEPARTMENT HEAD OR OTHER SUPERVISOR EMPLOYEE CAN ALTER ANY CONTRACT OF EMPLOYMENT OR CREATE AN EMPLOYMENT CONTRACT FOR ANY SPECIFIED LENGTH OF TIME. ONLY THE PRESIDENT OF BENEDICT COLLEGE HAS THE AUTHORITY TO ENTER INTO CONTRACTS OF EMPLOYMENT WITH ANY EMPLOYEE, AND SUCH CONTRACTS MUST BE IN WRITING AND SIGNED BY THE PRESIDENT AND THE EMPLOYEE.

I ACKNOWLEDGE RECEIPT OF THE BENEDICT COLLEGE POLICIES AND PROCEDURES MANUAL AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

__________________________________________ DATE: __________

SIGNATURE

Approved

David Holmes Swinton

President and CEO

February 8, 2010
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POLICIES AND PROCEDURES MANUAL

PRELIMINARY INFORMATION

A BRIEF HISTORY OF BENEDICT COLLEGE

BENEDICT COLLEGE, originally Benedict Institute, was founded in 1870 on an 80-acre plantation in Columbia, South Carolina. Under the auspices of the American Baptist Home Mission Society, Mrs. Bathsheba A. Benedict of Pawtucket, Rhode Island, provided the amount of $13,000.00 to purchase the land to open Benedict Institute on December 12, 1870. This new school was established to educate recently emancipated people of African descent.

Benedict's first class consisted of ten recently emancipated people of African descent and one teacher, the Reverend Timothy L. Dodge, D.D. He was a college-trained preacher from the North, who became president of the Institute. Benedict Institute set out from humble beginnings in a dilapidated former slave master's mansion to prepare men and women to be "powers for good in society." The mansion, built in 1839, served as the first schoolhouse where grammar school subjects, along with Bible and theology, were taught. Eventually other subjects were added to the curriculum to address the original objective of the school: to train teachers and preachers.

On November 2, 1894, the institution was chartered as a liberal arts college by the South Carolina Legislature and the name "Benedict Institute" was changed to "Benedict College."

From 1870 to 1930, Benedict College was led by seven northern white Baptist ministers, all college trained. On April 10, 1930, the Reverend John J. Starks, who earned his bachelor's degree from the College in 1891, became the first African American president of the College. Five African-American presidents have succeeded him.

Maintaining a liberal arts tradition, Benedict College now offers bachelor degree programs in thirty major areas of study to meet the needs of a complex and technological society at home and world-wide as the twenty-first century sets new parameters for peoples across the globe.

In 1994 with a strategic planning process in place, Benedict College set an enrollment goal of "2000 by the year 2000". The goal was achieved in 1996 with an enrollment of 2,138 students. The fall 2002 enrollment was 3,005. Benedict College is engaged in an on-going strategic planning process, which will guide the College in the twenty-first century.
During this period, new construction has included three residence halls, a parking garage, a campus center/dining hall, an Administration Building, a Business Development Center, and perimeter fencing. Additionally buildings were acquired to house a fitness center, the Division of Community Development/Center for Excellence, the Child Development Center, the Visitor’s Center/Admissions Office, and the Continuing Education/Evening and Weekend Program. Three apartment complexes have been purchased for student housing.

As a part of the College's community development thrust, more than 50 dilapidated properties in the adjacent community have been renovated.

The College is celebrating 140 years of providing quality education to its students and meritorious service to this community. Across the years, more than 15,000 graduates of Benedict College have succeeded in all areas of human endeavor.

Benedict College is a place where "Learning to Be the Best: A Power for Good in the Twenty-First Century" characterizes its commitment to quality and continuous improvement The College is currently undergoing an extensive campus improvement plan, which includes land acquisition and the completion of a comprehensive athletics complex which includes the Charlie W. Johnson Stadium. Campus facilities improvements since 1994 have included installation of air-conditioning, fire sprinkler systems, and security systems in residence halls; completion of an activities field and community park; renovation of Bacoats Hall, Alumni Hall, Starks Center, and historic Antisdel Chapel; and restoration of historic Morgan, Pratt, and Starks Halls, the latter of which houses the Student Leadership in its role as one of the nation’s premier historically Black Colleges.

PRESIDENTS OF BENEDICT COLLEGE

Timothy L. Dodge, D.D. 1871-1876
Lewis Colby, D.D. 1876-1879
E. J. Goodspeed, D.D. 1879-1882
Charles E. Becker, D.D. 1882-1895
Abraham C. Osborn, D.D., L.L.D. 1895-1911
Byron W. Valentine, A. M. 1911-1921
Clarence B. Antisdel, D.D., L.L.D 1921-1930
Henry Ponder, B.S., M.S., Ph.D. 1973-1984
David H. Swinton, B.A., M.A., Ph.D. 1994-Present
ACTING/INTERIM PRESIDENTS OF BENEDICT COLLEGE

Betty S. Shearin, B.S. 1984-1985

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Documents describing accreditation may be reviewed upon request in the President’s Office or the Office Academic Affairs.

VISION STATEMENT

Benedict College will be the best open enrollment Historically Black College in the nation by 2012.

MISSION STATEMENT

Benedict College will be a power for good in society.

We will be a full opportunity college with high quality programs of teaching, research, and public service.

These programs will provide our students and community with the knowledge, skills, understandings, and value required to empower them to create a better world.

We seek geographic, international, racial diversity in our student body while continuing to facilitate the empowerment, enhancement, and full participation of African Americans in a global society.
ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

BOARD OF TRUSTEES

The Board of Trustees, by charter, is the body that is legally responsible for the overall governance and the promulgation of all policies for the administration of Benedict College. This governing board is the legal body responsible for the selection, and evaluation, of a president to carry out all enacted policies. On the recommendation of the president, the board approves all vision and mission statements, strategic plans, budgets, curriculum changes, faculty promotion and tenure, and awarding of all earned and honorary degrees. The Board of Trustees recognizes a clear distinction between the policymaking functions of the Board and the responsibility of the administration and faculty to administer and implement policy.

OFFICE OF THE PRESIDENT

The Mission of the Office of the President is to provide the vision, leadership, and administrative oversight for all College divisions. The Office ensures that the mission of the College is appropriate, articulated to all College constituents, and adhered to in all activities of the College. The Office provides leadership in the development and implementation of the College's Strategic Plan, and ensures that all goals and objectives of the College are met.

The President's Office regularly monitors, assesses, and gives feedback to the administrative divisions on the performance of all of the administrative divisions. The Office ensures that the organizational structure and staffing, as well as the financial, human, and other resources are adequate to facilitate the success of the College. The Office also provides leadership and oversight for fund development and budget planning and administration.

The President establishes and maintains productive relations with internal constituents: faculty, staff, and students, as well as external constituents: churches, alumni, business, government, community, and others. The Office provides support for all activities of the Board of Trustees.

THE PRESIDENT

The President is the Chief Executive Officer of the College and he/she is appointed by the Board of Trustees. He/she is responsible to the Board for administering the educational and business policies of the College and for securing and preserving the assets of the institution. He/she is the official channel for communication between the Board of Trustees and the faculty, staff and students of the College.

The President is responsible for the formulation of strategic directions, goals, and
objectives of the College. With the assistance of the faculty, staff, and students, he/she provides optimum conditions to achieve the College's mission.

The President is the head of the faculty, and as such he/she is responsible for leading the faculty in the articulation and implementation of the academic goals and objectives of the College.

The Executive Vice President

The mission of the Office of the Executive Vice President is to provide administrative oversight for designated administrative functions aimed at achieving the goals of the College. These functions include managing the Standing Committee program and chairing designated standing committees; providing oversight for the Records Center and Institutional Research and Assessment; providing leadership or oversight for special task forces and projects as specified by the President; and assisting the President in ensuring that all departments and divisions develop and implement strategic plans to achieve the College's goals, and that departments and divisions develop, implement, and maintain college wide policies and procedures manuals to govern the College's operations.

The Executive Vice President is second in charge to the President and acts on his behalf in his absence or as directed.

The Coordinator of the Records Center is responsible for coordinating and implementing the College’s Records Management Program. His duties include developing and implementing policies and procedures for the program, and conducting inventory, analysis, intake, storage, and final disposition of all campus records. He conducts imaging and microfilming of records, retrieves records for requestors, according to guidelines, and performs other related duties as necessary or requested.

The Director of Institutional Research and Assessment has management responsibility for all institutional research and assessment functions, including data extraction, collection, analysis, and the strategic use of data. The Director is responsible for managing multiple analytic functions, including developing and maintaining internal and external data reporting, preparing quantitative analyses, conducting surveys, monitoring the maintenance of the Institutional Research Database, preparing annual mandatory federal and state reports, and managing data for the College’s accreditation needs. The Director is also responsible for collecting and coordinating institutional division reports to develop the President’s quarterly and year-end reports and PowerPoint presentations for the Board of Trustees.

The Special Assistant to the President for Special Projects

The Special Assistant has overall responsibility for special projects, special papers, research reports, and special assignments, as given by the President. Specific responsibilities include organizing and coordinating the annual Black History
Teleconference.

**The Special Assistant to the President/Director of Financial Aid Reconciliation and Automated Processes**

The Special Assistant to the President/Director of Financial aid Reconciliation and Automated Processes is responsible for originating and disbursing all Federal loans and grants for students through an automated process. She conducts the monthly reconciliation and close out of each program end with the Office of Financial Aid, the Office of student Financial Services, and the Accounting Department to ensure that all aid has been requested, received, and applied to the student’s account. She monitors the processing and awarding of Federal and State aid as it relates to student eligibility under the Federal Regulations and guidelines of the Department of Education. She is responsible for ensuring that all Institutional Aid is processed and sent to the Office of Student Financial Services.

**Office of the Director of Athletics**

The Director of Athletics reports to the President. The Director has basic administrative responsibility for the direct supervision, approval, conduct and control of the athletics program; provides the President with information and documentation necessary for policy, programmatic and operational decisions; and maintains and implements College SIAC, NCAA, and conference rules and regulations.

Key duties include but are not limited to the administration of all fiscal operations, the establishment of administrative policies and procedures designed to achieve athletics goals and sound academic standards, evaluating programs and staff, and working closely with the Compliance Coordinator to provide leadership for and supervision of compliance with rules and regulations by coaches, friends, and supporters of the College. As directed by the President, the Athletics Director reviews annually the applicable SIAC and NCAA rules and regulations with every coach and athletics staff member and ensures compliance.

