

SECTION 1 - INTRODUCTION

1.1 Welcome to the Randolph-Macon College Community.

It is a pleasure to welcome you to the College and we hope that you find your employment here at Randolph-Macon College both challenging and enjoyable!

To ensure success, we feel it is important that all employees understand our policies and procedures. This handbook has been designed to communicate policies and procedures in a clear and concise manner. "Employee" as used in this handbook refers to all staff employees (i.e., non-faculty employees). Faculty policies and procedures are addressed in the Faculty Handbook.

As a new employee working in the College community, there are always questions regarding expectations and requirements in performing your job. This handbook should be used as a reference source in answering many of the questions you may have concerning your employment at Randolph-Macon College. As in any workplace, it is necessary to understand proper administrative procedures, interfacing with your supervisor, and working smoothly with your co-workers. By having policies and procedures written in a handbook, employees should better understand the College's position on issues. Written policies and procedures also provide an avenue to ensure fair and consistent implementation of College rules.

The most important relationship you will establish is with your immediate supervisor. We strongly encourage you to seek information, provide input, share concerns, and resolve issues through your supervisor. We believe it is important to treat all employees with dignity and respect and as such, your supervisor is expected to listen to employee concerns, encourage your input, and to seek resolution to employment issues. Your supervisor will utilize this handbook when making decisions regarding employment issues. Therefore, it is to your benefit to be familiar with the policies and procedures as outlined in this handbook and to know what steps to take as situations arise.

Every attempt has been made to anticipate questions regarding College policies and procedures. However, should further assistance be necessary, please refer them first to your supervisor and if necessary, also to the Office of Human Resources.

1.2 Handbook Statement

The contents of this Handbook are NOT to be construed as a promise or contract between Randolph-Macon College and any employee. Randolph-Macon College reserves the right to modify, change, disregard, suspend, or cancel at any time, without written or verbal notice, all or any part of this Handbook's contents as circumstances require. Likewise, the policies, procedures, and benefits outlined in this Handbook are NOT terms or conditions of employment, and do NOT create contracts or offers to contract with any employee. The terms of benefit programs may be described for informational purposes. However, since the actual terms may be determined by insurance or governmental policy, or may vary from carrier to carrier, the College assumes no responsibility for the accuracy of the information. Randolph-Macon College adheres to the principle of employment-at-will. As a result of this principle, the College or the employee may terminate the employment relationship at any time with or without cause.

Upon your receipt of this Handbook, we will ask you to sign an Acknowledgment and Receipt Form. By signing the Acknowledgment and Receipt Form attached to this Handbook as Appendix C, you will acknowledge your receipt of the College's Staff Handbook. You will acknowledge that you have read, or will read, the Handbook in its entirety, and that you have been given the opportunity to ask any questions you may have about the contents of this Handbook.

1.3 Statement of Purpose

All employees of Randolph-Macon should be familiar with the College's Statement of Purpose; it defines the special nature of the College and explains its purpose:

Randolph-Macon is an undergraduate, coeducational college of the liberal arts. The purpose of a Randolph- Macon education is to develop the mind and the character of its students. They are challenged to communicate effectively, to think analytically and critically, to experience and appreciate the creative process, to develop qualities of leadership, and to synthesize what they know with who they are. At Randolph-Macon College the liberal arts constitute a comprehensive educational opportunity. The curriculum includes exposure both to broad perspectives and specific concepts. Students explore the natural and social sciences, the arts, and the humanities, while they also achieve a deeper understanding of the single discipline in which they major. They are guided in this endeavor by a faculty of teacher-scholars who are dedicated to the liberal arts and active in their professional disciplines and in the extra-curricular life of the campus.

At Randolph-Macon the maturation and testing of the skills, values, and character required for a lifetime of challenges extends beyond the classroom. Students are encouraged to meet with faculty both socially and intellectually, and they have the opportunity to participate in a variety of extracurricular activities. Interaction within the College community is assured by a residential environment and an enrollment of approximately one thousand. Located in Ashland, Virginia, Randolph-Macon College offers a curriculum and a cultural life enriched by the close proximity of metropolitan Richmond and Washington, D.C.

A Randolph-Macon education conveys a sense of life defined by historical continuity and ethical responsibility. Founded by Methodists in 1830, Randolph-Macon is an independent college that maintains a relationship with the United Methodist Church. Through this living tie the College draws strength from a religious tradition that nurtures creative social change and personal accountability.

Randolph-Macon believes that a liberal arts education challenges the intellect, imagination, and character. Graduates of the College have the capacity to realize their potential as professionals, leaders, and lifelong learners.

The comprehensive nature of a liberal arts education at Randolph-Macon College prepares students to respond to changing career opportunities and to meet life's challenges with confidence, enthusiasm, and ethical awareness.

1.4 Equal Employment Opportunity Statement

It is Randolph-Macon's intention to maintain an environment free of discrimination and harassment, and therefore any practice that degrades the individual is harmful to the College's purpose. It is the College's policy to grant equal opportunities in hiring, promotion, wages, salaries, and benefits to all qualified persons without regard to age, sex, race, color, religion, national origin, disability, handicap, sexual orientation, military status, or any other classification protected by federal, state or local laws. You were hired under these equal-opportunity guidelines, not only to fulfill the specific duties of your job, but also to help Randolph-Macon carry out the broader purposes outlined in the College's Statement of Purpose.

1.5 R-MC Organizational Chart

This Chart outlines the senior administrative organization of R-MC. If you have any questions about this chart, please discuss them with your supervisor.