

## **SECTION 2 - EMPLOYMENT POLICIES AND PROCEDURES**

The policies, procedures, and benefits outlined in this manual are NOT terms or conditions of employment, and do NOT create contracts or offers to contract with any employee.

### **2.1 Personnel Records**

The Office of Human Resources has the responsibility for maintaining central files of personnel information, which include but are not limited to:

1. name,
2. marital status,
3. address and telephone number,
4. beneficiaries or dependents listed in your insurance policies,
5. the number of dependents for tax-withholding purposes,
6. the person to notify in case of an accident,
7. a copy of your resume and/or application for employment,
8. background/reference check information,
9. performance reviews.

Your file is available for your review in the Office of Human Resources, and you are responsible for keeping information in it current by notifying Human Resources and your supervisor of any changes.

### **2.2 Orientation**

The orientation program is designed to acquaint new employees with Randolph-Macon College. Along with this manual, you are given a package outlining your insurance, retirement, and other benefits. For some positions, the orientation will include job specific formal training such as the use of the telephone, photocopier, or other equipment.

### **2.3 Identification Cards**

You are required to have your R-MC identification (ID) card made as soon as possible. ID cards are produced in Campus Safety. Your ID is useful for many purposes such as gaining access to various buildings, checking out library materials, gaining access to R-MC sporting events, and taking advantage of R-MC Bookstore discounts.

## 2.4 New Employee Review/Evaluation Period

After three months of employment, supervision will usually conduct an evaluation of your performance, as to whether it measures up to standards for good employees. The results will be discussed with you by your supervisor.

In some cases an employee may undergo an evaluation period as a result of a transfer or promotion.

The College reserves the right to extend any evaluation period. The designation of any such evaluation period does not constitute an obligation on the part of the College to retain the employee until the end of the period or thereafter. Both during and after the evaluation period the employee remains an at-will employee, and either the College or the employee may terminate the working relationship without advance notice, for any reason or no reason at all.

## 2.5 Classification of Employment

Employees of Randolph-Macon College are classified as Faculty or Staff.

1. Faculty - Faculty includes all employees who are granted faculty rank and who are subject to the guidelines outlined in the Faculty Handbook. The contents of this manual do not apply to this group.

2. Staff - Staff includes all other employees. The contents of this manual apply directly to this group. This group is further classified into Exempt and Non-exempt groups.

Exempt - All exempt employees are salaried and are exempt from the minimum wage and the overtime provisions of the Wage and Hour laws of the Fair Labor Standards Act. Exempt employees do not record hours worked.

Non-exempt - Employees classified as non-exempt are paid hourly. These employees are subject to the minimum wage and overtime provisions under the Wage and Hour laws. Non-exempt employees must record hours worked.

## 2.6 Employment Categories

Employees are categorized as full-time (regular and special), part-time (regular and special), and temporary.

**Regular full-time employees** are those who occupy authorized, budgeted positions and are scheduled to work at least 7.5 hours per day and at least 37.5 hours per week (with the exception of the summer work schedule), 12 months a year. These employees are entitled to all benefits.

**Special full-time employees** are those who occupy authorized, budgeted positions and are scheduled to work at least 7.5 hours per day and at least 37.5 hours per week for nine, ten, or eleven months per year. These are considered a special type of full-time employee and are entitled to the same types of benefits as regular full-time employees with the exception of vacation.

**Regular part-time employees** are those who occupy authorized, budgeted positions and are scheduled to work less than 37.5 hours per week, 12 months per year.

Regular part-time employees are not eligible for health, dental, life or disability insurance. Regular part-time employees are eligible for proportional amounts of vacation, sick leave, personal leave and other leaves-of-absence. For example, if an individual is regularly scheduled to work 1/2 time, he/she is eligible for 1/2 of the sick days available to regular full-time employees (i.e., 6 days of 7.5 hour days). Regular part-time employees are also entitled to proportional amounts of pay for each holiday if the holiday falls on a day the employee is regularly scheduled to work. These benefits must be taken during regularly scheduled work hours.

**Special part-time employees** are those who occupy authorized, budgeted positions and are scheduled to work less than 37.5 hours per week for nine, ten or eleven months per year. These employees are considered a special type of part-time employee, and are entitled to the same types of proportional benefits as regular part-time employees with the exception of vacation.

Any part-time employee who works 1,000 hours or more in a consecutive 12-month period is eligible to join the retirement plan following one year of service. Typically, if an individual works at least an average of 19.5 hours per week for 52 weeks during the year, he/she will qualify for participation in the retirement plan.

**Temporary employees and Independent Contractors** are those hired "as-needed" and usually by contractual arrangements. Temporary employees may or may not work regularly scheduled hours and are not eligible for any benefits. Temporary employees may be terminated at any time in keeping with their contractual arrangement. Temporary employees are generally used to cover the work of regular full-time or regular part-time positions which are not filled due to employee turnover or extended leaves of absence. Independent contractors are generally used to oversee projects of finite durations and are not eligible for any benefits.

## 2.7 Outside Employment

Because holding a second job might present a conflict of interest or interfere with your efficiency as an R-MC employee, "moonlighting" is discouraged. Before deciding to accept employment outside the College, full-time employees should discuss this decision with their supervisors.