

Grand Rapids Community College
Employment Handbook for
Meet and Confer Employees

Administration, Technical, Professional and Confidential Positions with Benefits

Effective May 22, 2024

Supersedes All Others

TABLE OF CONTENTS

1.	INTRODUCTION	1
1.1	Welcome to Grand Rapids Community College	1
1.2	Mission, Vision, Values	1
1.3	Meet and Confer Advisory Committee	2
1.4	About This Handbook	2
1.5	GRCC Policies	3
2.	EMPLOYMENT BASICS	4
2.1	Employment-At-Will	4
2.2	Employee Classification and Categories	4
2.3	Work-Week/Workday.....	5
2.4	Equal Employment Opportunity and Affirmative Action	5
2.5	Anti-Harassment and Anti-Retaliation.....	6
2.6	Americans With Disabilities Act.....	6
2.7	Genetic Information Nondiscrimination (GINA) Policy.....	7
3.	COMPENSATION, PAYROLL PRACTICES, AND REIMBURSEMENTS	8
3.1	Payday and Direct Deposit.....	8
3.2	Merit Compensation System	8
3.3	Salary Schedules.....	9
3.4	Promotional Increases	9
3.5	Longevity Payment.....	9
3.6	Degree Pay	10
3.7	Overtime	11
3.8	Compensatory Time.....	11
3.9	Electronic W-2 and W-2C.....	12
3.10	Mileage Reimbursement.....	12
3.11	Timesheet Accountability	12
3.12	Payroll Errors.....	13
3.13	Payroll Practices- Emergency Closures	13
4.	EMPLOYEE BENEFITS AND TIME AWAY FROM WORK	14
4.1	Benefits	14

4.2	Holidays.....	15
4.3	Vacation Policy.....	16
4.4	Sick Leave.....	18
4.5	Bereavement.....	19
4.6	Jury Duty.....	20
4.7	Military.....	20
4.8	Family and Medical Leave (FMLA).....	21
4.9	Vacation Bank Pool for FMLA Qualifying Absences.....	23
4.10	Leave of Absence Requests- Child Care.....	24
4.11	Personal Business Leave.....	24
4.12	Leave Banks- Paid Time Off.....	25
4.13	General Leaves (Non-FMLA Qualifying).....	25
4.14	Retirement Benefits.....	26
4.15	Supplemental Retirement Plans.....	27
4.16	Retirement Sick Days Payoff.....	27
4.17	COBRA- Continuation of Health Insurance Coverage.....	27
4.18	Liability Insurance.....	29
4.19	Professional Development.....	29
4.20	Community Volunteer Work and/or Team Building Sessions.....	30
4.21	Parking.....	31
4.22	Tuition Benefits- GRCC Tuition Waiver.....	31
4.23	External Institution Reimbursement Benefit.....	33
4.24	Uniforms.....	34
4.25	Workers Compensation.....	34
4.26	Breaks for Breastfeeding Workers.....	35
5.	EMPLOYEE PRACTICES AND EMPLOYEE CONDUCT	36
5.1	Introductory (Orientation) Period.....	36
5.2	New Employee Onboarding and Mentorship Program.....	36
5.3	Performance Evaluations.....	37
5.4	Performance Improvement Plans.....	37
5.5	Job Postings.....	38
5.6	Behavior Guidelines for Conduct.....	38
	Employees are also expected to be aware that certain forms of intentional misconduct constitute grounds for immediate termination of employment.....	39
5.7	Absences, Tardiness and Reporting Expectations.....	39
5.8	Excessive Absenteeism.....	40

5.9	Corrective Action	40
5.10	Employee Concerns	41
5.11	Problem Resolution and Appeal Procedure.....	41
5.12	Commencement	43
5.13	False Information and Employment	43
5.14	RaiderCard	44
5.15	Reduction in Staff.....	44
5.16	Notice of Reduction in Staff/Recall.....	45
5.17	Rehire Longevity Dates	46
5.18	Remote Work	46
5.19	Confidentiality.....	46
5.20	Ethics Monitoring System & Complaint Procedure	47
5.21	Nepotism & Personal Relationships in the Workplace.....	47
5.22	Personal Appearance and Dress Code.....	47
5.23	Use of College Equipment and Facilities By Employees	48
5.24	Compliance Training	49
5.25	Reasonable Accommodations for Pregnant Workers	49
5.26	Separating Employees.....	50
5.27	Exit Interview	50
5.28	Return of College Property	51
6.	HEALTH AND SAFETY	52
6.1	Tobacco-Free Environment.....	52
6.2	Alcohol, Illegal Drugs and Illegal Use of Drugs.....	52
6.3	GRCC Police	52
6.4	Emergency Closing	52
6.5	Employee Assistance Program.....	53
6.6	Workplace Violence	53
6.7	Fitness for Duty	53
6.8	Searches and Inspections.....	54
7.	EMPLOYMENT RECORDS AND REFERENCES.....	55
7.1	Update Employee Records.....	55
7.2	Employee Information Changes.....	55
7.3	Human Resources Personnel Files	56
7.4	References	56

7.5 Social Security Privacy Policy 57

8. COMMUNICATION AND TECHNOLOGY..... 57

8.1 Employee Communication..... 57

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1. INTRODUCTION

1.1 Welcome to Grand Rapids Community College

We are thrilled that you are part of our GRCC team. As an integral part of the College, you play a crucial role in our success and the success of our students. This handbook has been carefully crafted to provide you with important information about policies, procedures, benefits and expectations. At GRCC we believe in fostering a positive and inclusive work environment where every employee feels valued, respected and supported. Please take the time to familiarize yourself with the contents of this handbook, as it will serve as a valuable resource throughout your time as a Meet & Confer employee. If you have questions or need clarification on any topic contained in this handbook, please reach out to your supervisor or the human resources department.

1.2 Mission, Vision, Values

Vision: GRCC provides relevant educational opportunities that are responsive to the needs of the community and inspires students to meet economic, social and environmental challenges to become active participants in shaping the world of the future

Mission: GRCC is an open access college that prepares individuals to attain their goals and contribute to the community

Values:

- Excellence – We commit to the highest standards in our learning and working environments.
- Diversity – We create an inclusive, welcoming, and respectful environment that recognizes the value, diversity, and dignity of each person.
- Responsiveness – We anticipate and address the needs of students, colleagues, and community.
- Innovation – We seek creative solutions through collaboration, experimentation, and adaptation.
- Accountability – We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.
- Sustainability – We use resources in responsible ways to achieve equity across our social, economic and environmental practices and policies.

- Respect – We treat others with courtesy, consideration and civility.
- Integrity – We commit to GRCC values and take personal responsibility for our words and actions.

1.3 Meet and Confer Advisory Committee

Volunteer participants of the Meet & Confer Advisory Committee are non-union employees covered by the Employee Handbook and meet on an as needed basis. This team is an employee input team that researches various employment-related topics and coordinates the suggestions and feedback from employees to be submitted for consideration by the administration. The team is made up of volunteer employees and representatives from Human Resources. Feedback and suggestions may be submitted to a participant on the Advisory Team.

1.4 About This Handbook

This Handbook has been developed to help you better understand employment policies, guidelines, and procedures of Grand Rapids Community College. This Handbook is for information purposes only and is not an all-inclusive document. It should be used in conjunction with Board and Administrative policies.

This Handbook will summarize portions of GRCC’s policies, procedures and work rules as well as portions of the benefit plans that many employees have questions about. Wherever this Handbook is different from the terms of a plan document itself, the language in the plan document will control. Most plan documents will be found on the Human Resources webpage.

The Board of Trustees of Grand Rapids Community College recognizes the employees on the following list as Meet and Confer operating under the employment terms and conditions provided in this Employee Handbook: Administrative, Technical, Professional and Administrative Support/Confidential Employees.

The Meet and Confer Employee Handbook does not apply to contingency or temporary employees or temporary, limited benefit employees. A contingency or temporary employee is one who is hired for special projects, for a specific assignment, as a consultant, or for short-term periods of time. Grant funded Meet & Confer positions may be subject to compensation and benefit limitations as defined by their grant.

This Employee Handbook is not intended to be a contract of employment and does not create a contract of employment. GRCC reserves the right to alter, modify, amend, change or eliminate any provisions of this Handbook, any policy or benefit contained in it, and to add new policies at

any time, with or without prior notice. However, GRCC will try to provide reasonable notice of the change or changes to policies, procedures, etc., prior to the effective date of the change.

All revisions to the Employee Handbook will be distributed by the Executive Director of Human Resources via email to Meet & Confer employees as well as updated on the Human Resources website. This Handbook replaces any earlier version of any previous Meet & Confer Employee Handbooks issued by Grand Rapids Community College, or any previous Meet & Confer Agreements.