**Office of Human Resources**

The Office of Human Resources reports to the President and is responsible for developing, implementing and administering the College’s Human Resources policies and procedures. In addition, the Office of Human Resources coordinates all faculty and staff hiring decisions including advertisement, recruitment, employment contract issuance, orientation and training. The Director of Human Resources also negotiates and represents the College as Legal Liaison in all labor related matters including employment issues, worker’s compensation and unemployment compensation hearings. The office ensures compliance with Federal and State regulations to include Affirmative Action, ERISA Requirements, and Fair Labor and Standard Act and coordinates the salary and wage administration program.
DIVISION OF ACADEMIC AFFAIRS

In keeping with the mission of the College, the mission of the Academic Affairs Division is to deliver high quality education programs in teaching, research, and service. The Division provides instruction for students that lead to Baccalaureate Degrees through the School of Business and Economics, School of Education, School of Humanities, Arts, and Social Sciences and the School of Science, Technology, Engineering and Mathematics and the School of Continuing Education. Through the General Education core with focuses on communication, technology, and liberal arts studies, major and support courses which reflect current trends, concepts and technology in the discipline, and free electives which allow further well roundness, students are prepared for high level career positions in their major field and for post baccalaureate studies. Quality faculty are recruited, provided orientation to the nature and mission of the College, engaged in continuous faculty development, and provided appropriate instructional resources so that they can provide relevant and innovative instruction to students.

Office of Vice President for Academic Affairs

The Vice President for Academic Affairs is appointed by and is administratively responsible to the President for all matters relative to instruction, academic research, selected programs, curriculum, academic policy, standards, affiliations, faculty personnel, and the academic aspects of student life. The Vice President is the chief academic officer of the College. Through the school deans and other administrators in the division the Vice President for Academic Affairs is responsible for (a) recommending the employment, promotion, and tenure of all academic personnel; (b) conducting suitable searches for new personnel; (c) the teaching, research, and service activities of the faculty; (d) recommending and implementing budgets for all academic activities; (e) academic program planning, development, and evaluation; (f) preparation, review, assessment, and revision of annual and five-year academic plans; (g) overseeing the development and implementation of an annual faculty and staff development plan; and (h) direct supervision of school deans and associate and assistant vice presidents for academic affairs.

The Office of Academic Affairs provides leadership and support for the academic programs of the College. It is headed by the Vice President for Academic Affairs. The Associate Vice President for Academic Affairs, the Dean of the School of Business and Economics, the Dean of the School of Education, the Dean of the School of Humanities, Arts and Social Sciences, the Dean of the School of Science, Technology and Mathematics, the Dean of School of Honors and the Dean of the School of Continuing Education report to the Office of Academic Affairs. The support services within the Academic Affairs Office include the following departments: Service Learning and Leadership Development, Library Services, Career Services, Counseling and Testing Services, Educational Support Services and International Programs.
The Office of Academic Affairs coordinates the educational programs of the College. It is responsible for arranging class schedules and registration, supervising programs for study, overseeing the Learning Resources Center and other support units, maintaining records on faculty, and generally administering the academic policies of the College. The Office of Academic Affairs is responsible for creating and maintaining the proper climate in which academic programs can function effectively.

Office of Associate Vice President for Academic Affairs

The Associate Vice President for Academic Affairs supports the Vice President in carrying out his/her responsibilities. He/she oversees the Library, Summer School, the academic component of registration, and performs other duties and responsibilities assigned by the Vice President for Academic Affairs. The academic support programs are designed to enhance the educational programs and complement the educational, social, moral and physical development of students' achievement.

The Schools and Departments

The instructional program of the academic affairs division is divided administratively into five degree granting schools plus the School of Honors. Each of the degree granting schools is made up of a group of related disciplines. Four of the degree-granting schools are subdivided into departments as indicated below:

School of Business and Economics

Economics, Finance and Accounting Department

Business Administration, Management and Marketing Department

School of Education

Education, Child and Family Studies Department

Teacher Education Program

Health, Physical Education and Recreation Department

Social Work Department

Military Science Program

School of Humanities, Arts and Social Sciences

English, Foreign Languages and Mass Communication Department
Fine Arts Department

Social Sciences and Criminal Justice Department

School of Science, Technology, Engineering and Mathematics

Biology, Chemistry, and Environmental Health Science Department

Mathematics and Computer Science Department

Physics and Engineering Department

The School of Continuing Education, Evening and Weekend Programs

School of Honors

Through the five degree-granting schools, the College offers instruction in thirty majors.

Academic Deans

Academic Deans are appointed by the President upon recommendation by the Vice President for Academic Affairs and are administratively responsible to the Vice President for Academic Affairs for managing the affairs of the Schools. Academic Deans are the heads of the faculty and the chief administrative officers in their respective schools. Academic deans are expected to provide bold leadership and extraordinary vision for the Schools in order to develop the faculty, prepare students for competition in the global economy, improve curriculum and provide instructional and other resources to carry out the mission of the School. Academic Deans provide leadership and oversight for the development and implementation of strategic plans and budgets for departments and units within the School; manage the development, implementation and assessment of curriculum and instruction; supervise department chairs; implement the faculty and staff evaluation process within the school; oversee the process of recruiting, searching for, and hiring appropriate faculty and staff for the school and its departments to ensure high quality hires; develop and oversee the implementation of a faculty and staff development program to ensure continuous improvement of the faculty and staff; and ensure that faculty, staff, and students in the area achieve the results included in the strategic plans.

Associate and Assistant Academic Deans

Associate and Assistant Deans are appointed by the President upon recommendation by the Dean of a school and the Vice President for Academic Affairs. Associate Deans are responsible to School Dean and provide leadership for faculty, research and academic program development. Associate Deans are responsible for monitoring student advisement, registration and retention efforts, course schedule inventories, and catalog updates. Assistant Deans are responsible to a School Dean and also have duties and
Department Chairpersons

Department Chairpersons are appointed by the President upon recommendation by the Dean of a School and the Vice President for Academic Affairs. Department Chairpersons are the administrative head of academic departments within the College, and report to a School Dean. Chairpersons are responsible for coordinating short and long-range planning in their department. The chairperson oversees searches for part-time and full-time faculty, recommends part-time and full-time faculty appointments, retention, and promotion; develops and manages the departmental budget, conducts annual evaluation of faculty and staff, develops class schedules, assigns classrooms and other departmental resources, assigns teaching and advising responsibilities, supervises secretarial and support staff, and provides general oversight for departmental operations.

Director of Teacher Education

The Director of Teacher Education oversees the Office of Teacher Education and reports directly to the Dean of the School of Education. He/she is committed to supporting and advancing the mission of the College, primarily through its focusing on the preparation of students for service as teachers in the South Carolina schools and the nation. The Teacher Education Program seeks to provide comprehensive support, guidance and technical assistance to all teacher education students and faculty. The administration of the teacher education admissions process, coordination of all professional field experiences, induction year (first year of teaching) activities are major efforts advanced through the Program. The Teacher Education Program serves as the lead unit of the College for the Teacher Education accreditation process.

Director of International Programs

The Director of International Programs coordinates all College efforts to globalize College programs. He/she supports academic programs in establishing linkages with international programs. The Director also seeks out opportunities for students and faculty to travel abroad and participate in international exchange and internship programs. He/she also supports the faculty and staff with establishing international research and service programs.

School of Honors

The School of Honors at Benedict College is designed to enhance intellectual, cultural, spiritual, and career opportunities of highly selected, motivated, enthusiastic and critically inquisitive students. Begun in 1986, the School of Honors attempts to achieve its goals by providing exceptional stimulation and challenge to its participants, thus expanding their global horizons and academic expectations. The Honors faculty from each academic department design all Honors courses to include a program of study that is
in writing and research intensified, technologically enhanced, and internationally focused.

The School of Continuing Education/Evening and Weekend Programs

The Benedict College School of Continuing Education/Evening and Weekend Program is designed to accommodate the culture of the working adult and nontraditional student. The Evening and Weekend Program is an opportunity for working adults to finish what they started and complete the Bachelor's Degree at Benedict College. Adult Learners are afforded the opportunity to take classes that meet in the evenings and on Saturdays. Students receive individual attention and are provided personal career and academic advisors. The Benedict College Center for Life Long Learning is designed to meet the professional development and personal enrichment needs of our community constituents. Through the Center of Life Long Learning, Adult Learners are able to take courses for academic and non-academic credit. Through these courses students may earn renewal credit, continuing education units (CEUs), and certificate programs, while engaging in invigorating courses, seminars, skills training and professional and life enrichment activities.

Learning Resources Center

The Benjamin F. Payton Learning Resources Center (LRC) is the cornerstone for academic support, research and excellence for the College. The Learning Resources Center is centrally located on the College campus and consists of three levels. Emphasis is placed on providing a variety of services and resources that allow students, faculty and the community to access information in different formats that encompasses both traditional (i.e., print) and technological advanced access points to information.

Service-Learning and Leadership Development

Service Learning and Leadership Development department is designed to enhance students’ collegiate experience by bridging their academic, personal, professional, and cultural development to cultivate as ethic of leadership and citizenship through curricular and co-curricular activities. The units in the Service-Learning and Leadership Development are: New Student Orientation, Leadership Development Institute, Leadership Development Seminars, and the Service-Learning Program.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs consists of the following operational units: Dean of Students, Admissions and Student Marketing, Registrar and Student Records, Religious Services, Community Life, Campus Police, Student Health Services, Student Activities, Institutional Scholarships and Transportation Programs, Financial Aid, and Food Services.

Student Affairs is committed to the concept of “Students First” that contributes to the
mission of Benedict College by providing programs, extra curricular activities and services for students and the College community. The Division seeks to enhance quality of life for students; to facilitate intellectual, ethical, spiritual, social, and personal growth; to provide a healthy and safe living environment; and to create a culture that engenders respect for human diversity.

**Office of Vice President for Student Affairs**

The Vice President Student Affairs is appointed by and administratively responsible to the President in matters relative to student life, development and well-being. The Office of the Vice President is responsible for overall operations of the division; provides vision, leadership and oversight for the development, implementation, and assessment of strategic plans; recommends and monitors unit budgets; oversees the process of recruiting and hiring qualified staff; ensures continuous staff development and training; and conducts and monitors annual evaluation of unit directors and staff.

**Dean of Students**

The Dean of Students is responsible to the Vice President for Student Affairs for the administration of the student support and development services of the College. The Dean of Students supports the Vice President in carrying out his/her responsibilities. He/she oversees Health Center and the Student Judiciary and Student Grievance processes, as well as general student concerns.

**DIVISION OF BUSINESS AND FINANCE**

The mission of the Division of Business and Finance is to manage and oversee the Business and Finance, assets, and resources of the College in the most prudent way. The division administers planning, formulation, management and implementation of all budgets. The division also receives, manages, and accounts for all revenue and receipts of the College and administers the college's purchasing and procurement systems. The Division also oversees and administers all student accounts. The division is also responsible for all accounting and financial control functions. In addition, the Division oversees and implements payroll and personnel functions. The division is charged with the responsibility to ensure that the College receives maximum benefit from its assets and fiscal resources. The Business Office also oversees all auxiliary services including those provided by external contractors.

It is also the mission of the Division to adopt and implement the College's investment policies. The Division participates in the governance of the institution and where appropriate, makes recommendations, which would improve the effectiveness and/or efficiency of the College.
Office of the Vice President for Business and Finance

The Office of Vice President for Business and Finance provides leadership for the overall administration and management of the Division. This unit is headed by a vice president who is a senior administrator reporting directly to the President of the College is also a member of the president's cabinet.

