

EMPLOYEE HANDBOOK

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	7-29-82
Dates Reviewed:	8-18-14, 10-21-18, 6-15-20, 2-24-21, 10-6-21, 3-16-22, 8-30-22, 2-5-24, 2-24-26
Last Date Board Approved:	2-24-26

For those who are beginning employment with the College, welcome! For employees who have been with us, thanks for your past and continued service. HR would like to extend best wishes for success and enjoyment of your time spent here at the College.

This handbook is intended to help employees find the answers to many questions that they may have regarding their employment with Lake Michigan College (the “College”). This handbook is applicable to all employees. It is the College’s expectation that every employee will be familiar with the information in this handbook and will take the time necessary to read it.

We do not expect this handbook to answer all questions, nor is it intended to cover every detail of your employment. Supervisors and the Human Resources Department (“HR”), as well as policies and procedures, also serve as major sources of information.

Neither this handbook nor any other verbal or written communication by a College representative is, nor should be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Except as otherwise required by law or express written agreement, the College adheres to the policy of employment at will, which permits the College or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No College representative other than the Executive Director, HR may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate College documents. These College documents are always controlling over any statement made in this handbook or by any member of management.

If an employee is subject to the terms of a collective bargaining agreement (“CBA”), the CBA supersedes any inconsistent term, policy, procedure, or benefit contained or referenced in this

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handbook. (Facilities employees should refer to [FACILITIES UNION CONTRACT](#). Full-time faculty should refer to [FACULTY UNION CONTRACT](#).)

The College may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Executive Director, HR.

A hardcopy binder of this Handbook and all linked policies may be obtained by requesting such in writing to the Executive Director of HR.

This handbook supersedes all prior handbooks.

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Section 1 – About the College

1-1 Academic Programs

See the [ACADEMICS](#) page of the website.

1-2 Accreditations

See the [ACCREDITATION](#) page on the website.

1-3 Audits, Tests and Accreditation

See the [AUDITS, TESTS, AND ACCREDITATION](#) policy.

1-4 Bookstore

The bookstore is located on the first floor of the academic building on the Benton Harbor Campus, between the B and C Wings in room S-121. For hours of operation and more information, see the [BOOKSTORE](#) page on the website.

At the South Haven campus, a ‘pop-up’ bookstore is generally available during the first and last weeks of each semester. Contact the campus for details and hours of operation.

To order books, supplies, and educationally priced software, contact the bookstore through [BARNES AND NOBLE'S LMC HOMEPAGE](#).

1-5 Calendar

Stay up to date with the College Calendar, which has the dates, times, and locations of various events such as Academics, Athletics, Board of Trustees, Community, Game Schedule, Student Events, and Mendel Center on the [CALENDAR](#) page of the website.

1-6 Campus Locations & Campus Maps

See the [VISIT CAMPUS](#) page on the website, where you can find maps of each location ([BENTON HARBOR](#), [SOUTH HAVEN](#)). [EMERGENCY PLANS & DOOR NUMBERING](#) can be found on the Employee Portal under Facilities.

1-7 Central Duplicating

Central Duplicating (“CD”) provides copying services for employees. CD hours and steps for requesting service are published on the [CENTRAL DUPLICATION](#) subsite of the Employee Portal. Business cards can be ordered from CD as well.

1-8 Our Mission, College-Wide Goals, Our Guiding Principles, and Locations

See the [ABOUT](#) page of the website.

1-9 Food on Campus

The Hawk's Nest Cafe is located on the first floor across from the bookstore. The full menu can be viewed on the [HAWK'S NEST CAFÉ](#) page of the website. In addition, Avenue C café is a vending option with drinks, sandwiches, and other snacks located in the Todd Center, around the corner from the Hawk's Nest Café, and in Beckwith Hall. Standard vending machines are located in Main Building, Mendel Center, Beckwith Hall (students only), and Hanson Technology Center.