Employees covered by the Meet & Confer Handbook will be required to sign a Handbook Acknowledgement. Please be sure to ask questions or request clarification about any information that you do not understand before signing. Additionally, employees will sign an Arbitration Acknowledgement Agreement for employment disputes.

1.5 GRCC Policies

All GRCC policies are found at the policy [website](#). Policies are updated periodically, and information is shared via GRCC Today regarding any changes.

2. EMPLOYMENT BASICS

2.1 Employment-At-Will

Each employee is an at-will employee. This means that your employment may be terminated by you or GRCC at any time, with or without cause, and with or without prior notice. Nothing contained in this Handbook is intended to, nor does it, modify the at-will nature of your employment with Grand Rapids Community College.

No employee, officer, or other representative of GRCC has the authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to what has been stated above, other than by written agreement signed by the President or Vice President of GRCC.

2.2 Employee Classification and Categories

Each employee is classified as either non-exempt or exempt from federal and state wage and hour laws.

Non-exempt refers to employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA). They are employees to whom GRCC pays overtime pay for all hours worked over forty (40) in a workweek. For more information about overtime, visit that section of this Handbook.

Exempt refers to employees who are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees are salaried employees whose employment duties include executive, administrative, and professional as set forth under the Fair Labor Standards Act. This means they must be paid on a salary basis.

No statement in this Handbook is intended to conflict with provisions of the Fair Labor Standards Act (the federal wage and hour law) governing exempt employees and GRCC's treatment of exempt employees. To determine a position's FLSA status; please contact the Human Resources Department.

In addition to classification as an exempt or non-exempt employee, each employee will also be designated as full time or part time.

Full time employees are those who are regularly scheduled to work, and regularly work, at least 32.5 hours per week. Generally, full time employees are eligible for GRCC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-time employees are those who are regularly scheduled to work, and do work, at least 20 hours but less than 32.5 hours per week. Part-time employees are eligible for some benefits sponsored by GRCC, subject to the terms, conditions, and limitations of each benefit program.

Classification or grade level of a position will be accomplished using a process determined by the Human Resources.

If an employee has any questions regarding his or her employment status, the employee should contact Human Resources.

2.3 Work-Week/Workday

The workweek for a non-exempt employee shall be forty (40) hours a week unless otherwise specified by job posting and/or job description. The workday for a non-exempt employee shall be eight (8) hours a day with a paid 15-minute break in the morning and the afternoon unless otherwise specified by job posting and/or job description. Posted work schedules for non-exempt employees cannot be altered without prior approval from Human Resources. In addition to their normal hourly commitment, at the request of their supervisor, non-exempt employees may be required to work overtime when necessary to complete their job functions. Overtime must be approved by the employee's supervisor prior to working beyond the normal work schedule.

Each non-exempt employee shall be entitled to an unpaid lunch period away from the employee's work locations. Lunch periods are normally one-hour periods to be arranged for appropriate coverage during the workday. Other arrangements may be made for lunch hour and breaks predicated on department need.

Normal working hours shall be assigned by the administration.

While adjunct teaching assignments are typically not made during your normal work schedule, if an opportunity is offered to you, it is your responsibility to discuss and obtain approval from your supervisor.

Exempt employees' schedules are outlined in job descriptions and are typically forty hours per week or more, if needed. Exempt employees are not eligible for paid overtime or compensatory time.

2.4 Equal Employment Opportunity and Affirmative Action

Grand Rapids Community College creates an inclusive working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to select, place, train, and

promote the best-qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees without regard to age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, citizenship, disability, political affiliation, familial status, veteran status or genetics, or any other classifications protected by applicable law. GRCC will not tolerate retaliation against any employee who, in good faith, complains of any prohibited discrimination or provided information in connection with any such complaint.

Human Resources Policy 6.2 outlines GRCC's commitment to equal opportunity and non-discrimination. GRCC's Director of Equal Opportunity Compliance, or designee, is responsible for resolving complaints of discrimination and will respond to your concerns in a timely and unbiased manner.

GRCC is committed to reviewing all aspects of employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. GRCC's written affirmative action plan, or relevant portions thereof, is available for your review upon request to the Human Resources Department.

2.5 Anti-Harassment and Anti-Retaliation

Please see GRCC's Unlawful Harassment Policy, which is available on the GRCC policy webpage under Human Resources 6.3 Unlawful Harassment Policy.

In order to take appropriate action, GRCC must be made aware of harassment or related retaliation. Any individual who believes that they have experienced or witnessed harassment or related retaliation, coercion, interference, or intimidation by an employee should promptly report such behavior immediately to their Supervisor, the Director of Equal Opportunity Compliance, or Human Resources. Any individual who believes they have experienced such behavior by a student should contact the Director of Student Life and Conduct. An individual may also report a concern anonymously by contacting the Ethics Hotline (616-234-3169).

2.6 Americans With Disabilities Act

It is the policy of GRCC to comply with all federal and state laws concerning the employment of persons with disabilities. It is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. GRCC will reasonably

accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to GRCC.

GRCC treats all medical information and records concerning disabilities as strictly confidential.

If you are a qualified employee with a disability, you are encouraged to request an accommodation in order to help overcome the limitations posed by your disability to accomplish your work. Accommodation Request Forms for Disabled Employees are available in the Human Resources Department or the Office of General Counsel. Michigan law requires an employee to notify the employer within 182 days of the time they knew or should have known of the need for reasonable accommodation.

Please visit the [policies](#) webpage for more information on the interactive process or to contact the ADA Coordinator.

2.7 Genetic Information Nondiscrimination (GINA) Policy

The Genetics Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information and hiring, promotion, discharge, pay and several other aspects of employment. GINA also limits an employer's acquisition and disclosure of genetic information to circumstances such as monitoring the adverse effects of hazardous workplace exposures, complying with FMLA laws, and DNA testing for law enforcement purposes. Genetic information possessed by GRCC will be kept confidential and disclosed only to the employee or under certain limited circumstances. "Genetic information" includes: (1) genetic test information of an applicant, employee or family member, (2) family medical history and (3) requests for or receipt of genetic services by applicants, employees or their family members.

GRCC's policy is to exclude inquiries regarding family history from any employment-related medical examinations, including fitness-for-duty testing or efforts at reasonable accommodation of an identified disability.

Employees should be sensitive to day-to-day conversations, contents of emails and/or blogs, and avoid any discussion of any other employee's individual or family medical history.

3. COMPENSATION, PAYROLL PRACTICES, AND REIMBURSEMENTS

3.1 Payday and Direct Deposit

Employees are paid bi-weekly. The designated two-week pay period runs from Monday through Sunday. Separated employees will be paid on the next regularly scheduled pay day on which they otherwise would receive their pay for the pay period in which they worked.

Employees who have a work schedule less than 52 weeks will be paid in accordance with their individual work schedule, as provided to Human Resources annually.

GRCC will direct deposit pay, or Employees may choose to have their funds electronically deposited to a pay card or a financial institution of their choice.

Specific pay dates and instruction is available at the following links:

[Pay Schedule](#)

[Direct Deposit Authorization Form](#)

[Directions - Printing Pay Advice](#)

3.2 Merit Compensation System

Meet and Confer have a merit compensation system that guides the process in determining annual salary increases. The comprehensive performance evaluation tool is included in this system.

At the end of each fiscal year Meet and Confer supervisors complete the year end section of the evaluation for their employees. This includes providing feedback to the employee on performance as well as rating as Highly Effective, Effective, or Needs Improvement. The ratings are then transferred to the merit compensation worksheet. Total points are identified and the employee's current salary quartile is used to determine the appropriate salary increase percentage.

The salary increase percentage is a recommendation. The Board of Trustees (BOT) approves the upcoming fiscal year budget at each June meeting. The budget may include a pool for Meet & Confer merit compensation increases. If the budget is approved, Executive Leadership reviews merit increase recommendations for the employees within their unit and finalizes with their approval. Human Resources then implements the recommended merit increases effective July 1.

In order to be eligible for a merit increase, new hires must be employed for six months or more. Those employees who do not meet the eligibility requirements will have any approved scale adjustments made to their compensation and will be eligible for merit increases the following year.

Internal transfers from other employee groups into Meet & Confer are eligible for a merit increase so long as they have been employed for at least six months in any full benefit eligible position at GRCC.

3.3 Salary Schedules

Grade levels for positions are determined based on the factors used in the most recent Meet & Confer Compensation Study and/or through the formal classification process. The salary schedule is available on the human resources website.

If an employee is above their salary level maximum, they are considered red circled and their salary may be frozen.