The Vice President for Business and Finance supervises the administration of the following operational entities:

**Associate Vice President for Business and Finance**

- Contracting and Bidding Solicitations Department
- Financial Planning and Analysis Department
- Campus Post Office
- Campus Bookstore
- Physical Plant Department

**Assistant Vice President for Business and Finance/Controller**

- Accounting
- Accounts Payable Department
- Grants Accounting Department
- Student Financial Services Department
- Payroll Department

**DIVISION OF INSTITUTIONAL ADVANCEMENT**

Institutional Advancement is an integral of the College, which assists in meeting the College's mission, goals, and objectives. The unit specifically engages in activities that will help in obtaining the financial resources necessary to carry out the mission mandates. This unit also communicates with certain constituencies in an effort to tell the Benedict story, to keep alumni, churches, and friends abreast of College news and to cultivate supporters. The College runs two major fund-raising campaigns on an annual basis: The Annual Giving Campaign and the UNCF Campaign.

Periodically, other fund-raising events are held, including a Capital Campaign. The
College always looks for major donors, actively conducts prospect research, and provides the opportunity for planned or deferred giving; these are rolling campaigns.

**Office of Executive Vice President for Institutional Advancement**

The Executive Vice President for Institutional Advancement is the primary administrator responsible for institutional development, fund-raising, and external relations. The vice president, who is a member of the President's Cabinet, reports directly to the President of the College.

The Vice President for Institutional Advancement supervises the following operational activities: Alumni Affairs, Church Relations, Corporate and Foundation Relations, Public Relations, and Title III.

**DIVISION OF COMMUNITY DEVELOPMENT, SPONSORED PROGRAMS AND RESEARCH, GOVERNMENT AND EXTERNAL RELATIONS AND TECHNOLOGY**

Benedict College's Division of Community Development, Sponsored Programs and Research, Governmental and External Relations and Technology implements much of the College's community development effort as part of the service mission. The division was established to examine issues in the Africa American community affecting children and families, business and economic development, democracy and government, and educational excellence through research, public service, and teaching. The Division of Community Development, Sponsored Programs and Research, Governmental and External Relations and Technology seek to encourage economic development in African American communities statewide. The department works with communities to create community solutions that may be tried within the South Carolina community with the thought towards replication in our communities across the nation. By partnering with communities, the Division's efforts will provide state of knowledge programs and services to assist in the design and promotion of public policies that impact African Americans.

**Office of Senior Vice President for Community Development**

The Senior Vice President oversees the Division of Community Development, Sponsored Programs and Research, Governmental and External Relations and Technology provides leadership for the following areas: The Office of Community Development, the Center of Excellence, Summer Programs, the Benedict-Allen Community Development Corporation, the Benedict College Business Development Center, the Benedict College Child Development Center and Management Information Technology (MIS). The Senior Vice President for the Division of Community Development, Sponsored Programs and Research, Governmental and External Relations and Technology provides administrative support and oversight to each of these areas. The Senior Vice President reports the President and is a member of the President's Cabinet.
Business Development Center

The Business Development Center provides services to assist minority and disadvantaged businesses to grow and prosper. This Center provides below market rental space and support services for start-up firms, technical assistance, management and entrepreneurial education, and access to disadvantaged business loans.

OTHER RELATED ORGANIZATIONS

Benedict-Allen Community Development Corporation (CDC)

The Benedict-Allen CDC is a closely related subsidiary of Benedict College. It oversees efforts to improve economic, business, and housing opportunities for low and moderate income persons and families in the area immediately surrounding Benedict College and Allen University. The CDC is a separately chartered, 501 C3, tax-exempt, nonprofit organization. Benedict College exercises control and influence through the appointment of the majority of the directors. Currently its employees are employees of the college. The Vice President for Community Development exercises day-to-day supervision of the CDC's executive director.

Executive Director, Benedict-Allen CDC

The Executive Director is responsible for the efficient operation and management of the Corporation in order to accomplish its mission and facilitate its growth. The Executive Director develops and implements approved projects to carry out the Corporation's goals related to housing, business development, and economic development. The Executive Director is responsible for day-to-day management of the Corporation and makes recommendations to the CDC Board of Directors for future funding initiatives to be developed by and on behalf of the Corporation.

COLLEGE COMMITTEES ORGANIZATION AND RESPONSIBILITIES

THE FACULTY FORUM

The faculty forum of Benedict College includes all persons contracted to render fulltime service as a faculty member in one of the academic schools, a researcher in the Center of Excellence for Community Development, or a learning specialist, counselor, or seminar instructor in the Student Development unit, librarians, and academic administrators. The President of the College is chairperson of the Faculty Forum, sets the agenda for the meeting, and presides at all meetings when present. The Vice President for Academic Affairs is vice chairperson and presides at all meetings in the absence of the President. A faculty member designated by the Vice President for Academic Affairs serves as secretary of the faculty to keep accurate minutes of the meetings and to distribute the same to the entire faculty and selected staff within fifteen (15) days after each meeting.
The purposes of the Faculty Forum is to facilitate the dissemination of important information from the administration to the faculty, provide a forum for discussion and input by the faculty on important College matters, approval of faculty recommendations to the administration and election of faculty representatives as required by College policies.

Specific Faculty Forum Duties and Responsibilities:

The Faculty Forum meets monthly and in the fall and midyear Institutes to discuss and conduct the business of the faculty. Responsibilities of the Faculty Forum include:

- Elect the faculty member of the Board
- Elect faculty members of standing committees
- Recommend curriculum changes to the administration
- Recommend earned and honorary degree recipients to the administration

COMMITTEE STRUCTURE

At Benedict College, Standing Committees have been established to facilitate shared governance at the College. Membership on a committee may be by appointment, by election, or by virtue of position. Where members are appointed or elected, membership terms generally are for three years and are staggered so as to insure continuity.

Committees are required to prepare action plans for each year, to include an appropriate meeting schedule. They are to develop and adhere to procedures for meeting their responsibilities. Action plans and committee procedures are to be submitted to the Chair of the Committee on Committees within one month of the first meeting of the academic year. The original and one copy of the minutes of each meeting are to be submitted to the Chair of the Committee on Committees within five school days following the meeting. Recommendations resulting from committee deliberations are to be handled through established College channels. For composition and membership of each standing committee please refer to the current edition of the Standing Committee Handbook.

Administrative Cabinet and Division Councils

- Administrative Cabinet
- Academic Affairs Council
- Academic affairs Deans Council
- Council of Academic Administrators
- Institutional Advancement Senior Cabinet
- Student Affairs Council

List of Administrative (College-Wide) Committees

- Athletics Committee
• Committee on Committees
• College Convocations, Assemblies, and Special Events Committee
• Enrollment and Retention Committee
• Faculty and Staff Grievance and Appeals Committee
• Faculty and Staff Recognition and Courtesy Committee
• Honorary Degree Committee
• Information Technology Committee
• Institutional Assessment Advisory Committee
• Publications Committee
• Religious Life Committee
• Summer and Special Programs Advisory Committee

List of Academic Affairs Committees

• Bio-hazards and Radiation Safety Committee
• Bookstore Advisory Committee
• Committee on Misconduct in Science and Protection of Human Subjects
• Curriculum Committee
• Faculty Awards Committee
• Faculty Promotion and Tenure Committee
• Honors Advisory Council
• International Programs Advisory Committee
• Institutional Animal Care and Use Committee (IACUC)
• Library Committee

List of Student Affairs Committees

• Financial Aid Advisory Committee
• Food Services Advisory Committee
• Scholarships Committee
• Student Judiciary Committee

School/Department Committees

School of Humanities, Arts, and Social Sciences Committee

Literary Awards Committee

School of Science, Technology, Engineering and Mathematics Committee

Minority Biomedical Research Support Program (MBRS/RISE) Advisory Committee
School of Education Committees

Advisory Council on Teacher Education

Recreation and Leisure Services Advisory Committee

Social Work Advisory Committee

CONFLICT OF INTEREST STATEMENT

1. INTRODUCTION

Benedict College encourages and supports outside interactions of its faculty and student employees with federal, state, and local governments, and with business and industry as important parts of their research, education, and public service activities. In limited cases, similar opportunities are encouraged for the College staff members as well. Since outside interactions also carry with them an increased potential for conflicts of interest and/or commitment, either actual or perceived, it is important to communicate the following points:

(a) Many conflicts that are properly disclosed can be adequately managed without detriment to the reputation, integrity or position of the institution and the individual;

(b) In most cases, problems associated with actual or perceived conflicts of interest or commitment do not arise from the conflicts per se, but rather are the result of a failure to openly acknowledge and actively manage them;

(c) It is important to outline the institutional process for identifying, assessing and managing these potential conflicts to assure that both the integrity of the College and the core activities of its faculty, staff and students are protected;

(d) It is critical to establish guidelines, in accordance with requirements from state and federal agencies for those relationships with outside organizations that will help to assure the primacy of academic integrity and delineate the bounds of acceptable conduct.

This administrative policy statement is designed to facilitate implementation of the general conflict of interest policy. Nothing in this policy shall be construed to be inconsistent with other personnel policies and procedures including the College’s policy on Nepotism. With the acceptance of an appointment at the College, employees shall adhere to the policies and state and federal laws and regulations related to conflict of interest and commitment.
II. DEFINITIONS

A. Conflicts of Interest

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee’s professional judgment in exercising any College duty or responsibility in administration, management, instruction, research and other professional activities. The bias such conflicts could conceivably impart may inappropriately affect the goals of research, instructional, or administrative programs. The education of students, the methods of analysis and interpretation of research data, the hiring of staff, procurement of materials, and other administrative tasks at the College must be free of the undue influence of outside interests.

Because it is essential to the effective operation of the College that administrative officers and other employees of the College be independent and impartial in all actions involving the institution, that no office be used for private gain, and that there be complete public confidence in the integrity of the College, now, therefore, that it is the policy of Benedict College that the College shall conduct its affairs so that no member of the College community shall derive private gain from his/her association with the College except as provided by explicit policies of the College.

B. Examples of Conflict Situations

Activities and situations that could present conflicts of interest or commitment can be divided into three categories:

1. Activities that ordinarily are permissible;

2. Activities that appear to present potential conflicts of interest or commitment;

3. Activities that clearly present such serious problems as to be incompatible with College policies.

The separation into categories is imperfect and the following list of examples is not exhaustive.

1. Activities that ordinarily are permissible include:

   a. Participation in scientific or professional association activities, editorial responsibilities, or service on review boards and panels;

   b. Acceptance of honoraria for commissioned papers and occasional lectures;
c. Performance of professionally related activities such as consulting, textbook authorship, involvement with professional societies, participation on review panels, etc.

d. Service as a consultant to outside organizations provided the arrangement does not unreasonably restrict the duties to the College.

e. Service on boards and committees of organizations that does not distract unduly from the College’s obligations.

2. Activities that appear to present potential conflicts of interest or commitment:

a. Relationships that might enable an employee to influence the College’s dealings with an outside organization in ways leading to personal gain or to improper advantage for anyone. For example, an employee could have a financial interest in an enterprise with which the College does business and be in a position to influence relevant business decisions. Ordinarily such problems may be resolved by full disclosure as well as making appropriate arrangements that clearly exclude that employee from participating in the decisions.

b. Situations in which the time or creative energy an employee devotes to extramural activities, including those listed in the section above, appears substantial enough to compromise the amount or quality of his or her participation in the instructional, scholarly, and administrative work of the College itself.

c. Activities (research projects, conferences, teaching programs, remunerative consulting agreements, etc.) for which employees are personally remunerated that involve, or might reasonably be perceived to involve, the College, its name, its employees, its laboratories, computers or other facilities and equipment.

d. Activities that violate or might reasonably be perceived to violate any of the principles governing research supported by funds administered through the College insofar as these principles are relevant to individual behavior.