On the South Haven campus, standard vending machines are centrally located.

1-10 Foundation

The Lake Michigan College Foundation was formed in 1986 as an independent organization to raise and manage donations for scholarships and other resources that support the mission and priorities of the College. For information and opportunities to give, see the [LMC FOUNDATION](#) page of the website.

1-11 Governance

The College's governance systems are intended to give all members of the College community an opportunity to provide input into decisions and help shape direction. See the [GOVERNANCE SYSTEMS](#) policy for more information.

See the [BOARD GOVERNANCE](#) policy for more information on the Board of Trustees (the "Board") governance role, and the [BOARD OF TRUSTEES](#) page of the website for information on the trustees that serve in that role.

The President and President's Cabinet are the executive leadership of the College. More information can be found on the [PRESIDENT'S CABINET](#) page of the website.

1-12 History of the College

LMC began in 1946 with just 61 students taking night classes in a high school basement. Since then, we have continued to grow and evolve along with the communities we serve. To learn more about the history of the College, see the [LMC HISTORY](#) page of the website.

1-13 Library

The William Hessel Library is located in the L-Wing on the first floor of the Main Building on the Benton Harbor campus. To find print books, eBooks, DVDs, and streaming videos held in the library, search the [ONLINE CATALOG](#). Hours of operation and other information can be found on the [WILLIAM HESSEL LIBRARY](#) page of the website.

1-14 Mendel Center

The Mendel Center is known for its performances and events with a wide variety of entertainment and events held year-round. More information on attending or becoming a

volunteer or supporter can be found on the [MENDEL CENTER](#) website.

1-15 Organizational Chart

An organizational chart (“org chart”) is a visual chart that represents the structure of a company. It shows how teams and departments are organized, the reporting relationships across the organization, and every individual’s role. The College [ORGANIZATIONAL CHART](#) can be found on the HR subsite of the Employee Portal. See also the [ORGANIZATIONAL REPORTING RELATIONSHIPS](#) policy.

1-16 Transparency Page

The Michigan State School Aid Act requires all public schools to post certain information on their website. The College’s information can be found on the [TRANSPARENCY](#) page on the website.

Section 2 - Standards of Conduct/Governing Employment Principles

The College will administer employment of full- and part-time employees in accordance with its policies and any procedures related thereto. The College may at any time adopt new policies and/or procedures or amend those existing. Adoption or amendment will not become effective until such has been published with the other policies or procedures.

Facilities employees should also refer to the [FACILITIES UNION CONTRACT](#). Full-time faculty should also refer to the [FACULTY CONTRACT](#) policy.

2-1 Advertising, Marketing, Sponsorships

See the [ADVERTISING, MARKETING, SPONSORSHIP](#) policy

2-2 Advertising on College Property

See the [ADVERTISING ON COLLEGE PROPERTY](#) policy.

2-3 Assistance Animal in Campus Housing – Employees

See the [ASSISTANCE ANIMAL IN CAMPUS HOUSING - EMPLOYEES](#) policy.

2-4 Athletic Travel

See the [ATHLETIC TRAVEL](#) policy.

2-5 At-Will Employment

Employees are employed on an at-will basis. Either the employee or the College may terminate the at-will employment relationship with or without cause or notice at any time.

2-6 Attendance and Punctuality

See the [WORK HOURS, SCHEDULED HOURS, OVERTIME, & TIMEKEEPING](#) policy

2-7 Attendance at Graduation Ceremony

All employees are encouraged to attend graduation ceremonies. The College will provide academic regalia for any employee who wants to participate.

2-8 Authority to Bind External Agreements

The [AUTHORITY TO BIND COLLEGE TO EXTERNAL AGREEMENTS](#) policy designates who has the authority to obligate the College to agreements.

2-9 Barter Arrangements

See the [BARTER ARRANGEMENTS](#) policy.