3.4 Promotional Increases

Promotions are defined as an employee moving to a higher grade level position. If an internal employee is the successful candidate and satisfies the knowledge, skills and abilities as well as educational and experience requirements of the position, the employee will move to the minimum compensation of the grade level for the position. If the employee's previous compensation is above the minimum of the new compensation grade level, the employee will receive a 7% promotional increase. A minimum 7% promotional increase will be provided.

3.5 Longevity Payment

1. A service longevity payment shall be provided to each employee based upon the total number of longevity years earned.
2. Employees hired and reporting to their position prior to December 31 of any fiscal year shall receive credit for one (1) year of service that fiscal year on the following July 1.
3. All longevity service payments will spread out over the length of the fiscal year.
4. Employees working less than 32.5 hours per week will have their longevity prorated.

5. Eligible employees shall receive the following longevity compensation:

Years of Service as of July 1st	Service Amount
Completed 5 years	\$521
Completed 10 years	\$782
Completed 15 years	\$1,043
Completed 20 years	\$1,304
Completed 25+ years	\$1,565

6. Legacy Clause - Administrators and Administration Support employees hired or transferred to a Meet & Confer position on or before June 30, 2002 shall receive the following longevity compensation:

Legacy Clause Service Amounts	
Years of Service as of July 1st	Service Amount
Completed 20 years	\$2,712
Completed 25 years	\$3,441
Completed 31+ years	\$4,172

3.6 Degree Pay

All current Meet & Confer employees, as of July 1st, who have a Master's degree will receive \$500 degree pay in July. All current Meet & Confer employees, as of July 1st, who have a Juris Doctorate or Doctorate will receive \$600 degree pay in July.

A copy of an official transcript must be on file with Human Resources in order to be eligible for degree pay. The date in which you will receive degree pay will be communicated to you via email from Human Resources.

New employees (those hired July 1 or later) will receive their prorated degree pay based on each full month of employment within the current fiscal year in their first paycheck (following the receipt of an official transcript).

Current employees who complete their Masters or Juris Doctorate or Doctorate during the course of a fiscal year will receive a prorated amount of degree pay based on each full month of employment within the current fiscal year (following the receipt of an official transcript). To update your education status, contact your HR generalist.

3.7 Overtime

Non-exempt employees shall be paid straight time up to forty (40) hours a week. When a non-exempt employee is requested by their immediate supervisor to work overtime, the employee shall be paid at the rate of time and one-half (1-½) the employee's regular rate for all hours worked over 40 hours in any one week. Eligible employees must obtain the supervisor's approval prior to working beyond the scheduled workday.

Compensatory time, vacation time, jury duty leaves, holiday pay, personal business leave and sick time shall not be counted as time worked for overtime purposes in accordance with the FLSA.

If the overtime hours are worked on a GRCC holiday, refer to the Holiday section of this Handbook for further information.

3.8 Compensatory Time

Non-exempt employees eligible for overtime pay may submit a request to their supervisor for compensatory time off with pay in lieu of cash for overtime worked. All requests for compensatory time must be voluntary and at the employee's option, in accordance with the FLSA.

1. Any such compensatory time off shall be used at a time mutually agreed upon by the employee and his/her supervisor.
2. Compensatory time shall be paid at one and one-half (1½) times the straight time rate for each hour worked over forty (40) hours a week.
3. Compensatory time may be accrued only to the extent allowed by law.
4. No compensatory time shall be accumulated unless authorized by the employee's immediate supervisor.

5. On the last payday of the fiscal year, all compensatory time will be paid to the employee. However, an employee may request in writing to carry over up to 40 compensatory time hours (27 worked hours), into the next fiscal year at their sole option. If GRCC does not receive written notice to the contrary, all compensatory time will be paid to the employee.
6. A compensatory time not utilized prior to transferring/changing from non-exempt to exempt status or terminating from GRCC employment will be paid to the employee at a rate of compensation not less than the average regular rate received by such employee during the last 3 years of the employee's employment, or the final regular rate received by such employee, whichever is higher.

3.9 Electronic W-2 and W-2C

Employees may elect to receive electronic W-2 and W-2C. By electing to receive these documents electronically, employees have earlier access to the documents as well as ongoing access to retrieve additional copies, as needed. Instructions on how to consent or withdraw consent for electronic W-2's and W-2C's are available on the [Human Resources webpage](#).

3.10 Mileage Reimbursement

Each employee who, by the nature of their employment, is required to drive their own vehicle in the performance of their duty or responsibilities shall be eligible for actual mileage reimbursement. Employees should review the [Employee Reimbursement Policy \(11.1\)](#) and can obtain information on the reimbursement procedure on the [Finance and Administration webpage](#).

If an employee is required to use a college vehicle in the performance of their duty or responsibilities, reimbursement is limited to actual costs incurred while GRCC vehicle was in use. Employees should review the [Use of College Vehicles Policy \(14.7\)](#).

3.11 Timesheet Accountability

It is the employee's responsibility to electronically submit their timesheet. Submission of a time sheet is certifying an accurate record for that pay period. Exempt employees must record all absences. Non-exempt employees must record time in and time out as well as all absences.

Falsifying or altering time sheets may result in disciplinary action, up to and including termination of employment. Verified, intentional falsification is a zero-tolerance offense per our misconduct policy.

GRCC payroll must keep an accurate record of time worked in order to calculate employee pay and benefits. State and federal wage and hour law requires that timesheets for hourly employees must reflect actual hours worked.

3.12 Payroll Errors

If an employee discovers an error in the employee's paycheck, the employee shall report it immediately to the employee's supervisor so necessary adjustments can be made.

If an underpayment of wages is discovered, restitution will be made following appropriate approval and as soon as possible on the regular payroll schedule.

If an overpayment of wages is discovered, the employee shall be given the opportunity to make restitution through payroll deduction or for a period of time at least equal in length to the time period during which the overpayment was made or until termination of employment, whichever is less. If restitution is not made through payroll deduction, the Director of Payroll will work directly with that individual for repayment. GRCC will follow Michigan law to collect restitution for overpayments.

Improper deductions from salaries of exempt employees are not to be made. If you believe that an improper deduction has been made, immediately report this information to your supervisor. This report should be made in writing and immediately after the deduction has been made. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction that was made.

3.13 Payroll Practices- Emergency Closures

Please refer to the employment practices webpage for procedures on how to report your regularly scheduled work time in the case of full or partial day closures for emergency purposes, including weather related closures.

4. EMPLOYEE BENEFITS AND TIME AWAY FROM WORK

4.1 Benefits

GRCC reserves the right to allocate its resources in the most efficient manner. Thus, it reserves the right to alter or terminate the available insurance coverages or benefit plans, including, but not limited to insurance providers and coverage levels, at any time in its sole discretion as permitted by law and according to the benefit plan or policy involved. The terms of the benefits will be controlled by the plan description or insurance policy. GRCC may provide employees the following group insurance coverages and benefits, subject to the eligibility criteria of the individual plans or policies:

- Health Care Plans
- Dental & Vision Reimbursement
- Flexible Spending Account
- Health Savings Account
- Voluntary Supplemental Coverage
- Long Term Disability
- Life Insurance

The benefits that are listed above are described in greater detail in the respective insurance policies or summary plan descriptions which will be supplied separately, and are available at the Health Insurance and Resources section of the GRCC Human Resources website. See <https://www.grcc.edu/faculty-staff/human-resources/benefits-insurance/health-insurance-resources>

Unless stated otherwise in an insurance policy, your, and if applicable, your eligible spouse's and eligible dependent's insurance coverages terminate at midnight on the date on which you terminate employment with GRCC, or your hours are reduced to an ineligible status.

Any membership changes, additions, deletions, name changes, etc. must be reported in writing to Human Resources immediately to ensure appropriate coverage. This is the responsibility of the employee.

For any conflict that may exist between this Handbook and any Benefit Plan Documents, the Benefit Plan Documents shall be controlling.

4.2 Holidays

For a GRCC scheduled holiday, each eligible full-time employee (32.5 hours or more a week) shall be paid for one (1) day's pay according to hours and days normally scheduled to work. Part-time employees shall be entitled to a prorated share of holiday pay based upon the number of hours and days normally scheduled to work.

Non-52-week employees are not eligible for holiday pay beyond their assigned work year.

To view the holiday schedule, go to the [Human Resources/Payroll webpage](#).

Holiday Eligibility Conditions

- A. The employee must complete the last scheduled workday prior to the holiday and begin work at the scheduled time on the first scheduled workday after the holiday.
- B. If an employee is on an approved paid leave (FMLA leave, vacation, sick, etc.) day on their last scheduled workday prior to the holiday or their first scheduled workday after the holiday, they will maintain their eligibility for holiday pay.
- C. If an eligible non-exempt employee is required to work on day listed on the GRCC holiday schedule, that employee shall be paid at a rate of two (2) times their hourly rate.
- D. Holidays that fall on a Saturday or Sunday are observed on a Monday through Friday date. See our holiday schedule for actual holiday observed dates.
- E. Non-52-week employees are eligible for holiday pay on December 25th and January 1st but not on December 24th and December 31st holiday.