3. Activities that present such serious problems as to be incompatible with College policies:

a. Situations in which the individual assumes responsibilities for an outside organization that divert his or her attention from College duties, or create other conflicts of loyalty.

b. Circumstances in which research that could and ordinarily would be carried on within the College is conducted elsewhere to the disadvantage of the College and its legitimate interests.
A description of the College enforcement mechanisms and sanctions for violating this policy where appropriate is outlined in the Employee Conduct and Discipline sections of the Human Resources Policies and Procedure Manual.

**POLICY STATEMENT ON FEDERAL CONTRACTS**

Benedict College shall consistently maintain standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the award. The officers, employees, and agents of the College shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or other parties to the sub-agreements. However, the College may waive this policy for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. Any employee seeking such waiver must apply to the Vice President for Business and Finance. Any violations of the policy set forth will result in disciplinary action for failure to comply with federal or state grant terms and conditions as stated in the College’s guidelines governing Employee Conduct.

**Benedict College Intellectual Property Rights Policy**

**Introduction**

The Intellectual Property Rights Policy at Benedict College is intended to clarify ownership of intellectual property rights, establish an opportunity for commercialization of works, inventions, and discoveries, and provide for equitable distribution of resources, monetary and other benefits accruing from Benedict College exploitation of these works, inventions, and discoveries.

This Intellectual Property Rights Policy at Benedict College is applicable to all faculty (including visiting faculty) and staff, as well as full-time and part-time students at Benedict College.
Definitions (as used in this Policy)

“Intellectual Property” at Benedict College is defined as all materials subject to copyright, patent, trade secret, and/or trademark laws.

Copyright laws protect original works of authorship fixed in a tangible medium of expression. Examples of works that are potentially copyrightable include original writings, works of visual art, musical compositions and recordings, scholarly articles, tests, syllabi, computer programs, photographs, movies and other audiovisual works, dramatic works, compilations, and other artistic creations.

Patent laws protect useful and novel inventions and discoveries, including processes, machines, articles of manufacture, compositions of matter, product designs, and improvements thereof. Examples of inventions and discoveries that are potentially patentable include computer programs, electronic devices, chemical compositions, manufacturing processes, and pharmaceuticals.

Trademark laws protect words, symbols, logos, names, and other devices (whether registered or not) that are used to identify and distinguish one person's, company's, or institution's goods or services from those of others. Benedict College owns a number of trademarks including registrations at the U.S. Patent and Trademark Office for the marks BENEDICT COLLEGE®, the Benedict Tiger logo, and the Benedict College Seal.

Trade secret laws protect economically valuable information, including formulas, processes, methods, compilations, techniques, systems and other matter which is not generally known or reasonably ascertainable, and which is the subject of efforts that are reasonable under the circumstances to maintain secrecy of the information.

"Creator" is defined as the person (being a Benedict College employee or student) or persons who invent, author, or otherwise create the Intellectual Property. Please note that
the Creator of Intellectual Property, depending on the circumstances, will not necessarily be the owner of such Intellectual Property.

"Net Adjusted Income" in relation to specific Intellectual Property is defined as equaling the gross revenue received by Benedict College from licensing or exploitation of such Intellectual Property, minus the current and projected expenses that Benedict College deems necessary to defend, enforce, maintain, register, and/or exploit the Intellectual Property.

"Significant Use of Benedict College Facilities or Resources" is the extensive use of Benedict College facilities (e.g., laboratories, studios, etc.) or human resources.

"Significant Use of Benedict College Funds" means funds provided by Benedict College in excess of $5,000 and used for developing Intellectual Property.

A "Work Made For Hire" is a potentially copyrightable work: (a) prepared by an employee of Benedict College within the scope of the employee's employment, or (b) specially ordered or commissioned by Benedict College as set forth in a written agreement and that falls within one of nine enumerated categories of works that qualify as a "work made for hire" under the U.S. Copyright Act. Under U.S. copyright law, the owner of a Work Made for Hire is considered the employer—not the employee who may have actually created the work. An employee of Benedict College can include faculty, staff, and students that are employed by Benedict College.

Ownership of Intellectual Property Rights
Intellectual Property may be owned by Benedict College, by the Creator of the Intellectual Property, or by shared ownership. The policy guidelines below are used to determine who owns Intellectual Property that is created by Benedict College faculty, staff, and students:

I. Circumstances Where Benedict College Owns Intellectual Property
Except where specific exemptions are made, Benedict College will own Intellectual Property created by Benedict College employees or students in the following circumstances:

- A Work Made For Hire; or
- Works, inventions, and discoveries within the scope of the employment with Benedict College, or resulting from the Significant Use of Benedict College Facilities or Resources, or resulting from the Significant Use of Benedict College Funds. Where a work, invention, or discovery is created within the scope of employment, or through the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, the Creator agrees to execute any and all written agreements/documents necessary to transfer all right, title, and interest in the work, invention, or discovery to Benedict College; or
- Discoveries, inventions, and works subject to agreements that grant Benedict College rights of ownership; or
- Trademarks and other indicia that signify Benedict College as the source of goods or services.

II. Circumstances Where The Creator Owns Intellectual Property
The Creator will own Intellectual Property created where all of the following circumstances are met:

- A written agreement does not specifically transfer the rights or ownership in the Intellectual Property to Benedict College or a third party; and
- The discoveries, inventions, or works were made without the Significant Use of Benedict College Facilities or Resources, without the Significant Use of Benedict College Funds, and made outside the scope of employment; and
- The work created is not deemed to be a Work Made For Hire under U.S. copyright law; and
- The Intellectual Property, if a trademark, does not signify Benedict College as the source of goods or services, suggest a sponsorship or
endorsement by Benedict College where none exists, or otherwise infringe any rights that Benedict College may have.

All Creators at Benedict College will retain any copyrights in the creation of original works in the nature of textbooks, research papers, and scholarship consistent with copyright laws, except:

- Where performed as a part of contractual obligations or specially commissioned by Benedict College or a third party; or
- When constituting a Work Made For Hire; or
- When created with Significant Use of Benedict College Facilities or Resources, or the Significant Use of Benedict College Funds. However, extensive use of a Benedict College facility ordinarily available to most or all employees and/or students (e.g., library, personal office space, office computers) and used in the creation of original copyrightable works in the nature of textbooks, research papers, and scholarship will not constitute Significant Use of Benedict College Facilities or Resources.

Creators who choose to use materials in which they claim rights, in the course of creating Intellectual Property at Benedict College, will automatically grant Benedict College a free, perpetual, non-exclusive, and irrevocable license for use (including reproduction, distribution, display, performance, preparation of derivative works, and transmission) of such materials and Intellectual Property for educational and research activities.

Benedict College will continue to encourage faculty, staff, and students, whose works, inventions, and discoveries are made on their own time, outside of the scope of their employment, and without the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, to work with the College to further develop such works, inventions, and discoveries. Works, inventions, and discoveries not owned by Benedict College are considered the property of the Creators and if the Creators choose, they may avail themselves
of the opportunity to submit the works, inventions, or discoveries to Benedict College for consideration of possible patenting and/or commercialization and management under terms to be agreed between the Creators and Benedict College.

III. Circumstances Where There is Shared Ownership of Intellectual Property
Benedict College and the Creator may, by written agreement, decide to share ownership of Intellectual Property.

IV. External Sponsorship/Funding
The ownership of Intellectual Property resulting from research that is sponsored or funded (in whole or in part) by the federal government will be governed in accordance with federal law, including the Bayh-Dole Act. The ownership of Intellectual Property resulting from research or activities funded by other third parties will be determined by the agreement in place between Benedict College and the funding source. Where practicable, Benedict College will attempt to ensure that any external sponsorship/funding agreements explicitly enumerate Intellectual Property ownership issues.

Income from Certain Intellectual Property/Revenue Sharing

Benedict College will share revenue that it receives from exploitation of patents or inventions with the inventors of such patents or inventions who are Benedict College employees, or as agreed upon. In some cases, specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions or other Intellectual Property made in connection with sponsored research. As necessary, Benedict College may contract outside persons or organizations for managing, exploiting, enforcing, and/or defending patents or inventions, and any royalty shares of expenses contractually committed to such persons or organizations may be deducted as expenses in order to calculate Net Adjusted Income.
Distribution of Income from Patents or Inventions

The Office of Sponsored Programs and Research will use the distribution formula listed below as a baseline to calculate and distribute the Net Adjusted Income from each license or other exploitation of the patent or invention. However, the final determination of net distribution will be commensurate with the College resources used to establish, maintain, and exploit such patent or invention.

Subject to final determination of net distribution as discussed above, Net Adjusted Income shall be distributed to persons other than Benedict College as follows:

- 30% to the employee-inventor,
- 10% to the Department(s) that supported the creation of the patent or invention, and
- 10% to support the inventor’s research group.

In the case of co-inventors, the percentage share allocated to the inventor as listed above shall be subdivided equally among the co-inventors, or as otherwise determined by Benedict College. In some cases, certain laws, regulations or provisions of grants or contracts may require that a lesser share be paid to the inventor, and Benedict College will honor such requirements.

Distribution of Net Adjusted Income will occur on an annual basis.

Equity Interest and Income Received From Exploitation of Certain Intellectual Property

Benedict College, in licensing or otherwise exploiting patents or inventions, may elect to accept equity in lieu of cash payments, licensing fees, royalties, or other consideration. Benedict College may also incur the payment of commissions, other fees or charges and other expenses when such equity interests are disposed. All such expenses are considered development expenses to be subtracted from gross revenue in determining the Net Adjusted Income.
Trademarks
Benedict College retains all rights to control the use of its name, trademarks (whether registered or unregistered), and other indicia of Benedict College. This reservation of rights includes use of the Benedict College name, trademarks, and other indicia that is on or in connection with materials not owned or created by Benedict College. Faculty, staff, students, and alumni may not use Benedict College's name, trademarks, and other College indicia in a way that would be likely to suggest sponsorship or endorsement by Benedict College, where none exists. Benedict College reserves the right to prohibit the use of its name, trademarks, and other College indicia in its sole discretion.

Intellectual Property Disclosure, Evaluation, Protection and Commercialization
The Office of Sponsored Programs and Research is responsible for protecting, marketing, negotiating and licensing of Intellectual Property at Benedict College. To protect the interests of the Creator and Benedict College, all creation of Intellectual Property in which Benedict College or a third party sponsor may have an ownership interest must be disclosed timely.

Therefore, before notifying outside parties (including sponsors) and for any Intellectual Property in which Benedict College or a sponsor may have an ownership interest, all Creators must submit a complete disclosure form in an approved format to the Office of Sponsored Programs and Research to ascertain if inventions, discoveries, works or other Intellectual Property have commercial value.