2-10 Cameras & Recording Devices in the Workplace

See the [CAMERAS & RECORDING DEVICES IN THE WORKPLACE](#) policy.

2-11 Code of Conduct - Drug-Free Workplace

See the [DRUG FREE WORKPLACE/DRUG & ALCOHOL ABUSE PREVENTION PROGRAM](#) policy.

2-12 Code of Conduct - Workplace Conduct

See the [CODE OF CONDUCT](#) policy.

2-13 College-Affiliated Social Media Auxiliary Accounts

See the [COLLEGE-AFFILIATED SOCIAL MEDIA AUXILIARY ACCOUNTS](#) policy.

2-14 Compensation When College is Closed

See the [COMPENSATION PHILOSOPHY & PAY SETTING](#) policy.

2-15 Compliance Requirements – External Agency

See the [EMPLOYEE COMPLIANCE WITH REQUIREMENTS OF EXTERNAL ORGANIZATIONS](#) policy.

2-16 Conflicts of Interest

A conflict of interest exists when an employee's personal interests' conflict or appear to conflict with their job duties; see the policies below as relevant, for more information.

- [CONFLICT OF INTEREST IN FEDERAL/STATE GRANTS - FINANCIAL CONFLICT](#)
- [CONFLICT OF INTEREST – EMPLOYEE](#)
- [CLASSROOM INSTRUCTION CONFLICT OF INTEREST](#)

2-17 Confidentiality

See the [CONFIDENTIALITY](#) policy.

2-18 Consensual Relationships with Students

See the [CONSENSUAL RELATIONSHIPS WITH STUDENTS](#) policy.

2-19 Constitutional Speech/Expression Rights

See the [FREEDOM OF EXPRESSION](#) policy.

2-20 Dress Code

See the [DRESS CODE](#) policy.

2-21 Employment Classifications

See the [EMPLOYEE CLASSIFICATIONS](#) policy.

2-22 Employee Discipline

See the [DISCIPLINE](#) policy.

2-23 Employee Responsibilities

See the [EMPLOYEE JOB CLASSIFICATION, STATUS, & RESPONSIBILITIES](#) policy.

2-24 Equipment, Facilities, & Property Use

See the [EQUIPMENT, FACILITIES, & PROPERTY USE](#) policy.

2-25 Felony Charges and/or Felony Convictions

See the [FELONY CHARGES AND/OR FELONY CONVICTIONS](#) policy.

2-26 FERPA

Family Educational Rights & Privacy Act (FERPA) is a federal law administered by the U.S. Department of Education (Department) and applies to all educational agencies and institutions that receive funding under any program administered by the Department. See the [FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT \(FERPA\)](#) policy for information.

2-27 Health and Safety

Employees may not take any action that will needlessly jeopardize their health or safety or the safety of others while at work. Employees must comply with all safety rules. If an employee sustains a work-related injury or illness, the employee must notify their immediate supervisor and if appropriate, medical personnel, immediately. The [EMPLOYEE REPORT OF INJURY](#) can be found on the HR subsite of the Employee Portal.

2-28 Inspections

See the [INSPECTIONS](#) policy.

2-29 Institutional Data Management

See the [INSTITUTIONAL DATA MANAGEMENT](#) policy.

2-30 Intellectual / Proprietary Property Rights

See the [INTELLECTUAL / PROPRIETARY PROPERTY RIGHTS](#) policy.

2-31 Nepotism

See the [NEPOTISM](#) policy.

2-32 Non-Discrimination / Equal Opportunity

The College is an equal opportunity institution and will comply with state and federal employment laws. See the [NON-DISCRIMINATION](#) and [ACCESSIBILITY FOR PERSONS WITH DISABILITIES](#) policies.

2-33 Non-Harassment

See [TITLE IX SEXUAL HARASSMENT](#) policy and [SEXUAL HARASSMENT/TITLE IX](#) page of website.