Holiday Shutdown Eligibility Conditions

GRCC may implement a Holiday Shutdown for the non-holiday days between December 26th and December 31st (referred to as "Shutdown Days"). To be eligible for the holiday shutdown, employees must be required to work during the scheduled shutdown period as part of his/her regular work week/year. To view the holiday shutdown schedule, go to the [Human Resources/Payroll webpage](#).

If your supervisor schedules you to work during the holiday shutdown due to critical business of GRCC or emergency work will review the procedures for equivalent time off with you. If a non-exempt employee is scheduled to work on any of the holiday shutdown days, the employee will be paid at his/her regular straight time rate of pay. In exchange for working the holiday shutdown day, employees will receive one hour of compensatory time for each hour they work during the Holiday Shutdown up to eight hours per day.

4.3 Vacation Policy

Vacation leave is based upon the fiscal year.

New Hires. Upon hire, 52-week full-time employees (employed at least 32.5 hours a week) will receive vacation in advance at the rate of (1.08) vacation days per scheduled full month of employment up to a maximum of thirteen (13) days for the current fiscal year.

Full-time Employees - (employees scheduled at least 32.5 hours a week for 52-weeks per year), vacation shall be advanced on a fiscal year basis (July 1 – June 30) on the first day of the fiscal year as follows:

July 1 – June 30 Fiscal Year	Vacation
2 nd fiscal year through completion of 5 th year	18 days
6 th year through completion of 10 th year	23 days
11 th year through completion of 15 th year	25 days
16 th year through completion of 20 th year	28 days
21 st year and thereafter	30 days
<p>Vacation exceptions for existing staff: Administrative staff and administrative support staff hired before July 1, 1997, will continue to earn 30 vacation days per year for as long as they remain in their administrative or administrative support positions.</p>	

Part-time Employees

52-week part-time employees (employed at least 20 hours but less than 32.5 hours a week) will be advanced a prorated amount of vacation based on their scheduled workweek.

44-week employees shall be entitled to eight (8) vacation days with pay after six (6) months of continuous service. Each 44-week employee must take these days within the assigned fiscal year. They may not be extended, paid-off at year's end or accumulated from year-to-year.

General Vacation Conditions

- A. Each employee has the responsibility of arranging vacation time with their immediate supervisor.
- B. Vacation time shall be used by December 31 of the fiscal year following the year in which it was awarded. If any such vacation time is not used by this date, then any such unused vacation time will be forfeited.
- C. It is understood that the accumulated vacation time is to be used by the date specified. Any employee who is prevented from using the vacation time due to execution of work assignments may have up to ten (10) days automatically extended to the end of the next calendar year (December 31). In the event an employee wishes to have the ten (10) days transferred to his/her sick leave bank, he/she must notify the Director of Payroll or designee in writing by December 31.
- D. On an exception basis, the immediate supervisor may approve the carryover of up to five (5) additional unused vacation days into the next calendar year. All carryover days must be used by December 31st of the next calendar year.

As an example, as of December 31st you are allowed to have your fiscal year accrual plus the following carryover options:

- Automatic 10 vacation days carry over - Requires no action from employee or supervisor.
- Additional 5 vacation days carry over - Exception basis due to workload only, supervisor required to notify the Director of Payroll prior to December 31st.

- E. If after carryover options have been utilized and a vacation hours balance continues to exist, these vacation hours will transfer to a vacation bank pool for FMLA qualifying absences. A maximum of 24 hours per person will be transferred into this pool. See the Vacation Bank Pool for FMLA qualifying absences section below.
- F. Each employee who separates from GRCC shall be paid in full for each earned but unused vacation days at the employee's daily pay rate at the time of separation. In the event an employee separates from GRCC and has overdrawn on the advanced vacation days, the overdrawn amount will be deducted from the employee's final paycheck. If the overdrawn amount exceeds the amount of the employee's final paycheck, the overdrawn amount will be reimbursed to GRCC.

4.4 Sick Leave

Sick leave is based upon the fiscal year. Unused sick days shall be cumulative from fiscal year to fiscal year for each employee. The total amount of each employee's accumulation is unlimited. Employees shall receive sick days as follows:

- A. Newly hired employees will be credited with sick days in advance at the time of hire. Newly hired employees will be awarded one day for each full month of normally scheduled employment through the end of the current fiscal year.
- B. On the first day of the fiscal year, employees will be credited in advance one (1) sick day for each full month of normally scheduled employment.
 - o Employees normally scheduled to work fifty-two (52) weeks in the fiscal year will be awarded twelve (12) days.
 - o Employees normally scheduled to work fewer than fifty-two (52) weeks in the fiscal year shall be entitled to a prorated allowance of one day for each normally scheduled month of employment. For example, an employee who is normally scheduled to work eight (8) full months of the calendar year will be entitled to eight (8) days.
 - o Full-time administrative employees hired prior to 07/01/01 shall earn 15 days each fiscal year.
- C. "One day" of sick leave is calculated based upon the employee's regularly scheduled hours. For example, for an employee who regularly works 8 hours per day "one day" is

equal to eight (8) hours. For an employee who regularly works four (4) hours per day “one day” is equal to four (4) hours.

D. Sick days, which shall be deducted from the employee’s accumulated sick leave bank, may be used for:

- Any qualifying reason under Michigan’s Paid Medical Leave Act.
- Absence from work related to physical illness, mental health or because of disability caused by personal injury or illness (including relating to mental health) or on orders of a physician.
- Illness or injury of an immediate family member, not to exceed five days per illness. If an employee qualifies for FMLA to care for a child/spouse/parent, the employee may use up to twelve (12) weeks of accumulated sick time.
- In cases subject to the Workers Compensation law, such sick time may be used to supplement Workers Compensation.
- FMLA qualified absences.
- Normal dental, vision and medical appointments that cannot be scheduled after working hours. Every effort should be made to schedule such appointments so as to not conflict with work schedules.

E. Employees are required to call in each day of sick leave absence. If the absence is more than three (3) days in succession or if a pattern of abuse is determined by your supervisor, you may be required to provide medical documentation.

F. If an employee leaves employment with GRCC and has overdrawn on the advanced sick leave days, the overdrawn amount will be reimbursed to GRCC. The employee will forfeit sick time that is not used prior to leaving employment unless he/she is eligible for retirement sick days payoff, as provided for in this Handbook.

4.5 Bereavement

Bereavement time because of death in an employee’s immediate family shall not exceed five (5) workdays if the deceased lived within the state of Michigan or seven (7) workdays if the deceased lived outside the state of Michigan.

Immediate family is defined to include: spouse/partner, child, mother, father, brother, sister, step of the previous, in-laws (father, mother, brother, sister, daughter, son and grandparent), aunt, uncle, grandparent, grandchild, foster child or children assigned by the court and other members of his/her immediate household.

Each July 1st, employees will be given 24 hours of bereavement leave bank time for the death of friends or other relatives. Use of bereavement time for loss of friends or other relatives shall not exceed a total of 24 hours per fiscal year (non-accumulative). If an employee needs additional time for the loss of a friend or other relative, they should work with their supervisor to schedule additional time away using other leave banks.

4.6 Jury Duty

In the event an employee is summoned for jury duty or is under process of any court for the purpose of being a witness in a legal case, a leave of absence with pay shall be granted for that purpose provided such employee shows to the immediate supervisor the court order or subpoena upon receipt. The employee shall be expected to be at work during the regular working hours when not required to be absent because of the court proceedings.

While assigned to jury duty, the employee shall receive his/her normal rate of pay. Payment received from the court for jury duty services (excluding expenses for mileage, parking, and/or meals with proper receipts) shall be remitted to Grand Rapids Community College. Reimbursements are to be forwarded to the Human Resources Office.

The request for jury duty or court appearance must be made through the Application for Leave of Absence form.

4.7 Military

GRCC is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. GRCC will not discriminate against past and present members of the uniformed services, and applicants to the uniformed services. GRCC will not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment based on your military status.

Subject to certain exceptions, you must give advance notice that you intend to leave your position to perform service in the uniformed services. Notice should be as far in advance as is reasonable under the circumstances.

If you leave your job to perform service in the uniformed services, you may have the right to be reemployed in the position that you would have attained if you had stayed continuously employed or in a comparable position. Reemployed service members are entitled to the seniority and all rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

Upon completing service in the military services, you must notify us of your intent to return to your position by either reporting to work or submitting a timely application for reemployment, depending upon your length of service.