The Office of Sponsored Programs and Research will then determine how to protect, develop, market and/or commercialize Intellectual Property on behalf of Benedict College. The Office of Research and Sponsored Programs will provide a timely response to creators and may employ outside evaluators and other consultants to review the disclosure, as well as to assist in the licensing, commercialization and protection of the Intellectual Property.

Dispute Resolution
Benedict College shall appoint an Intellectual Property Committee ("IPC") consisting of no fewer than three members with a Vice President or designee as the chairperson of the
IPC. The IPC shall be responsible for the following:

- Review and recommend resolution on any Intellectual Property issues or disputes
- Decide upon appropriate disposition of Intellectual Property disclosures
- Resolve questions of Intellectual Property ownership
- Recommend expenditures associated with invention royalties
- Review and recommend changes in this Intellectual Property Rights Policy

If a Creator believes that the creation of Intellectual Property was made outside the general scope of his or her duties as an employee at Benedict College, or made without the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, and does not believe that the rights in the Intellectual Property vest in or must be assigned to Benedict College, the Creator shall, in the disclosure form, request that the IPC determine the respective rights of Benedict College and the Creator. In reviewing the request, the IPC evaluation of the request may be based upon criteria including:

- The circumstances under which the Intellectual Property was created and developed;
- Time overlap if any, between the Creator's official duties and when the Intellectual Property was created;
- The relationship between the subject-matter of the Intellectual Property and the Creator's scope of employment and job duties; and
- Procedures for patent application and Benedict College's involvement, if any.

Use of Third-Party Copyrighted Material
Benedict College respects the valid intellectual property rights of third parties. Benedict College faculty, staff, and students shall not make reproductions, derivative works, public performances, distributions, or public displays of a work owned by a third party, unless the copyright holder has granted prior written permission, the work is in the public domain, or the use of the work qualifies as "fair use" under the U.S. Copyright Act.

NOTE:
This document may be superseded by legal instrument pertaining to a specific
Intellectual Property agreement between the Creator and the authorized representative of the College.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Benedict College to provide equal opportunity for all employees and applicants regardless of race, color, religion, sex, national origin, age, disability, or veteran status. In connection with its equal opportunity policy, Benedict College prohibits discrimination in recruitment, employment, promotion, compensation, discipline, training, layoffs, discharge or any other aspect of employment at Benedict College.

HARASSMENT

It has long been the policy of Benedict College and it will continue to be the College's policy that all employees shall have the opportunity to perform their work in an atmosphere and environment free from any form of unlawful discriminatory or retaliatory treatment or physical or mental abuse, including, but not limited to, harassment based on race, color, religion, sex, national origin, age, disability, or veteran status. It is also the policy of Benedict College to provide a working environment free from discomfort or pressure resulting from jokes, ridicule, slurs, threats or harassment related to the above distinctions or simply resulting from a lack of consideration of a fellow human being.

In keeping with this policy, the College will not tolerate any form of harassment of any of its employees based on race, color, religion, sex, national origin, age, or disability. By way of example, conduct will be considered harassing, and therefore a violation of this policy, if:

* Submission to the conduct is made either an explicit or implicit condition of employment;

* Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;

* The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Disputes sometime arise as to whether conduct was “welcome” or “unwelcome”. Conduct that would violate the policy if it were unwelcome will be considered to violate this policy if anyone complains of it.

Any employee who feels he/she has suffered any form of harassment should report such incident to his/her supervisor or to any member of management without fear of reprisal. In the alternative, the employee may discuss the matter with the Director of Human Resources. Complaints against the President may be made to the Chairman of the Board
of Trustees. In addition to reporting the matter to your supervisor, the Director of Human Resources, or a higher level of your chain of command, you may report such harassment on audio tape by dialing 803-705-4808.

Such a complaint will be treated confidentially to the extent possible. A prompt and thorough investigation of any such complaint will be discreetly carried out and appropriate action will be taken after an investigation. Any manager, supervisor, agent, or other employee who has been found, after a thorough investigation, to have harassed another employee will be subject to appropriate discipline. The making of accusations which are known by the accusing person to be false is a form of misconduct likely to result in serious impairment of the College's effort to administer this policy properly and effectively for the benefit of all employees, and, accordingly, such misconduct may also result in disciplinary action.

In order to avoid misunderstandings, complaints made to members of management or to the Human Resources department must include completion of the report form reproduced as part of this policy. You will be given a copy of the completed form. If you report on the answering machine, you must remember the date that you did so. These procedures have been established to get you relief if you feel you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue the College for violation of your rights unless you first give us notice and opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

**STUDENT RELATIONSHIPS**

Benedict College students are its most valued assets and their welfare is its highest concern. The College expects its employees to conduct themselves in a professional and appropriate manner, particularly when dealing with students. Benedict College discourages employees from engaging in romantic or sexual relationships with any of its students or from engaging in activities which give the appearance of such inappropriate conduct.

In particular, the College believes it is highly inappropriate and unprofessional for an employee to engage in a romantic or sexual relationship with a student when the employee and student are working together or the employee is involved with the student in an administrative, coaching, counseling, teaching, supervisory, or other authoritative role. Under certain circumstances, such conduct may result in disciplinary action.

**ALCOHOL AND DRUG ABUSE**

It is well recognized that drug abuse has a harmful effect on public health and safety, on
the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of Benedict College to comply with the Drug Free Workplace Act, to comply with applicable government regulations, and to establish and maintain drug free workplaces.

Benedict College prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by anyone on its property (defined as any property or vehicle owned by the College or any vehicle or property rented or leased with the College's funds). Benedict College also prohibits its employees from swallowing, inhaling, injecting, dealing or otherwise using illegal drugs and substances (such as marijuana, LSD, cocaine, heroin, etc.) and prescribed drugs which are not prescribed for the employee's own use, at any time whether on or off the job.

Employees must notify the College within five calendar days after any criminal conviction for the manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or other controlled substances at the workplace. Criminal conviction means a finding of guilt, an imposition of a sentence, a plea of no contest, or a plea of guilty.

Employees are to inform their immediate supervisor of the use of any prescription or non-prescription drug which may affect the employee's ability to perform his/her assigned duties and/or which may render the employee a safety risk to him/herself or others.

Violation of this policy will result in discipline (including discharge from employment) and/or referral for criminal prosecution. In addition, employees who violate this policy and who are not discharged may also be required to satisfactorily participate in a drug or alcohol abuse rehabilitation program.

**SMOKING**

Smoking is permitted only in designated areas. Smoking is not permitted in public working areas of Benedict College, including such places as the library, laboratories, Chapel, gymnasium, theaters and classrooms.

**NEPOTISM**

As far as is possible, persons closely related shall not be employed in the same department or unit and shall not supervise each other. For purposes of this policy, “persons closely related” includes parent and children, husbands and wives, sisters and brothers, in-laws, uncles and aunts, nieces and nephews and first cousins. This policy applies to all employees, including student employees.

Persons desiring the College to consider the employment of a relative must send a written request to the President. Requests must be sent prior to making an offer of employment.

**INTRODUCTORY PERIOD**
The first 90 days of employment at Benedict College is an introductory period. This period serves as an extension of the application process, and gives both the College and its newly-hired employee additional opportunity to determine that the individual is the right fit for the job. Employment may therefore be terminated at any time during the introductory period that the employee or Benedict determines that continued employment is not in the best interest of the College or the individual. Employees who quit or who are discharged during the introductory period are not entitled to grieve the dismissal, nor are they entitled to advance notice of dismissal.

**OUTSIDE EMPLOYMENT**

Full-time Benedict College employees, both faculty and staff, are not normally permitted to engage in outside employment. This does not preclude professional consultation by faculty, under the guidelines embodied in The Faculty Manual, or by staff on a limited basis, subject to proper administrative approval. Nor does it preclude outside part-time employment after normal working hours when such work will not interfere or create a conflict of interest with the employee's regular Benedict College duties and responsibilities or the use of institutional resources.

Faculty or staff wishing to undertake outside employment must first obtain written approval from the President through their supervisor.

Approval will not be given when, from the nature of the work proposed, it appears likely that a conflict of interest will occur.

If outside employment is approved and it later appears to generate a conflict of interest or interferes with the performance of Benedict College duties, the employee may be subject to disciplinary action.

**SOLICITATION AND DISTRIBUTION**

Solicitation of Benedict College employees and students and distribution of Faculty and Staff lists require the specific approval of the President or his/her designee.

Solicitation of employees and students or distribution by persons other than employees or students of Benedict College on official College business is prohibited on the campus.

Solicitation by College employees for non-College sponsored activities on campus during working time is prohibited.

The unauthorized distribution, release, or sale of business records, lists, or personally identifiable information, or other College records maintained in the course of business of Benedict College is prohibited. Authorization for release shall be the responsibility of the custodian of the records upon approval of the President or his/her designee. College employees who violate this policy shall be subject to disciplinary action.
COMPENSATION

Employees may be classified as exempt from overtime compensation requirements of the Fair Labor Standards Act (FLSA) or as non-exempt from these requirements. The Office of Human Resources shall be responsible for determining the exempt or non-exempt status of employees.

Salaried employees are paid on the 15th and the last day of each month and hourly employees are paid every other Friday. Checks are disbursed at 11:00 a.m. from the Cashier's window in the Business Affairs Office. Arrangements are available for direct bank deposits. Employees are eligible to join the credit union (details in Payroll Office).

Overtime Compensation

1. Department chairpersons and authorized supervisors may require employees under their supervision to work hours in excess of their regular work day in order to meet the needs of the College.

2. Non-exempt employees are eligible for overtime compensation at a rate of one and one-half the normal rate for all hours worked in excess of forty in one workweek. Overtime compensation may not be waived and employees are prohibited from working “off the clock” and not actually recording all their hours worked.

3. Exempt employees, those whose positions are exempt from the provisions of the Fair Labor Standards Act, are not eligible for overtime compensation.

4. At the discretion of the Department Head, exempt employees may be eligible to earn compensatory time on an hour-for-hour basis for hours worked in excess of 40 hours in any given workweek. Compensatory time cannot be accumulated during any workweek where sick leave or annual leave has been utilized, nor can employees accumulate more than 20 days of compensatory time. No employee shall be paid for unused compensatory time upon leaving the employ of Benedict College. Compensatory time may not be granted to non-exempt employees.

5. All overtime must be approved by an authorized supervisor prior to the time being worked.

6. Non-exempt employees may not work more than 40 hours per workweek unless prior approval has been given by the supervisor or the department chairperson.

7. Non-exempt employees who engage in unauthorized overtime work may be subject to disciplinary action up to and including termination.

8. Except as prohibited by the Fair Labor Standards Act, unit heads are responsible for implementing reasonable management controls in order to assure that unauthorized
work is not being performed.

Workweek

1. The normal workweek for full-time employees is 37.5 hours for salaried staff and 40 hours per week for hourly employees.

2. For purposes of computing compensatory time, compensation of exempt Benedict College faculty and salaried staff employees is based on 40 hours per week.