2-34 Outside Employment

See the [CONFLICT OF INTEREST](#) policy.

2-35 Passwords

See the [PASSWORDS](#) policy.

2-36 Personal Visits, Phone Calls, Text Messages, and Emails

Employees must limit their personal visits, calls, text messages, emails, and similar personal business during business hours to those that are urgent or serious in nature.

2-37 Protected Activities

Nothing in this policy may be construed as limiting an employee's right to engage in activities protected by law, including activities protected under the Public Employment Relations Act. Employees have the right to engage in protected and concerted activities and engage in activities for the mutual aid and protection of each other.

2-38 Publicity Statements to the Media

See the [PUBLICITY STATEMENTS TO THE MEDIA](#) policy.

2-39 Qualifications

See the JOB DESCRIPTION CREATION, GRADING/ REGRADING & POSTING policy. (Policy currently under development.)

2-40 Receipt of Gifts & Gratuities

See the [RECEIPT OF GIFTS & GRATUITIES](#) policy.

2-41 Reporting of Misconduct

See the [REPORTING OF MISCONDUCT](#) policy.

2-42 Security Cameras

See the [SECURITY CAMERAS](#) policy.

2-43 Selling, Soliciting, and Advertising

See the [SELLING, SOLICITING, AND ADVERTISING](#) policy.

2-44 Smoking and Nicotine

See the [SMOKING AND NICOTINE](#) policy.

2-45 Social Media

See the [SOCIAL MEDIA USE](#) policy.

2-46 Teaching by Staff

See the [TEACHING BY STAFF](#) policy.

2-47 Technology Use

See the [ACCEPTABLE USE OF TECHNOLOGY](#) policy.

2-48 Vehicle Use

See [VEHICLE USE](#) policy and the [COLLEGE OWNED VEHICLE USE](#) procedure.

2-49 Energy Use

The Facilities Management Department (“Facilities”) operates building heating and cooling systems to meet the needs of building use throughout the year while maintaining reasonable goals for energy efficiency. See [ENERGY USE](#) procedure on the Employee Portal for more information on employee responsibilities.

2-50 Wage Determination

See the [COMPENSATION PHILOSOPHY & PAY SETTING](#) policy.

2-51 Weapons on Campus

See the [WEAPONS ON COLLEGE](#) policy.

2-52 Workplace Violence

See the [WORKPLACE VIOLENCE](#) policy.

Section 3 - Operational Policies & Procedures

3-1 Accessibility for Persons with Disabilities

See the [ACCESSIBILITY FOR PERSONS WITH DISABILITIES](#) policy and the [MEDICAL LEAVE OF ABSENCE](#) policy.

3-2 Breaks (Non-exempt Employees Only)

See Working Hours and Work Schedule section below.

3-3 Building Access

In general, campuses are closed on Saturdays, Sundays, and during holidays, except for scheduled events when access is coordinated with the Facilities Department. Check with Facilities for scheduled closure times. If it is necessary for an employee to enter a building when a campus is closed, they need to have an exterior door key (see [KEY](#) procedure) or make arrangements with the security guard through the Facilities Office Manager. See also [BUILDING ACCESS](#) procedure on the Employee Portal.

3-4 Capital Assets

See the [CAPITAL ASSETS](#) policy.

3-5 Cash and Cash Handling

See the [CASH & CASH HANDLING](#) policy.

3-6 Classes During Work Schedule

See the [TUITION WAIVER – EMPLOYEES](#) policy.

3-7 College Brand Identity

See the [COLLEGE BRAND IDENTITY](#) policy.

3-8 Communicable Diseases

See the [COMMUNICABLE DISEASES](#) policy.

3-9 Direct Deposit

See the [COMPENSATION PHILOSOPHY & PAY SETTING](#) policy.

3-10 Due Process

See the [EMPLOYEE DISCIPLINE](#) policy.