If you leave your job to perform military service, you have the right to elect to continue your existing health insurance coverage offered by GRCC for you and your dependents for up to 24 months while on military leave. It is the policy of GRCC that continuation under USERRA shall run concurrently with Federal COBRA and state continuation, if applicable, to the extent allowed by law.

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in GRCC's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected injuries.

Wages and benefit accruals, such as vacation, sick leave, or holiday benefits, will be treated the same as if the employee was on a general unpaid leave of absence. Employees may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on a general leave of absence are so required.

Please contact Human Resources if you have any questions.

4.8 Family and Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to twelve (12) weeks of unpaid leave a year for a serious personal health condition; childbirth; or care of the employee's newborn child, newly adopted child, newly placed foster child, or a child, parent or spouse with a serious health condition.

FMLA is required for qualifying absences. The [FMLA policy](#) is located on GRCC policy website.

In addition to the policy these four provisions provide further information about FMLA.

- **Both spouses are employed by GRCC.** If spouses are both employed by GRCC and both are eligible for an FMLA leave, spouses may take up to a combined total of 12 weeks of FMLA leave for the birth and care of a newborn child, the placement of a child in the spouses' home for adoption or foster care. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee's own serious health condition. For example, if spouses each take four weeks to care for a newborn child, each spouse will have eight weeks remaining within the 12-month period to use for other kinds of FMLA leaves, if necessary.
- **Employees returning from a leave who may need disability accommodation.** Staff seeking an accommodation must submit a Disability Accommodation Request Form (DARF) to the Labor and Equal Opportunity Generalist in the Office of General Counsel or their Human Resources Generalist. Based on an evaluation of the essential and marginal job functions and medical documentation supporting the request, a reasonable accommodation will be determined in an interactive process between the employee and the HR Generalist and/or the Labor and Equal Opportunity Generalist. The reasonable accommodation, once determined, will be communicated by HR/Labor and Equal Opportunity Generalist to the employee and to the supervisor, as appropriate. Those interested in requesting accommodation may visit the [Employee Accommodations information page](#).
- **Long Term Disability.** FMLA and Long-Term Disability may run concurrently. Further information about this benefit is listed in the Long-Term Disability section.
- **Medical leave beyond the 12 weeks of FMLA.** An employee who is unable to return to work after exhausting their FMLA leave may request an additional short-term leave of absence. The request should be made in writing to the Human Resources Department at least two weeks before the FMLA leave is exhausted or as soon as the employee knows of the need for the additional leave. Refer to the General Leave (Non FMLA) section below for further information.

4.9 Vacation Bank Pool for FMLA Qualifying Absences

If after carryover options have been utilized and a vacation hours balance continues to exist, these vacation hours will transfer to a vacation bank pool for FMLA qualifying absences. A maximum of 24 hours per person will be transferred into this pool. The vacation bank pool will be used in the following manner:

1. The Meet & Confer employee is on a qualified FMLA absence.
2. The Meet & Confer employee has exhausted their sick and vacation bank balances.
3. The vacation bank pool for FMLA will provide paid days to a Meet & Confer employee up to the expiration of the FMLA period.
4. The Director of Payroll will maintain and allocate this pool. It will only be used on an as needed basis.
5. If the vacation bank pool for FMLA qualifying absences is depleted, and a need arises, we will continue by implementing our practice of requesting donations of vacation hours to cover for the qualified FMLA absence period (see next section).

Vacation Bank for Qualifying Absences

Each December, up to 24 hours of unused vacation time that would otherwise be lost by Meet & Confer employees will be transferred into a Vacation Bank that may be used by other Meet & Confer employees who meet eligibility requirements.

Eligibility to receive donated vacation days, recipient must:

1. be a member of the Meet and Confer employee group;
2. qualify for FMLA leave; and
3. have exhausted all paid sick, personal business and vacation days.

General Conditions

1. Vacation bank time will only be used to fulfill the FMLA period (12 weeks).

2. Benefits for a recipient of donated vacation days will continue per the FMLA policy. In the event an employee does not return from FMLA, repayment of benefits will be in accordance with the FMLA policy.

Request for Vacation Bank Time

If a Meet & Confer member has an FMLA qualifying long-term illness or injury, and has exhausted all paid sick and vacation days, they may request use of vacation bank time to fulfill the FMLA period (12 weeks).

It is the employee's responsibility to contact Human Resources to begin the vacation bank request process.

4.10 Leave of Absence Requests- Child Care

Each employee may submit, in writing, requests for leaves of absence without pay for the purpose of childcare. This leave shall run concurrently with FMLA Leave. Such leave may be granted for a period up to six (6) months and for additional periods at the discretion of the President or designee. (See FMLA Child Care Leave or Care for a Child Placed Through Adoption or Foster Care.)

Requests for a child care leave (without pay) shall be in writing, authorized by the immediate supervisor and the appropriate Vice President, and shall state the reasons for the leave. Approval for this type of leave is dependent upon the needs of GRCC. Human Resources shall notify the employee of the approval or disapproval of the leave request.

4.11 Personal Business Leave

Each full-time employee, scheduled to work 32.5 hours per week, is entitled to 24 hours of personal business leave each fiscal year (non-accumulative).

Each part time employee, scheduled to work at least 20 hours per week, is entitled to a prorated amount of personal business leave each fiscal year (non-accumulative). Personal business leave is prorated based on the employee's scheduled workweek.

All personal leave must be approved in advance by the immediate supervisor, and reported on the daily time sheet as a personal business leave.

These days will be granted in the same manner as vacation days. No restrictions apply.

Accrued but unused personal business leave days may not be cashed out.

4.12 Leave Banks- Paid Time Off

GRCC supports employees by providing paid time off for vacation, sick leave, bereavement, personal business and holidays. Below is information on each of the available types of leave, and hours assigned to each category.

4.13 General Leaves (Non-FMLA Qualifying)

At the discretion of GRCC, employees may request and be granted a leave of absence for purposes other than those included in the Family and Medical Leave Act. Total absences (including FMLA absences) within a twelve-month period cannot exceed six (6) months unless required by law. Requests for general leave of absence (Non FMLA) shall be in writing and submitted for consideration and authorization by the immediate supervisor and the appropriate Executive Leadership Team member. Human Resources shall notify the employee in writing of the approval or disapproval of the leave.

Any leave of absence requested by an employee that is without pay could affect benefit eligibility. The specific terms of insurance policies or benefit plans will control employee eligibility during a leave of absence. Those benefits include: health insurance, dental and vision reimbursements, leave banks, retirement, life insurance, long term disability insurance, longevity accrual, and seniority. Should your request be approved, Human Resources will provide you with details on your benefit changes during your leave of absence. While on an approved leave, an employee must pay the employee's regular portion of group insurance premiums on the same terms and conditions as when actively employed. In the event that the employee receives a COBRA notice for continuation of group health coverage, the employee is responsible for continuation costs. While on an approved leave employees do not accrue or receive other benefits such as vacation, personal business leave, sick days.

The placement of an employee at the end of such extended leaves will be subject to the length of the leave, the nature of the employee's job, business conditions, staffing needs, and the availability of openings for which the employee is qualified, as determined by GRCC.

- Zero to six months absence - An employee returning from an approved leave of any kind for a period of fewer than six (6) months shall be reinstated to his/her former position.

- Six months to twelve months absence - An employee on a leave of any kind for a period of six (6) months to twelve (12) months may be offered an available position for which they are qualified if the former position is not.
- Beyond twelve months absence - An employee will not be eligible for an available position and will be required to bid on external job postings.

Employee returning from a leave who may need disability accommodation.

Staff seeking an accommodation must submit a Disability Accommodation Request Form (DARF) to the Labor and Equal Opportunity Generalist or their Human Resources Generalist. GRCC will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to GRCC. HR/Labor and Equal Opportunity Generalist will communicate any approved accommodation to the employee and to the supervisor, as appropriate. Those interested in requesting accommodation may visit the [Employee Accommodations information page](#).

Acceptance of another job while on a leave without the prior written approval of GRCC will result in the cancellation of the leave and the termination of the employee’s employment with GRCC.

Upon expiration of a leave, an employee's employment may be terminated if the employee does not return to work or contact Human Resources after the expiration of the approved leave.

4.14 Retirement Benefits

GRCC is part of the Michigan Public Schools Employees Retirement System, (MPERS). All employees, except for MPERS retirees, are immediately eligible to be in this program. GRCC’s contribution rate is determined annually by MPERS. Employee contributions are determined by the elected plan.

Please refer to the Optional Retirement Plan document for the terms and conditions of this benefit. The enrollment process is completed online and must be completed upon hire.