BENEFITS PROGRAM

The Benefits Program currently available to qualifying employees of Benedict College and their eligible dependents includes health, dental, life, long term and supplemental disability insurance as well as a retirement plan and tuition remission. The Benefits Program is subject to change without notice at the discretion of the College. The following information is a general description of benefit plans that were available to employees when this manual was printed. Interested employees should consult the plan document or a summary plan description for complete information concerning benefits programs. This information can be provided by the Office of Human Resources.

New employees will receive detailed information and updated information will be provided to employees by the Office of Human Resources as changes occur.

Eligibility

1. Insurance Plan - Benedict College currently provides full range insurance programs. Insurance carriers which administer these plans may change the plans based on negotiated contractual agreements. Currently, full-time employees who are scheduled to work at least 30 hours per week for at least six months in a fiscal year are eligible to voluntarily enroll in any or all of these plans. Employees must enroll in the plans through the Office of Human Resources. The Office of Human Resources will provide payroll information to the Payroll office for appropriate deductions. The various insurance programs available as of the date of this manual include:

   a. Health
   b. Dental Insurance
   c. Life Insurance
   d. Long -Term Disability Plan.
   e. Benedict College Retirement Plan
Insurance Changes

Our health insurance contract provides that employees must enroll in the insurance plan within 30 days of the date of hire. Enrollment after that date will require medical certification. Otherwise, coverage changes can be made within 31 days of a qualified change in family status. An employee may delete or decrease health or life insurance coverage at any time. Qualified change in family status is defined as death, marriage, divorce or legal separation, birth, adoption or legal guardianship of a child, or the gain or loss of coverage by an eligible dependent under another group plan.

Termination of Coverage

Coverage in any of the insurance plans is terminated at the end of the month in which an employee leaves the College's employ, except that for nine-month academic employees who separate at the end of an academic year, coverage is terminated on the following August 31st.

Under the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and/or their eligible dependents who lose coverage under certain qualifying conditions may buy extended coverage for group health and/or dental insurance through the insurance carrier. Detailed information concerning COBRA extensions and conversion options may be obtained from the Office of Human Resources.

Retirement

All full-time employees who are eligible may voluntarily enroll in Benedict's TIAA/CREF 403B retirement plan. Benedict College currently contributes 6% of the employee's salary and the employee contributes 6% through payroll deductions. A member may retire and apply for full benefits at age 65. Early retirement is also available. NOTE: The plan and the amount of contribution by Benedict College are subject to change at any time. Contact the Office of Human Resources for current information about this plan.

TUITION REMISSION

Benedict College provides Tuition Remission to assist employees and their immediate family members pursue college credit and college degrees. The following conditions apply:

1. Remission of tuition charges for courses of instruction offered at Benedict College is authorized for trustees who have served more than one year and the immediate families of full-time faculty and full-time staff who have been employed at least one year. Immediate family is defined as a spouse and dependent children under the age of 24. Proof of dependency must be provided at the time of initial application through the presentation of birth certificate, adoption, or guardianship papers or other legal
documentation. If the student files as an independent student on his/her Federal Application for Federal Student Aid (FAFSA), the student will be considered independent to the College and will not be eligible for Tuition Remission.

2. In order to take a course for credit, individuals must be eligible for admission as a regular student seeking a degree and must complete a FAFSA by June 30. The FAFSA Application must be completed as a condition for Tuition Remission. Tuition Remission recipients will not be awarded campus-based aid. All grants, scholarships and tuition remission cannot exceed the cost of attendance (tuition, room and board, fees and book voucher at Benedict College. If tuition remission plus all grants and scholarships exceed the cost of attendance there will be a reduction in tuition remission. Tuition remission will be reduced until all grants and scholarships plus tuition remission equals the cost of attendance or until tuition remission equals zero. Financial aid requiring repayment will not be included in assistance analysis.

5. Employees are asked to schedule classes during off-duty hours whenever possible; however, when a desired class cannot be scheduled during off-duty hours, the department may elect to adjust the employee's work schedule provided doing so will not interfere with the normal and/or efficient operation of the department. For example, during 8:30 a.m. - 5:00 p.m. schedule, the department may allow an employee to work 9:30 a.m. until 6:00 p.m. so that the employee may meet an 8:00 a.m. class. Time spent attending class during the work day is not work time.

6. Employees should not take more than one class during the work day; however, with the advance approval of the department chairperson or department head, employees may be permitted to take two classes provided the time is made up or appropriately charged to leave.

Renewal of the tuition remission application is required for each semester. Persons receiving tuition remission must maintain at least a 2.0 or "C" cumulative grade point average and earn hours in accordance with the Satisfactory Academic Progress (SAP) Policy. Termination of the faculty or staff member's employment with Benedict College will automatically terminate eligibility for tuition remission. Should termination occur during the semester, the dependent or spouse will retain the award until the end of the current semester.

Eligible persons desiring to participate in this program should complete the Tuition Remission Form and process it through the offices indicated. Forms can be obtained from the Office of Admissions and Student Marketing and the Office of the Registrar.

VACATION
Nine Month, Part-time and temporary employees are not eligible for vacation benefits. Full-time employees only are eligible for vacation benefits. Full-time 12-month employees are not eligible to take paid vacation leave until after they have been employed with Benedict College for one year.

Regular twelve-month full-time employees earn vacation leave according to the following schedule of longevity:

1. 1 to 5 years employment at a rate of 5/6 days per month up to a maximum of 10 days per year.
2. 6 to 10 years’ employment at a rate of 1 1/4 days per month up to a maximum of 15 days per year.
3. 11 to 20 years employment at a rate of 1 3/4 days per month up to a maximum of 20 days per year.

Employees are allowed to accrue vacation time and may carry this accumulated vacation past the ending date of their contract. However, the maximum vacation that may be carried over from year to year is twenty (20) days. Additional accrued vacation time which is unused by the end of the employee's contract year will be lost at the end of each contract year. Circumstances may occur whereby the College would require that employees take accumulated leave. Employees who resign or whose employment is terminated for non-disciplinary reasons will be paid for accrued vacation, provided in the case of an employee who voluntarily resigns that he/she give a two-week notice of resignation. Accumulated leave is not payable upon separation and must be utilized prior to separation.

Vacation schedules are to be arranged at the convenience of the College as directed by the employee's supervisor. In scheduling vacation periods, individual department heads should honor employee's requests whenever possible. However, the interest of the College in maintaining adequate work force to fulfill its obligations and responsibilities must be accorded first priority.

**PAID SICK LEAVE**

Sick leave for twelve and ten-month, full-time faculty and staff are accrued at the rate of one day (7.5 hours) per month, computed from the first day of service. However, new employees are not eligible to utilize paid sick leave until after they have been employed with Benedict College for 120 days.

Sick leave may be accumulated to a maximum of forty-two (42) working days (315 hours). Employees are not entitled to use or be reimbursed for accumulated sick leave upon termination of employment or during the notice of resignation period.

Paid sick leave can be used for an employee's own illness, injury, or health care. Employees may use up to five (5) days (40 hours) of paid sick leave per year for illness in
the family that is not covered by the Family Medical Leave Act.

When an employee is unable to work due to illness or injury, the supervisor is to be notified as soon as possible on the initial day of absence. Whenever possible, the supervisor is to be informed of the employee's condition and anticipated date of return. When the illness of an employee extends beyond leave credits, every day lost shall be without pay. [See Leave of Absence Policy]

In case of absence due to illness or injury, or illness in family extended beyond three (3) days, a medical certificate will be required. Benedict College may at its discretion require medical certification of an employee's illness or injury at any time.

LEAVES OF ABSENCE

Military Leave

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. Employees may use to 10 vacation days per fiscal year for this purpose. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Physical Disability and Personal Leave

(Appplies only to employees employed less than 12 months and to employees who have fewer than 1250 hours in preceding 12 months and to employees whose reasons for leave are not covered by the Family and Medical Leave Act.)

An employee who has completed his initial probation (and any extension thereof) absence for up to six months when unable to work because of sickness, pregnancy, or injury due to on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leaves are granted only at the discretion of the President upon recommendation of the supervisor. Employees still in their introductory periods who are absent for more than five consecutive workdays because of physical disability will be automatically terminated but will be eligible for rehire.

Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when circumstances warrant such action.

Physical disability leaves will begin on the first day of absence.

After the employee has exhausted his vacation and/or sick leave, as a general rule, an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law.
Employees desiring to return to work from an unpaid leave of absence should notify the supervisor in writing at least ten (10) days prior to their desired date of return. If the College finds that the employee is fit to resume his duties, the employee shall be recalled to his former job if a vacant exists which is to be filled. If no such vacancy exists, the employee shall be recalled to any job in which there is a vacancy which is to be filled and for which he is qualified. If no such vacancy exists at the time the employee desires to return to work, the employee’s leave will be continued. Any employee who has not been reinstated within six (6) months following commencement of a leave of absence shall be terminated. This action shall not affect the employee’s eligibility to be considered for hire as a new employee at some future time.

**Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months prior to commencement of leave.

General: Employees who meet the length of service hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations, employees may be placed on leave status without application.

**Reason for Leave of Absence**

An eligible employee will be granted a leave of absence under this policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee’s spouse, child or parent has a serious health condition and the employee must be absent from work in order in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee’s household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee’s household. **Proof of need for leave of absence may be required.**

**Length of Leave**

An eligible employee is entitled to the equivalent of a total of 12 work weeks of leave during any 12 consecutive months. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee’s own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.
Effect of Leave on Paid Time Off

An employee who must be absent due to his own disability will be paid for time lost from work first from accrued sick leave balances and then from accrued annual leave balances. An employee who takes leave for any other reason will be paid for time lost from his annual leave balance, unless paid sick leave is available under the sick leave policy.

Effect of Leave on Accrual of Fringe Benefits

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of the health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee’s wages.

Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances.

Light Duty

Employees who accept a light duty assignment because of a condition which qualifies them for FMLA leave will have a right to restoration to their regular positions for only 12 weeks counting both FMLA leave and time spent on light duty.

Termination of Leave of Absence

A leave of absence under this policy will end when the need for leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before consideration of the FMLA leave of absence (or 12 week combination of leave of absence and time spent on light duty), the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of
intent to return to work.

Extension of Leave without Benefits

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave will, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement nor to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he will be returned to his previous position if there is a vacancy to be filled, or to some other position of equal or lesser compensation for which he is qualified and in which there exists a vacancy which is to be filled. If the employee is not returned to active employment, he will be continued on extended absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only in the discretion of the President upon recommendation of the supervisor.

Automatic Termination of Employment

An employee’s employment will automatically terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence.

Special Situations

Spouses  When both a husband and wife are employed, their combined right to a leave of absence to care for a child or parent is 12 weeks in a 12 month period.

Key Employees  (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial grievous economic injury to operations.

NOT A CONTRACT

This policy does not create contract rights. In no case will an employee have a greater right to a job than he would have had if he had not taken leave under this policy.
Jury Duty

Benedict College will provide up to five (5) days of paid leave for jury duty each fiscal year. To be eligible for paid leave for jury duty, employees must present a summons and a voucher from the court indicating the number of days actually served. Employees who are excused from jury duty before 2:00 p.m. on any day are expected to return to work.