3-11 Eligibility for Raise

See the [WAGE ADJUSTMENT BASED ON COST-OF-LIVING ADJUSTMENTS](#) policy.

3-12 Emergency Closures

See the [REMOTE WORK & LEARN DAYS - EMPLOYEES](#) policy.

3-13 Employee Housing in Beckwith

See the [EMPLOYEE HOUSING IN BECKWITH](#) policy.

3-14 Employee Portal

The [EMPLOYEE PORTAL](#) provides information for employees. To access the Employee Portal, go to the website, scroll to the bottom, and click on Faculty & Staff. There you can find the Employee Dashboard, Quick Links, Departments, Employee Calendar, Directory, and other resources.

3-15 Employment Records

See the [EMPLOYEE RECORDS](#) policy.

3-16 Facility Rental

See the [FACILITY RENTAL](#) policy.

3-17 Field Trips

See the [FIELD TRIPS](#) policy.

3-18 Freedom of Information Act

See the [FREEDOM OF INFORMATION ACT](#) policy.

3-19 Grant Managers

Employees acting as a Grant Managers must abide by the [GRANTS & GRANT MANAGER RESPONSIBILITIES](#) policy.

3-20 Grant Time & Effort Reporting

See the [GRANT TIME & EFFORT REPORTING](#) policy.

3-21 Health Insurance Portability & Accountability Act (HIPAA)

See the [HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT \(HIPAA\)](#) policy.

3-22 International Employees

See the [INTERNATIONAL EMPLOYEES](#) policy.

3-23 IT Governance

See the [IT GOVERNANCE](#) policy.

3-24 IT Service Levels Agreement

See the [IT SERVICE LEVELS AGREEMENT](#) policy.

3-25 Job Descriptions – Creating, Reviewing & Regrading

See the JOB DESCRIPTION CREATION, GRADING/ REGRADING & POSTING policy. (Policy currently under development.)

3-26 Job Postings

See the JOB DESCRIPTION CREATION, GRADING/ REGRADING & POSTING policy. (Policy currently under development.)

3-27 Lobbying - Compliance with Federal & State Law

See the [LOBBYING - COMPLIANCE WITH FEDERAL & STATE LAW](#) policy.

3-28 Minors on Campus

See the [MINORS ON CAMPUS](#) policy.

3-29 Overtime (Non-exempt Employees Only)

See the [WORK HOURS, SCHEDULED HOURS, & OVERTIME](#) policy.

3-30 Pay Periods and Paydays

See the [COMPENSATION PHILOSOPHY & PAY SETTING](#) policy.

3-31 Performance Reviews

Employees will receive at least one performance appraisal annually by the supervisor, which will be maintained in the employee personnel file.

3-32 Personal Property

Keeping personal property of value on campus is strongly discouraged and is done at the employee's risk of loss as personal property is not covered under the College's insurance. The College is not responsible for personal property that is lost, damaged, or stolen.

3-33 Personnel Records

See the [EMPLOYEE RECORDS](#) policy.

3-34 Policies and Procedures

All policies require approval of the Board and can be found on the [POLICIES](#) page on the website. Procedures are operational in nature, do not require Board approval, and can be found on the [PROCEDURES](#) subsite of the Employee Portal.

3-35 Purchasing

It is the responsibility of employees to know and abide by the [PURCHASING – REQUIRED PRACTICES](#) policy and the [PURCHASING - ALLOWABLE PURCHASES](#) policy.

3-36 Procurement Cards

See the [PROCUREMENT CARD](#) procedure on the Employee Portal to learn how to request a Pro Card and other information.

3-37 Raffles

See the [RAFFLES](#) policy.

3-38 Record Retention

See the [RECORD RETENTION](#) policy.

3-39 Reduction in Force

See the [JOB ELIMINATIONS & TERMINATIONS](#) policy.

3-40 Repairs & Services

See the [FACILITIES REPAIR OR SERVICE](#) procedure on the Employee Portal for more information on all the services provided by Facilities.