Special Pay Plan: Benefits payable at the time of retirement (accumulated vacation and sick time) will be paid through a tax-deferred account that has been established by the Board.

Questions regarding retirement benefits should be directed to the Human Resources Department.

4.15 Supplemental Retirement Plans

Supplemental retirement saving options are voluntary and include 403(b), Roth 403(b) and 457 plans. Pursuant to each carrier's rules and regulations and in accordance with GRCC's policy and approved companies, employees may have their gross pay reduced by a given amount. The designated sum will be deducted from the employee's regular paychecks with their written authorization, and sums will be remitted bi-weekly to the company selected by the employee. The company must be an approved retirement vendor with GRCC.

Updates can be made at any time to supplemental retirement contributions. Please see the [Human Resources website](#) for information and links to complete the payroll deduction authorization form.

4.16 Retirement Sick Days Payoff

Upon retirement an eligible employee may receive \$40 for each unused sick day or \$45 for each year of credited service, whichever is greater.

Administrative employees hired before 7/1/01 are provided into a legacy rate of \$50 for each unused sick day or \$45 for each year of credited service, whichever is greater.

To receive this benefit, the employee must have completed at least ten (10) years of service with Grand Rapids Community College, and meet the requirements for retirement under the Michigan Public Schools Employee Retirement System (MSPERS) including early/reduced eligibility; or is at least age 60 under the Optional Retirement Program (ORP).

4.17 COBRA- Continuation of Health Insurance Coverage

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires that employees, their spouses and/or dependents be notified of their rights and obligations under this act. This act states that covered employees are entitled to the continuation of health insurance coverage at their own expense in the event that a qualifying event occurs.

If you become covered by GRCC's group health insurance plan, you have the right under COBRA to continue your coverage under the health insurance plan upon:

1. Termination of your employment for reasons other than gross misconduct;
2. A reduction of your hours of employment that results in the loss of coverage under the health insurance plan;
3. Military call-up for active duty for more than 31 days.

The spouse or dependent child of an employee covered by GRCC's health insurance plan has the right to choose continuation coverage for themselves if they lose coverage under the plan for the following reasons:

1. Death of the employee;
2. Termination of the employee's employment for reasons other than gross misconduct or a reduction in the employee's hours resulting in the loss of coverage;
3. Divorce or legal separation or a covered employee from the covered employee's spouse;
4. The employee becomes entitled to Medicare; or
5. A dependent child ceases to be a dependent child of the covered employee under the plan.
6. Military call-up for active duty for more than 31 days.

Under COBRA, the employee or a family member must notify GRCC within thirty (30) days of the occurrence of a divorce, legal separation, or a child losing dependent status under GRCC's health insurance plan. GRCC, in turn, must notify the insurance carrier of the employee's death, termination of employment, reduction in hours, or Medicare entitlement.

When GRCC is notified that one of these events has happened, GRCC will notify you that you have the right to continue coverage. You, in turn, must notify GRCC within sixty (60) days from the date you lose coverage that you want continuation coverage. If you do not choose continuation coverage, your health insurance coverage will end.

If you choose continuation coverage, GRCC will give you coverage that is identical to the coverage provided under its health insurance plan. You will be given the opportunity to maintain coverage according to the following "Maximum coverage period":

1. A termination of employment or reduction in hours, in which case the period is eighteen (18) months;
2. Military call-up for active duty for more than 31 days, within twenty-four (24) months
3. Death of employee, employee's entitlement to Medicare, divorce or legal separation and dependent child ceasing to be a dependent, in which case the period is thirty-six (36) months.

Your continuation of coverage may be cut short for any of the following reasons:

1. GRCC no longer provides group health insurance coverage to any of its employees;
2. The premium for your continuation coverage is not paid by you;
3. You become covered under another group's health plan;
4. You become entitled to Medicare, except where GRCC's filing for bankruptcy is the qualifying event.

You do not have to show you are insurable to choose continuation coverage. However, you are required to pay all of the premiums for the continuation coverage plus a fee equal to two percent (2%) of the premium.

You must notify the Human Resources Department if there is a change in your marital status or you or your spouse's address has changed.

If you have any questions concerning your COBRA rights or need additional information, please contact the [Human Resources Department](#) for additional information.

4.18 Liability Insurance

GRCC shall provide liability insurance for each employee for claims arising out of the performance of duties as an employee during the time he/she is employed by GRCC. An Insurance Binder pertaining to the coverage is on file with the Financial Services Department.

4.19 Professional Development

Each employee may be entitled to reimbursement for professional development activities (i.e., travel, conferences, professional periodicals, etc.) that enhance the skills required for the

employee's current position. Such requests should be made to the appropriate supervisor. You must complete a [leave of absence](#) request.

- Employees shall receive normal pay while participating in educational conferences, visitations and other educational programs that have been approved by their supervisor.
- Lodging, meals and other reimbursements related to the professional development will be processed in accordance with the Employee Reimbursement Policy 11.1
- Benefits for employees shall continue to cover the employee while he/she is performing his/her work-related duties.

Additionally, learning opportunities will be available through Staff Development. Staff Development is part of the Human Resources department. Their focus is to encourage engagement by providing opportunities for professional growth, personal holistic wellness and enrichment, recognition of commitments and achievements at GRCC and integration into the GRCC family. You will find information on professional development opportunities on the [Registration](#) webpage.

If there is training that employees want to attend, but cannot cover the cost from the departmental budget, there are grant options for Meet & Confer employees. The Support Staff Professional Development Grant Program (SSPD) is to encourage support staff to improve their professional skills related to their GRCC assignment. The SSPD grant program is administered by the Grants and Resources Development department and funding is provided by the Grand Rapids Community College Foundation. SSPD Grants are awarded two times a fiscal year (September and January). There is an application process and a committee who reviews and makes recommendations for funding. The maximum award amount is \$2500. For more information visit the [SSPD](#) webpage.

4.20 Community Volunteer Work and/or Team Building Sessions

GRCC employees are asked to be part of local boards and/or be involved in the community. In addition, some departments may have organized team building activities that support the local community. For example, you may be asked to sit on a non-profit board with a connection to GRCC or our community, or your department may choose to spend an afternoon volunteering at a local shelter.

While our focus should be on our primary work here at GRCC, your supervisor may approve your request to volunteer work away from GRCC or schedule a team building session while supporting

the community. This is usually done on a short-term basis (a portion of your day). If your supervisor makes this request of you, you will not be asked to use your vacation or personal business time while you are away from work.

We connect this important work in the community through our performance evaluation tool (section II). Section II (which plans and records your professional development) allows for volunteering or community board/involvement related to GRCC work. Employees may record up to 5 hours towards satisfying our 20 hours of professional development.

4.21 Parking

Employees electing on campus parking will contribute towards the cost of parking through a monthly payroll deduction on the first paycheck of each month. All Meet & Confer employees pay \$10.00 per month for parking.

GRCC Police is responsible for registering your vehicle, assigning employees to a designated parking ramp and providing you with access on your employee RaiderCard. Employees will also receive a hanging tag for their rear-view mirror, which must be displayed at all times when parking in designated GRCC parking areas.

4.22 Tuition Benefits- GRCC Tuition Waiver

Tuition Waiver for Grand Rapids Community College Tuition for Employee, Employee Spouse and Eligible Children:

1. Full-time (employed at least 32.5 hours a week) and part-time employees shall be eligible after six (6) months of GRCC employee's continuous employment prior to the beginning of the semester.
2. Employee, employee's spouse or dependent children (unmarried: children, stepchildren or foster children up to the age of 26) may receive a waiver for tuition and fees according to the guidelines that follow. There may be tax implications for dependents over age 24.
3. Spouses or dependent children of part-time employees may receive a prorated waiver based on GRCC employee's work schedule.
4. Employees on unpaid leave of absence, shall not qualify for any of the benefits under this provision. Employees who are on long-term disability (LTD) may receive this benefit for their eligible spouse and eligible children for up to 2 semesters (winter, summer or fall)

during the time in which the employee is continuing to receive his or her health insurance while on LTD.