Death in Family

In the case of death in the immediate family (spouse, parent, sibling, grandparents, mother or father-in-law, children or any person living in the household of the employee, whether or not related by blood or marriage), full-time employees may apply for up to three (3) days of leave of absence. This cannot be construed as an automatic guarantee of three (3) days in every case. Verification of the reason for the absence may be required upon request by the College. *Leave time may be extended under extreme situations.* [Employees may substitute paid vacation or personal leave days for unpaid leave.]

Study Leave

The purpose of study leave is to stimulate professional development and similar scholarly activities for the improvement of one’s qualifications or ability to serve the institution.

Employees wishing to pursue further study at an accredited institution, in order to improve qualifications, earn additional degrees or earn a terminal degree, may apply for a leave of absence for that purpose. In the discretion of the College, such leave may be granted without pay for up to one year at a time. Faculty and staff are urged to seek grants to support such leave. However, the College may obtain funds through funded projects to support some employees on leave. Such leave will be governed by guidelines of the source of funding.

When granted, study leave will be granted for definite periods of time up to one year in duration. Employees on study leave will be reinstated to their positions at the end of the study leave of absence or at the beginning of the next academic semester following the end of the study leave of absence, as deemed appropriate by the College. Employees who wish to extend their study leave of absence beyond the initial one-year period should apply for subsequent leave at least 90 days before the termination date of their current study leave period.

Consultancies

Benedict College believes that qualified employees should render services to external constituencies by acting as consultants and as appointees to government boards and commissions. In its sole discretion the College may therefore grant leave with or without pay to such consultants and appointees with approval of the President.
Personal Leave

Nine-month faculty members do not earn vacation but are entitled to two (2) days of personal leave with pay during the nine month school year and one-half day during each summer session that they teach. Faculty members must arrange for coverage of any classes in their absence as outlined in the Faculty Manual. Personal leave for faculty members cannot be carried forward past the semester or summer session in which leave is earned.

Other Absences

1. Employees requested by the Administration to be absent from duty for the purpose of attending professional meetings, conferences, workshops, internships, athletic schedules, etc., shall be granted leave with pay for that purpose.

2. Requests for leave for similar purposes originating from employees may be granted by the Administration with or without pay, according to circumstances.

Holidays

1. Official College holidays for all employees are: Independence Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Labor Day and Good Friday. Additional holidays may be declared from time to time by the President. In order to be eligible for holiday pay, employees must be present at work the day before and the day after the recognized holiday(s) unless prior approval for absence is obtained from the employee's department head/supervisor.

2. In addition, nine-month faculty is normally entitled to the holiday period between the end of the first semester and their scheduled duties at the beginning of the second semester.

HAZARDOUS WEATHER AND EMERGENCY LEAVE

Declaration of Emergency

1. The President or his designee shall excuse employees of the College from reporting to work during extreme weather or other emergency conditions. The President or his designee shall issue a statement indicating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Unless such a statement has been issued, all Benedict College employees are expected to report to work.

2. A decision for closing during regular working hours shall be transmitted
by the Director of Communications and Marketing to all local television and radio stations for public announcement.

3. During closure for hazardous weather conditions, essential and direct care services shall be maintained. The President or his designee shall identify and notify these essential employees who are expected to report to work during extreme weather or specified emergency situations.

4. No provision of the Hazardous Weather and Emergency Leave policy shall preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.

Compensation

1. Employees who do not report to work or who report late during hazardous weather which does not result in closure of College facilities shall use annual leave or take leave without pay for the time lost from work in the discretion of the College. The employee's supervisor shall notify the employee and the Office of Payroll.

Persons on leave other than annual leave at the time of the shut down will continue on such leave, i.e., sick leave, leave of absence.

In the discretion of the College, employees may be given the option of making up time lost from work; however, such time shall be made up and/or scheduled according to the business needs of the College.

APPOINTMENTS, TRANSFER, PROMOTION

Benedict College is committed to providing equal employment opportunity to individuals regardless of race, sex, color, religion, national origin, age, disability, or veteran status. This policy applies to all aspects of employment, including, but not limited to, recruitment, hiring, job assignment, reclassification, and professional opportunities. Consideration for employment opportunities will be based upon an individual’s performance, education, training, experience, skill, aptitude or any other pertinent job requirement as stated in the job description.

Normally, all vacancies are filled through open recruitment conducted by the Office of Human Resources. All employment offers will be made only by the Director of Human Resources upon receipt of the President’s approval. The President has the sole authority to approve all appointments, transfers, demotions, or dismissals and promotions, and, in his discretion, may authorize filling a position without open recruitment.

Employees must remain in new positions with the College ninety (90) days before becoming eligible for consideration for transfer or promotion. An employee may be
given reasonable time off for the purpose of interviewing for another college position. Such arrangements must be made in advance with the employee supervisor.

The screening and referral of applications is conducted by the Office of Human Resources.

Applications for employment, resumes, oral or written inquiries or placement credentials which are received directly by departments are to be forwarded to Personnel Services for inclusion in the formal application process.

Applicants must complete an official Benedict College application form to be considered for employment. Applications must be received before the posted deadline.

**TRAINING AND DEVELOPMENT**

Benedict College encourages the training and professional development of all employees. Programs are designed to improve or secure skills for the effective and efficient operation of the College, to encourage the professional or personal development of employees, to ensure accuracy and uniformity in the administration of policies and procedures, and to increase opportunities for advancement within the College.

With supervisory approval, College personnel may participate in training or development programs during normal work hours if the program is job-related or otherwise enhances the professional development of the employee.

Benedict College employee training is coordinated by the Office of Human Resources. Program announcements are disseminated college-wide to notify department Chair persons and other supervisors of training opportunities. All training programs both on and off campus must be approved by and coordinated with the Office of Human Resources.

**PERFORMANCE APPRAISAL FOR EMPLOYEES**

Benedict College has a Performance Appraisal program. It is designed to ensure efficiency; to provide information to employees, supervisors, and managers about employee performance; and to encourage employee growth and development.

At the College's discretion, a new employee's performance may be reviewed after an initial period of thirty (30) days or at any other time Benedict College deems appropriate.

Employees should be evaluated on an annual basis or at any other time the College deems appropriate.
The appraisal shall be reviewed with and signed by the employee, and a copy sent to the employee's personnel file. Copies shall also be retained by the supervisor and the employee.

Levels of Performance

Employees will be appraised on forms provided by the Office of Human Resources into one of the following levels of performance:

Level 5.  *(Outstanding)* Performance is Exceptional in all areas and is recognized as being far superior to others.

Level 4.  *(Very Good)* Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

Level 3.  *(Good)* Competent and dependable level of performance. Meets minimum standards of the job.

Level 2.  *(Improvement Needed)* Performance is deficient in certain areas, improvement is necessary.

Level 1.  *(Unsatisfactory)* Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.

Level 0.  *(Not Rated)* Not applicable or too soon to tell.

Generally, employees are evaluated on three aspects of job performance: (1) professional interactive and administrative skills, (2) performance expectations and objectives, and (3) accomplishments and contributions.

Any employee whose performance requires more than two sub-standard warning processes within 365 calendar days shall be terminated upon receipt of the third warning notice of substandard performance.

**PERSONNEL FILES**

At the convenience of Benedict College, employees may be allowed to review the documents contained in their personnel files.

Employees have access to their personnel files for the purpose of review only and are allowed to take whatever notes they wish to take.

Information in an employee's personnel file with which the employee disagrees may be so noted by the employee with an appropriate memorandum of explanation or disagreement which shall be added to the file by appending it to the relevant document.
REDUCTION-IN-FORCE

Reduction in force may be effected by Benedict College during periods of diminished revenue or when declining enrollment or participation in an area of study dictates the reorganization or elimination of departments, courses, or positions within departments.

This policy describes the manner in which employees of Benedict College shall be released if a reduction-in-force (RIF) becomes necessary.

1. The RIF shall be administered without regard to race, color, religion, sex, age, national origin, disability, or veteran status.

2. The RIF may require the separation of all employees in a department or employees in a segment of the College or may require the separation of some employees and the demotion or reassignment of others. A RIF may be temporary or permanent.

3. The Office of Human Resources will ensure that the requirements of the federal WARN ACT (Worker Adjustment and Retraining Notification Act) are adhered to where applicable to any layoff or reduction in force conducted under this policy.

4. The order in which employees are to be laid off shall be determined by the President or his designee, the appropriate department head, and the Office of Human Resources.

5. In determining which employees will be subject to layoff, the College will consider, among other things, the needs of the College, operational requirements, the skill, productivity, past performance, and attendance of those involved; and, whenever feasible, length of service.

6. The Director of Human Resources shall verify the details on which the lists are based and shall approve the RIF Plan for compliance with policy prior to action being taken to separate the affected employee.

7. For a period of 24 months following layoffs due to reduction in force, employees who have been separated from service should be notified of available positions for which they qualify.

Written notice shall be given the affected employees by the Office of Human Resources before any action is taken to effect separation, reassignment or involuntary demotion.

GRIEVANCE POLICY FOR NON-FACULTY MEMBERS
It is the intention of Benedict College to deal fairly with all personnel regarding employment and to afford reasonable opportunity for adjustments of problems in a prompt and equitable manner.

**Eligible Employees**

Eligible employees may grieve certain adverse employment actions. Eligible employees include full-time employees who are not members of the faculty and who have worked for the College for at least 90 days. Part-time, student and certain contract employees are not eligible to file a grievance. Faculty grievances shall be handled under the Faculty Grievance Policy.

**Grievance Subjects**

1. Matters which may be the subject of a grievance proceeding include:
   a. Suspension
   b. Termination
   c. Involuntary reassignment
   d. Demotion

2. The following matters are not subject to a grievance proceeding:
   a. Promotion
   b. Compensation
   c. Reduction-in-force
   d. Reclassification

**Procedure**

1. **Step One**

   In all cases, employees and supervisors should attempt to resolve grievances informally by discussing the grievance with his/her immediate supervisor. If the grievance is not adjusted to the satisfaction of the employee within five (5) days, the employee may proceed to Step 2.

2. **Step Two**

   An eligible employee may initiate a formal grievance regarding grievable matters by presenting the grievance in writing to the employee's department head (First Step Official.) An employee whose department head is his/her immediate supervisor
may submit the grievance directly to the Third Step reviewing official. The grievance must be submitted in writing no later than fourteen (14) calendar days after the time the employee first learns the basis of his or her grievance. Introductory employees may not proceed beyond Step 2.

   The department head will consider and respond to the grievance in writing within seven (7) calendar days following the receipt of the written grievance. The Department head’s failure to respond within the specified time will be deemed to be a denial of the grievance and the employee then has three (3) days to proceed to the next level.

3. Step Three

   If the employee is dissatisfied with the response in Step Two, or the Step Two official fails to respond to the grievance, the employee may file an appeal with the Vice President or other employee in the supervisory chain of authority reporting directly to the President, (Step Three). This appeal must be submitted in writing no later than three (3) days from the date of receiving the Step Two official's decision. In the event that the Step Two official has failed to respond to the grievance, the appeal must be submitted in writing no later than three (3) days after the deadline for that response.