3-41 Resignation

See the [RESIGNATION](#) policy.

3-42 Restroom/Locker Room Accessibility on College Property

See the [RESTROOM/LOCKER ROOM ACCESSIBILITY ON COLLEGE PROPERTY](#) policy.

3-43 Sale/Disposal of College Property

See the [SALE/DISPOSAL OF COLLEGE PROPERTY](#) policy.

3-44 Safe Harbor Policy for Exempt Employees

See the [SAFE HARBOR FOR EXEMPT EMPLOYEES](#) policy.

3-45 Segregation of Duties

See the [SEGREGATION OF DUTIES](#) policy.

3-46 Shipping and Receiving Goods

See the [SHIPPING & RECEIVING](#) procedure on the Employee Portal.

3-47 Social Security Number Privacy

See the [SOCIAL SECURITY NUMBER](#) policy for more information.

3-48 Start Time

See the [WORK HOURS, SCHEDULED HOURS, OVERTIME, & TIMEKEEPING](#) policy.

3-49 Succession Planning

See the [SUCCESSION PLAN](#) policy.

3-50 Sustainability

See the [SUSTAINABILITY](#) policy.

3-51 Teaching by Staff

See the [TEACHING BY STAFF](#) policy.

3-52 Termination

See the [JOB ELIMINATIONS](#) policy.

3-53 Timekeeping

See the [WORK HOURS, SCHEDULED HOURS, OVERTIME, & TIMEKEEPING](#) policy.

3-54 Travel & Travel Time

See the [TRAVEL EXPENSES](#) policy.

3-55 Use of Artificial Intelligence in the Workplace

See the [USE OF ARTIFICIAL INTELLIGENCE IN THE WORKPLACE](#) policy.

3-56 Vacancies, Transfers and Assignments

See the JOB DESCRIPTION CREATION, GRADING/ REGRADING & POSTING policy. (Policy currently under development.) Pay setting considerations for transfers and assignments can be found in the [COMPENSATION PHILOSOPHY & PAY SETTING](#) policy.

3-57 Working Hours and Work Schedule

See [WORK HOURS, SCHEDULED HOURS, OVERTIME & TIMEKEEPING](#) and [FLEXIBLE SCHEDULING AND REMOTE WORK OPTIONS](#) policies.

3-58 Work Locations

See the [FLEXIBLE SCHEDULING AND REMOTE WORK OPTIONS](#) policies.

Section 4 – Benefits

4-1 Benefits Overview

The next few pages outline the benefits that the College provides eligible employees.

The information presented here is intended to serve only as outlines. The descriptions of the insurance and other plans merely highlight certain aspects of the plans and are for general information only. The details of those plans are spelled out in the official “plan documents,” which are available for review on the Employee Portal. Additionally, the components of the plans, including eligibility and benefits provisions, are summarized in “Summary Plan Descriptions,” which are revised from time to time. In the determination of benefits and all other matters under each plan, the terms of the official plan documents govern over the Summary Plan Descriptions and this handbook.

Further, the College (including the employees who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority regarding administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement.

While the College intends to maintain a comprehensive benefits package for eligible employees, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact HR.

4-2 Allegan Stipend

See the [ALLEGAN STIPEND](#) Policy.

4-3 Bereavement Leave

See [BEREAVEMENT LEAVE](#) policy.

4-4 Disability Insurance

Full-time employees are eligible to participate in the short- and long-term disability plans, subject to the terms and conditions of the agreement between the College and the insurance carrier. This is solely a monetary benefit and not a leave of absence provision. Employees who will be out of work must also request a formal leave of absence.