5. Tuition and fees will be waived for the first 12 contact hours, regardless of any other available sources of financial aid.
6. Employee's course work may not interfere with the employee's assignment.
7. Tuition waiver for each full-time employee, spouse, and eligible children shall not exceed twelve (12) contact hours each and related fees including differential tuition (regardless of residency) at Grand Rapids Community College per semester (Fall, Winter, and Summer). The tuition waiver may be used for non-credit courses at GRCC if they lead to a national certification. The waiver benefit will be equated to dollars based on a calculation of 12 contact hours at the resident rate and all standard fees charged to a student enrolled in 12 contact hours. These fees currently include: student records fees, technology fees, campus activities fees, and facilities maintenance fees. If new universal fees are added, these will also be included in the equation. The tuition waiver cannot be applied to non-credit courses taken for personal interest, Continuing Education Units (CEU), and employer specific training. Tuition waiver does not include books and the employee will be responsible for covering these costs.
8. In cases where an employee and their spouse both are employed with GRCC Meet & Confer OR APSS OR Campus Police employee groups, their dependents will be allowed a maximum of 24 contact hours per semester. In cases where a Meet & Confer employee's spouse is CEBA, faculty or adjunct faculty, their dependent tuition waiver will be coordinated per the Handbook and their collective bargaining agreement language.
9. Written approval or disapproval shall be submitted to the employee.

Process for tuition waiver:

1. Complete the tuition waiver form and forward to the Benefits Manager. The Benefits Manager will confirm your employment status (full-time or part-time) and dependents eligibility. When confirmed, the form will be forwarded to the Cashier's Office for completion.
2. This form should be completed at least five days prior to the tuition due date. This will allow for time to process the waiver form. If you don't complete the form in a timely manner, you risk being dropped from the class.

3. After you have enrolled, the Cashiers Department will process the maximum 12 contact hours of tuition waiver.
4. The tuition waiver form is available on the [Human Resources/Benefits webpage](#).

4.23 External Institution Reimbursement Benefit

1. Full-time (employed at least 32.5 hours a week) and part-time employees shall be eligible after six (6) months of GRCC employee's continuous employment prior to the beginning of the semester.
2. Each full-time employee (employed at least 32.5 hours per week) shall be eligible for tuition reimbursement up to twelve (12) semester hours each fiscal year at other institutions. Part-time employees will have prorated tuition reimbursement prorated based on the number of hours worked per week during the regular fiscal year.
3. Graduate courses taken at institutions other than GRCC shall be reimbursed at not more than \$500 per credit hour. Non graduate classes taken at institutions other than GRCC shall be reimbursed at \$400 per credit hour.
4. Any individual eligible to receive tuition reimbursement must be a College employee at the time the class is taken and prior to payment.
5. Courses must be related to the employee's regular assignment or be required for degree completion.
6. Course work may not interfere with the employee's assignment.
7. Employees must complete forms, acquire supervisor approval and submit to the Finance & Administration Department on or before the second week class is in session.
8. Satisfactory completion (grade of "C" or better) of the course is required.
9. Within thirty (30) days of completion of an approved course, the employee shall complete and submit proof of successful completion and the tuition receipt to the Finance & Administration Department.
10. Other Related Course Approval Information (such as non-degree seeking courses):
 - Such courses must be college credit or workshop equivalent to credit courses.

- If a course is available at another institution that could benefit the employee's work performance, an exception can be made by the Executive Director of Human Resources.
- A two-year allotment may be taken simultaneously provided the employee is enrolled in a course or courses that begin in one fiscal year and terminate in the next fiscal year.

4.24 Uniforms

GRCC may either provide funding toward the purchase of uniforms and/or shoes required in the performance of an eligible employee's duties or provide such uniforms and/or shoes. Uniforms must be returned to GRCC upon termination of employment or the costs will be deducted from the employee's last paycheck.

Each eligible employee shall be responsible for cleaning and maintaining uniforms required in the performance of his/her job and shall wear the uniforms properly while on duty.

Eligible Food Service employees may receive an allowance of \$100 toward shoes and \$100 toward uniforms in August of each year. An additional \$100 toward uniforms may be paid in January. Payments are to be initiated by the appropriate supervisor.

4.25 Workers Compensation

If you are injured on the job, you must report your injury promptly to Campus Police or your supervisor and fill out an Employee Injury Report Form. It is imperative that you report all injuries, even if medical treatment is not necessary. Employees should promptly report work-related injuries, even if the injury is discovered later or the work-related injury is not rapidly apparent.

If an injury occurs after regularly scheduled GRCC hours and immediate medical authorization is necessary, employees are to call Campus Police or contact their immediate supervisor. If the injury is life threatening, the employee should immediately go to the nearest emergency room.

Whenever an employee receives Workers Compensation benefits, the employee will be required to run a concurrent Family Medical Leave. In addition, the employee has the option to be paid the difference between such benefits and the employee's regular salary or wage by GRCC provided the employee has accumulated sick leave days available. Such difference shall be deducted from the employee's accumulated sick leave bank. The decision whether or not to use accumulated sick leave time will be in effect for the duration of the absence and is not subject to

change as long as the employee has not exhausted their sick leave bank. The employee will notify the Human Resources/Benefits Department in writing as to whether or not they elect to use accumulated sick leave time while receiving Workers Compensation.

The obligation of GRCC to pay any salary differential shall be terminated after the exhaustion of the accumulated sick leave bank, at the end of the current fiscal year, or after nine (9) months, whichever occurs last.

The employee shall be entitled to all health insurance benefits included in this Handbook until he/she has exhausted his/her accumulated sick bank, at the end of the current fiscal year, or after nine (9) months, whichever occurs last. The employee will be responsible for the employee cost share portion of the premium during any continuation of insurances.

If the employee is still disabled at the end of the period, they may, at the employee's expense, continue hospital/medical, dental and vision benefits according to COBRA guidelines.

When an employee is released from Worker's Compensation from their authorized physician, a return-to-work slip authorizing the employee to be back on the job with or without restrictions, will be required prior to the employee reporting for work. This return-to-work authorization shall be provided to the Human Resources/Benefits Office.

4.26 Breaks for Breastfeeding Employees

Employees will be provided a reasonable break time to express breast milk for their nursing child during the first year of the child's life. If the break is 15 minutes or less, it will be paid. Please contact Human Resources for the location where this should occur. The location will not be a bathroom and will be shielded from view and free from intrusion from coworkers and the public. Supervisors are encouraged to work with their employees during this time to provide flexibility whenever possible.

5. EMPLOYEE PRACTICES AND EMPLOYEE CONDUCT

5.1 Introductory (Orientation) Period

GRCC provides an introductory period which is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. GRCC uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or GRCC may end the employment relationship at will at any time during or after the introductory period with or without cause or advance notice.

All new employees work on an introductory basis for the first 180 days after their date of hire. If GRCC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period of time.

Regular periodic meetings between the employee and the supervisor may be held throughout the introductory period or by request. The supervisor is encouraged to meet with the employee after the first ninety (90) days of the introductory period to review the employee's progress and recommend improvements, if needed.

The supervisor and employee may discuss any performance concerns when they occur or soon after; these concerns should be reviewed on or before the ninety (90)-day meeting. Such discussions may include specific ways the employee is expected to improve. An employee who is not fulfilling the responsibilities of their position may be put into GRCC's performance improvement process, which will outline areas where improvement is necessary and include reasonable timelines for improvements to be made by the employee.

Any performance concerns that have the potential for hindering successful completion of the orientation period must be put in writing by the supervisor, with copies provided to the employee and to Human Resources. GRCC may terminate the employee at any time during the orientation period with or without cause in accordance with the at-will employment relationship. The supervisor should contact the Human Resources for direction in the performance improvement process.

5.2 New Employee Onboarding

Newly hired employees will participate in New Employee On-boarding. These processes are designed to assist you in becoming acquainted with GRCC. On-boarding for your specific department will be coordinated by your department head or supervisor. Our on-boarding and

orientation programs are intended to get the new employee off to a good start by establishing a sense of belonging and cooperation, by supplying necessary information that will answer a new employee's questions, and by removing fears or uncertainties which may be barriers to effective performance.

5.3 Performance Evaluations

Performance management is about creating a work environment that helps GRCC meet its goals. Our performance evaluation tool is intended to engage employees and inspire greater employee commitment, clarify roles, responsibilities and hold our employees accountable, improve the overall performance of GRCC and our goals for student success.

The purpose of the Performance Evaluation process is to record your planned work for the fiscal year – established from your individual goals, department action plans and/or College Action Plan – and monitor your progress (Section I). Section II allows you to discuss professional development goals for the upcoming year and to monitor your 20 hours of development. In addition, this evaluation assesses the effectiveness of your job performance for the review period of fiscal year (Section III). Discussions take place throughout the fiscal year. This includes three formal meetings in August, January, and May. This is meant to be an opportunity for both the employee and supervisor to provide feedback as such, there is a section for both employee and supervisor comments within the evaluation form.

5.4 Performance Improvement Plans

If the quality of an employee's work is deemed unsatisfactory, the employee may receive a written Performance Improvement Plan (PIP), from the immediate supervisor. The PIP should describe the actions the employee must take to improve, with timelines for achievement of the actions and for regular meetings between the employee and supervisor throughout the duration of the plan. It will also describe the steps the immediate supervisor may take to assist the employee in improving.