   The Step Three official will consider and respond to the grievance appeal in writing within seven (7) calendar days following the receipt of the written grievance appeal. The Step Three official’s failure to respond within the specified time will be deemed to be a denial of the grievance and the employee then has three (3) days to appeal to the next level.

4. Step Four

   If the employee is dissatisfied with the response by the Step Three official, or the Step Three official fails to respond to the grievance, the employee may file an appeal with the President. This appeal must be submitted in writing no later than three (3) days from the date of receiving the Step Three official's decision. In the event that the Step Three official has failed to respond to the grievance, the appeal must be submitted in writing no later than three (3) days after the deadline for that response.

   The President will refer the matter to the Faculty/Staff Judiciary Committee (the Committee) for review.

   a. The Committee is composed of the Director of Human Resources (Ex-Officio) and four (4) faculty members, two (2) 2 staff members and (2) members appointed by the President, (one) faculty and (1) staff. The President will designate one of the appointees as Chairperson.

   b. The chair shall preside over all hearings which he attends, but may
designate some other member to serve as presiding officer in his absence.

c. A quorum shall consist of two-thirds of the voting members.

d. Members of the committee employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing shall not participate in that employee's hearing.

e. The Committee shall have the authority to call for files, records, and papers which are pertinent to any investigation and which are subject to the control of the President; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses, and to secure the services of a recording secretary in its discretion. The committee shall have no authority to subpoena witnesses, documents or other evidence, nor shall any employee be compelled to attend any hearing. All proceedings shall be tape recorded. Witnesses, other than the grieving employee and the department representative, shall be sequestered when not testifying. All witnesses shall testify under oath.

f. All hearings shall be held in executive session [unless the grieving employee requests at the beginning of the hearing that it be held in open session.] The official tape recording and the official minutes of all hearings shall be subject to the control and disposition of the President.

g. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee shall have an attorney available to it at any and all times it considers necessary and the Office of Human Resources shall provide assistance in reading written materials to the Committee at the request of a grieving employee.

h. The Committee will conduct a formal review of the employee's grievance. At the review, the opposing parties may present relevant evidence for consideration. Parties may not interrupt each other during the review. Any cross examination of a party or his/her witnesses will be done by the Committee. While parties may provide the Committee with a list of questions, the Committee has sole discretion as to the questions to be asked of any witness. Any documentary material and/or witness lists must be provided to the Committee three (3) days prior to the review. Any documentary material and/or witness lists not provided by the stated time will be permitted only upon a majority vote of the
i. In disciplinary actions by department heads and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions which are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate that the disciplinary action is for the good of the College. The department shall make the first presentation. The Committee (and the President as set forth below) may base its findings and recommendations (and the President his decision) on any additional or different grounds developed from the employee's presentation.

j. In non-disciplinary grievances the employee must establish that a right existed and that it was denied him unfairly, illegally, or in violation of a policy. The employee shall make the first presentation.

k. In all grievances, the grieving employee and the department shall each be limited to one (1) hour of initial presentation. The party required to make the first presentation shall be entitled to a ten (10) minute rebuttal of the other party's presentation. The chairman shall appoint himself or another member of the committee as timekeeper.

l. In all grievances, presentations may be oral or in writing or both and may be supported by affidavits or unsworn signed statements from witnesses, by records, other documentary evidence, photographs, and other physical evidence. Presentations shall be made by the grieving employee (with reading assistance from the Ex-Officio member from Human Resources department if the employee desires) and by a managerial employee of the affected department. Neither party may call witnesses or question the other party, or question any witness called by the Committee.

m. The Committee shall, within 20 days after hearing an appeal, make its findings and recommendation and report such findings and recommendation to the President. If the President approves, the recommendation of the Committee shall be his decision and copies of the decision shall be transmitted by the Committee to the employee and to the head of the particular department involved. If, however, the President rejects the decision of the Committee, the President shall make his own decision without further hearing, and that decision shall be final. Copies of the decision shall be transmitted to the employee and to the head of the particular
n. Nothing in this grievance procedure creates a contract of employment, nor does this procedure limit the authority of the President to remove any employee when necessary for the good of the College.

**DISCIPLINE**

Benedict College expects its employees to observe "common sense" rules of honesty, good conduct, general job interest and safe practices, and adhere to generally accepted customs of good taste. In the event it becomes necessary to discipline an employee, types of discipline may include, but are not limited to, one of the following:

- verbal counseling
- written warning
- suspension
- termination

While the circumstances of a particular case can result in termination for the first offense, other cases may result in another form of discipline. The degree and type of discipline to be imposed is in the sole discretion of the College depending on the circumstances. Particular forms of discipline may be omitted or repeated if deemed necessary. Discipline shall be imposed when the department head or supervisor believes that such action is necessary for the good of the College.

The decision to suspend or terminate an employee should be made by the President or his/her designee.

Employees must sign disciplinary notices, counseling memorandums, performance appraisals, and similar documents. The employee's signature indicates only that the employee is aware of the action taken and does not indicate that the employee agrees with such action. An employee who refuses to sign such a document will be subject to immediate discharge, but will normally be suspended without pay and given until the close of the next business day in which to sign. If he still does not sign, he will be discharged.

**THESE DISCIPLINARY PROCEDURES IN NO WAY IMPLY ANY CONTRACTUAL OBLIGATION TO FOLLOW ANY CERTAIN PROCEDURE NOR DO THEY CREATE CONTRACTUAL CONDITIONS OF EMPLOYMENT.**

**EMPLOYEE CONDUCT**
Benedict College helps to mold and prepare young students to take their places in the working world. An important part of this process is providing good examples for students to emulate. The College requires that its employees exemplify those standards of ethical behavior that will provide positive role models for its students.

Generally, Benedict College expects and demands that its employees comport with those standards of conduct which it deems necessary and appropriate for the workplace. While it is not possible to predict in advance what acts or omissions or combinations of acts or omissions will violate Benedict College’s standard of employee conduct and result in disciplinary action, the following are some of the more obvious acts or omissions that are unacceptable:

1. **Insubordination.** Insubordination includes failing or refusing to follow a directive as well as other conduct tending to undermine authority.

2. **Abuse of position,** including using one’s Benedict College employment to obtain special privileges, for financial gain or for any purpose other than College business.

3. **Rude or unprofessional speech or behavior** to parents, students, visitors, administrators or co-workers.

4. **Sexual harassment or discriminatory behavior** to students, visitors or co-workers.

5. **Becoming involved in relationships** with students subject to your supervision, control or who are taking one of your classes.

6. **Performing personal jobs on work time.**

7. **Sleeping or giving the appearance of sleeping on work time.**

8. **Disrupting the work of others.**

9. **Unexcused absences**.

10. **Excessive “excused” absences.**

11. **Repeated tardiness or failure to observe assigned work hours.**

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*FMLA-covered absences will not be considered for the purposes of determining whether absences are excessive or otherwise in violation of College policy.*
12. Refusal to sign disciplinary notices, counseling memoranda or evaluations.
13. Excessive use or abuse of sick leave*.
14. Excessive use of phone to place, receive or engage in personal calls.
15. Possessing weapons of any kind on College property or at College-sponsored functions, unless required for your job.
16. Drinking alcohol while on the job.
17. Leaving work station without authorization.
18. Reporting to work or being at work or at College-sponsored function while under the influence of alcohol. “Under the influence” is defined as having any detectible amount of alcohol in your body.
19. Using tobacco products in prohibited areas.
20. Illegal use or possession of drugs on or off the job.
21. Failure to observe safety procedures.
22. Dishonesty.
23. Fighting.
25. Falsifying time records; working “off the clock” or failing to accurately record hours worked when required.
26. Failure to comply with federal or state grant terms and conditions.
27. Unbecoming conduct which reflects discredit on the College or any of its employees.
28. Failure to wear proper uniform by an employee who has been issued a uniform.
29. Failure by non-uniformed employees to wear clothing that is neat in appearance and appropriate to the employee’s job. Acceptable dress includes appropriate undergarments and shoes and proper grooming and hygiene.
30. Violation of any College policy or directive, including directives of the Administration or your supervisor.
TERMINATION OF EMPLOYMENT

To the extent possible, Benedict College expects employees who submit resignations to provide a minimum of two week's notice. Failure to give and work a two week notice will result in forfeiture of accrued vacation.

Any debts owed to Benedict College will be deducted from all wages due to separating employees at the time of separation.

As is set forth in its contracts of employment, Benedict College may terminate the employment of salaried employee at any time upon 30 days notice, and may terminate the employment of hourly employees upon two weeks notice. Introductory employee's contracts may be terminated during the introductory period immediately upon written notice to the employee.

WORKPLACE PRIVACY

The workplace is intended to be a place to work. An important part of work is communications and record keeping. No employee is at work 24 hours, seven days a week and there are times when management needs access to communications or records maintained by employees in their workplaces. Each employee must understand that personal items and personal communications received or stored on Benedict College premises are not entitled to a guarantee of privacy.

Benedict College reserves the right to search for College property and documents in employee desks, lockers, file cabinets, etc.

Electronic media raise similar issues. The College provides electronic and telephone communications and, when necessary, computers to employees. Although assigned to employees, these items belong to the College. Similarly, any computer files created on a College computer belong to the College. Employees should not use College computers for personal business without the express written permission of the College. Unauthorized programs and files may not be used on College computers without the written permission of the College. The College reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the College’s electronic systems.

COMPUTER/INTERNET ABUSE
Benedict College’s workplace privacy policy prohibits the use of College computers for personal business without the express written permission of Benedict College. The College consents to the “reasonable” use of its computers for personal business, but what is “reasonable” will be determined in the sole discretion of Benedict College. The only sure way to avoid violating the College’s policy on personal computer use is to not use the College’s computers for any personal purpose.

The following personal computer use is absolutely forbidden:

1. To access material which Benedict College considers pornographic.

2. To purchase any goods or services, even if charged to the employees’ personal credit card.

3. To transmit or knowingly to accept receipt of any communications which is pornographic, obscene, or in the College’s opinion might contribute to a hostile work environment in that it demeans individuals an the basis of race, sex, age, national origin, disability or some similar distinction.

**IMPORTANT NOTICE:** Benedict College has the capacity to examine computer usage of individual employees in detail. Even though an item has been “deleted” and the employee cannot retrieve it, this does not mean that the College cannot do so. It is also possible to generate a report of every Internet connection made by each user and of how much time was spent in each connection.
HARASSMENT REPORT

Correct name of complainant (optional) ________________________
"Code name" of complainant (mandatory if correct name not given)
Date of Report __________________
Date of Incident(s) _______________
Name or description of person who engaged in harassment:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
What happened? ________________________________________________________
________________________________________________________________________
________________________________________________________________________
Names of witnesses: ______________________________________________________
________________________________________________________________________
________________________________________________________________________
Names of people who say that the same person harassed them at another time:
________________________________________________________________________
________________________________________________________________________
If harassment is found to have occurred, what action do you want to have taken?

[Political subdivisions only] If your complaint comes down to your word against that of
the person who you say harassed you, would you be willing to take a polygraph exam?
Copy received by Benedict College official:

__________________________________________
Signature of Official