4-5 Employee Assistance Program (“EAP”)

The success of the College in fulfilling its mission depends on its employee’s physical and psychological health. Employees and their families who are faced with challenges have access to assistance through an Employee Assistance Program (EAP). The College currently uses HelpNet

as its EAP provider. HelpNet is confidential and free to full-time and regular part-time employees and their families. HelpNet will provide free personal counseling to each employee and their household members. The counselors have extensive experience dealing with topics such as marital and family issues, addictions, emotional problems, legal and financial concerns, careers, relationships, aging parents, stress, anxiety, depression, and life enrichment techniques.

For additional information on HelpNet, call 1-800-969-6162 or visit their [website](#).

4-6 Family and Medical Leave (FMLA)

See the [FAMILY & MEDICAL LEAVE ACT \(FMLA\)](#) policy or contact HR for more information.

4-7 Fitness Studio

See the [FITNESS STUDIO](#) page on the website. See also the Wellness Release Time section herein.

4-8 Flexible Scheduling and Remote Work Options

See the [FLEXIBLE SCHEDULING AND REMOTE WORK OPTIONS](#) policy.

4-9 Insurance

The College will offer health insurance to employees (and eligible dependents) who work 30 or more hours per week. The employee cost of insurance and types of coverage offered will be determined by the College in compliance with federal and state law.

Upon becoming eligible to participate in insurance plans, employees will receive Summary Plan Descriptions with detailed plan information. The employee cost of insurance and types of coverage offered will be determined by the College in compliance with federal and state law.

Currently, the College offers medical/Rx, dental, vision, life, and long-term disability insurances, which are paid all or in part by the College.

The College currently offers the following optional insurance and related benefits, the cost of which is paid by the employee:

- accidental death and dismemberment insurance
- critical illness, whole life, and accident insurance
- flexible spending accounts
- legal plan and identity theft protection
- pet insurance
- short-term disability insurance
- supplemental life insurance

All insurance offerings are subject to change at any time.

4-10 Jury Duty

See the [JURY DUTY](#) policy.

4-11 Lactation Breaks

See the [LACTATION BREAKS](#) policy.

4-12 Leave of Absence

See the [PERSONAL LEAVE OF ABSENCE](#) policy.

4-13 Mileage Reimbursement

See the [MILEAGE REIMBURSEMENT](#) policy.

4-14 Military Leave

See the [MILITARY LEAVE OF ABSENCE](#) policy.

4-15 Paid Holidays

See the [HOLIDAYS, COLLEGE CLOSURES, AND LMC DAYS](#) policy.

4-16 Participation in College Groups & Volunteering Time Off

See the [PARTICIPATION IN COLLEGE GROUPS & VOLUNTEERING TIME OFF](#) policy.

4-17 Personal Days

See the [PERSONAL DAYS](#) policy.

4-18 Professional Development/Continuing Education

Paid Professional Development time may be granted with supervisor approval to attend training and participate in other professional development activities. In addition, the College closes 2 days each year (LMC Day - Fall and LMC Day - Spring) for College-wide professional development. All regularly scheduled employees are required to attend. Dates for LMC Days can be found in the See the [HOLIDAYS, COLLEGE CLOSURES, AND LMC DAYS](#) policy.

4-19 Retirement Plan

Upon becoming eligible to participate in a retirement plan, an employee will receive a Summary Plan Description, which will provide detailed plan information. See also the [RETIREMENT PLANS](#) policy.

4-20 Sabbatical Leave

See [FACULTY SABBATICAL LEAVE](#) and [SABBATICAL LEAVE - ADMINISTRATORS & PROFESSIONAL/TECHNICAL STAFF](#) policies.

4-21 Sick Leave / Paid Medical Leave / Earned Sick Time

See the [SICK LEAVE & EARNED SICK TIME](#) policy.

4-22 Summer Hours

See the [SUMMER HOURS](#) policy.

4-23 Tuition Waiver

See the [TUITION WAIVER - EMPLOYEES](#) policy.

4-24 Vacation

See the [VACATION](#) policy.

4-25 Vacation Donation

See the [VACATION DONATION](#) policy.

