

## EMPLOYEE HANDBOOK

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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

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### **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**

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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

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### **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

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### 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

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### 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

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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

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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.