4-26 Victims of Crime Leave

See the [VICTIMS OF CRIME LEAVE](#) policy.

4-27 Wellness Release Time

See the [WELLNESS RELEASE TIME](#) policy.

4-28 Workers' Compensation

See the [WORKERS' COMPENSATION](#) policy for more information.

Section 5 – Safety

5-1 Blood-borne Pathogens Exposure Control

As indicated in the [BLOODBORNE PATHOGENS EXPOSURE CONTROL](#) policy, the College complies with the Occupational Health & Safety Administration Bloodborne Pathogens Standard, 29 CFR 1910.1030.

5-2 Chemical Hygiene

See the [CHEMICAL HYGIENE](#) policy page of the website.

5-3 Clery Act

See the [CLERY ACT COMPLIANCE](#) policy.

5-4 Emergency Preparedness and Response

See the [EMERGENCY PREPAREDNESS AND RESPONSE](#) policy.

5-5 Emergency Procedures

See the [SAFETY AND EMERGENCY INFORMATION](#) page on the website and the emergency flip chart available in each classroom of the College.

5-6 Hazardous Communication Program

See the [HAZARD COMMUNICATION PROGRAM](#) policy and [HAZARD COMMUNICATIONS](#) procedure.

5-7 Identification Badge

See the [IDENTIFICATION BADGE](#) policy.

5-8 Identity Theft Prevention & Red Flag Rules

See the [IDENTITY THEFT PREVENTION & RED FLAG RULES](#) policy.

5-9 Safety and Emergency Information

See the [SAFETY AND EMERGENCY INFORMATION](#) page on the website and the [CAMPUS SAFETY ALERTS](#) policy.

5-10 Sex Offender Registry

See the [CLERY ACT COMPLIANCE](#) policy.

5-11 Weather & Emergency Closings

See the [WEATHER AND EMERGENCY CLOSINGS](#) page on the website.

Handbook Acknowledgment

This handbook is intended to provide resources and information to help employees become acquainted with Lake Michigan College. Because College operations may change, the contents of this handbook and the information to which it refers may also change at any time, with or without notice, in an individual case or generally, at the sole discretion of the College. No oral modification is permitted.

Sign below to indicate your acknowledgment of and agreement with the following:

1. I have received and read a copy of the College's Employee Handbook.
2. I have familiarized myself with the policies that are referred to in the Employee Handbook.
3. I understand that the policies, procedures, rules, and benefits described are subject to change at the sole discretion of the College at any time, and that it is my responsibility to stay current on provisions of College policies, procedures, and rules.
4. I further understand that my employment is terminable at will, either by myself or the College, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.
5. I understand that no College representative other than the Head of HR may alter "at will" status and any such modification must be in a signed writing.
6. I agree that any claim or suit that relates to my employment with the College must be brought within 180 days after the events giving rise to the claim, or within the time limit specified by statute, whichever period is shorter; except that any claim filed with the US Equal Employment Opportunity Commission must be filed within the time limit provided by law. I waive any statute of limitations that exceeds these time limits.
7. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the College's Employee Handbook.

Employee Signature:

Employee Printed Name:

Date:

A signed original copy of this acknowledgment must be given to HR to be filed in your personnel file.

Receipt of Non-Discrimination, Workplace Violence, and Title IX Sexual Harassment Policies

It is the College's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Lake Michigan College.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual while on College premises, while on College business (whether or not on College premises), or while representing the College. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful.

Violation of the below enumerated policies, including any improper retaliatory conduct, will result in disciplinary action, up to and including termination.

I have read and I understand the following College policies:

1. [Non-Discrimination](#) policy
2. [Workplace Violence](#) policy
3. [Title IX Sexual Harassment](#) policy

Employee Signature:

Employee Printed Name:

Date:

The signed original copy of this acknowledgment must be given to HR to be filed in your personnel file.