At the conclusion of the improvement plan, unless employment is terminated during the improvement plan period because the employee failed to adhere to the plan, other performance issues occurred during the process, or the employee violated other rules and/or policies of GRCC, the immediate supervisor will provide the employee with a written summary of the employee's progress under the plan. The written summary may include a statement in which one of the following conclusions is provided:

1. The employee has successfully completed the plan of improvement, and his/her performance is considered satisfactory.
2. The employee has made progress under the plan and will be retained subject to a new or continued plan of improvement.
3. The employee has not successfully completed or complied with the plan of improvement and is recommended for termination.

Nothing in this section alters the at-will employment relationship. GRCC reserves the right to terminate the employee at any time without regard to the timelines provided in the improvement plan.

5.5 Job Postings

Positions are posted for a minimum of ten business days, or remain open until filled. A notification of an open Meet & Confer posting will be sent to all staff via email. Internal employees are eligible and encouraged to apply to available positions they are interested in and qualified for.

We encourage employees to apply for positions at GRCC. Any employee requesting consideration for a vacancy should submit their application documents according to the posting requirements.

Qualifications for each position are determined by human resources and the supervisor. Ways to evaluate employee's qualifications for a position can include but is not limited to the following: interview(s) with the screening committee and/or leadership, prior relevant experience, education, certifications, letters of recommendation, reference checks, pre-employment assessments (cognitive and behavioral) ability to build rapport with former supervisors at GRCC, in-basket assignments (skills based assessments), employment information saved in the personnel file, and other credentials that the employee provides to human resources.

5.6 Behavior Guidelines for Conduct

As a condition of employment, all employees are expected to conduct themselves in a manner that supports and upholds GRCC's mission and values, and complies with all GRCC policies. GRCC expects employees to conduct themselves appropriately at work and in the community. Depending on the circumstances surrounding the inappropriate conduct, an employee will be subject to disciplinary action as described in the Handbook.

It is not possible to list all the forms of behavior that are considered unacceptable. As such, the following is a non-exclusive list of behavioral standards which all employees must adhere to:

- [6.2 Equal Opportunity and Non-Discrimination](#)
- [6.3 Unlawful Harassment](#)
- [6.4 Sexual Misconduct](#)
- [6.5 Title IX Sexual Harassment](#)
- [6.18 Acceptable Use of Technology Policy](#)
- [6.21 Administrator Ethics Code](#)
- [6.23 Misconduct Policy](#)

GRCC will adhere to a fair and equitable process to determine whether any policy violation(s) have occurred, as well as in determining and issuing appropriate corrective action for any policy violation(s). Disciplinary processes are outlined in various GRCC policies. While some violations may be more severe than others, repeated violations or a combination of violations may result in disciplinary action up to and including termination of employment. Additionally, the disciplinary action(s) and/or processes contemplated within this Handbook may be accelerated or modified by GRCC at its sole discretion based upon factors deemed relevant by GRCC, including, without limitation, the nature and severity of an employee's conduct.

5.7 Employees are also expected to be aware that certain forms of intentional misconduct constitute grounds for immediate termination of employment Absences, Tardiness and Reporting Expectations

All employees are expected to notify their supervisor prior to an absence per your supervisor's call-in expectations. An unexcused absence occurs when you fail to properly notify your immediate supervisor. If you are absent from work because of an emergency, notify your supervisor as soon as possible. You are required to call in each day of your absence.

GRCC's procedures for excessive absenteeism can be found in the "Employment" section of this Handbook.

Employees are expected to arrive on time and prepared to work at the beginning of the workday. Trends of tardiness will be addressed by supervisors and Human Resources and appropriate corrective action developed.

5.8 Excessive Absenteeism

It is important to remember that excessive absenteeism causes the burden of filling in for the absent employee to fall on other employees within GRCC.

Employees who are absent from work and who are not on an approved leave of absence without pay or using approved paid time off, will be subject to discipline through the Corrective Action Process.

Employees may also be subject to discipline if they have paid time off for absences but repeatedly fail to make appropriate arrangements for the continuation of their work during these absences causing disruption to the department and placing a burden on other employees.

Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day.

For more information on excessive absenteeism, visit the [human resources webpage](#).

5.9 Corrective Action

GRCC reserves complete discretion regarding the imposition of disciplinary action based on its assessment of the circumstances surrounding inappropriate conduct. Supervisors will work with Human Resources to address corrective action. Corrective action may include, but is not limited to:

- A. Verbal Notice or Corrective Feedback. The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting, usually via email to the employee and copy the Human Resources Generalist.
- B. Written Warning. A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee, and is placed in the Human Resources employee file.
- C. Suspension Without Pay. A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee, and is placed in the Human Resources employee file.

- D. Final Written Warning. GRCC may, at its discretion, choose to impose a final written warning in lieu of suspension. A final written warning may be written into a performance improvement plan. Exempt salaried personnel who are suspended for less than one week shall receive their wages in accordance with the Fair Labor Standards Act.
- E. Termination. When it has been determined that an employee is unable or unwilling to meet the conditions of employment at GRCC, termination results.

Nothing contained in this section intends to nor does it alter the at-will nature of your employment. In all cases it deems appropriate, GRCC reserves the right to bypass a form of corrective action.

5.10 Employee Concerns

An employee is encouraged to work through concerns or areas of dissatisfaction with their immediate supervisor. If satisfactory results cannot be reached or if your concern is confidential, you are encouraged to contact your Human Resources Generalist. There may be occasions where your concern is directly related to a College policy and must be reviewed by the Office of General Counsel and/or Director of Equal Opportunity Compliance, which may lead to an investigation.

We have an Ethics Monitoring System that explains how to report ethics concerns easily and with assurance of confidentiality to the extent allowable under the law and relevant GRCC policies.

5.11 Problem Resolution and Appeal Procedure

As in any workplace, misunderstandings and problems sometimes occur between employees, or between the employee and GRCC. Because such misunderstandings and problems can have an adverse impact on the quality of the employment relationship and on the quality of service to our students, GRCC desires to assist employees in resolving misunderstandings and problems at work.

If at any time an employee believes he or she is not being treated with respect or not being treated fairly, or if an employee suspects that a mistake has been made in the administration of a policy, practice or condition of employment, the employee has the responsibility to inform the appropriate individuals so that his/her concern may be resolved promptly and effectively.

Supervisors have the responsibility to address all questions, concerns, problems or grievances raised by employees, no matter how minor they may seem. In addition, supervisors have the

responsibility to investigate such matters and to give responses to employees as promptly as possible.

GRCC will not tolerate any form of retaliation against an employee who uses this problem resolution procedure. An employee or member of management who retaliates against any employee for using this procedure will be subject to discipline, up to and including termination.

Problem Resolution Procedure

To effectively and promptly resolve problems, complaints or grievances, employees should use the following problem resolution guidelines:

1. You may request one co-worker to attend meetings. You should not ask someone who might be involved in the problem as a witness or party to the problem or have any other conflict of interest.
2. Within ten business days of the event, you shall make an attempt to resolve a problem, complaint or grievance in an informal, verbal discussion between yourself and your supervisor.
3. If you cannot reach an acceptable resolution, then you should file a written statement with your supervisor within five business days of initiating the informal, verbal discussion with your supervisor. The supervisor should respond in writing to the employee within 30 days from the date of the written statement. If there is no response from the supervisor or the employee is not satisfied with the supervisor's response, then the employee must move to the next level if he/she wishes to pursue the matter.
4. If you are not satisfied with how the supervisor resolves your problem, complaint or grievance, or if you received no response from the supervisor, you should file a copy of your statement and the supervisor's findings and recommendations, if applicable, with the Executive Director of Human Resources. You must complete this filing within five business days following the determination by your supervisor or the expiration of the 30-day period, whichever occurs earlier.

Within five business days of receiving your filing or as soon as practicable, the Executive Director of Human will contact you to schedule a personal visit and include the appropriate Executive Leadership Team member. Within 15 business days of your personal visit or as soon as practicable, the Executive Director of Human Resources will make a decision regarding your

problem, complaint or grievance in consultation with the appropriate Executive Leadership Team member.

If you are not satisfied with how the Executive Director of Human Resources resolves your problem, complaint or grievance, you then may file a copy of your statement and the Executive Director of Human Resources' findings and recommendations with the President. You must complete this filing within five business days following the determination by the Executive Director of Human Resources.

Within five business days or as soon as practicable after receiving your filing, the President will review all of the evidence and/or may contact you for a personal visit.

Within 15 business days of receiving your filing or as soon as practicable, the President will make a decision regarding your problem, complaint or grievance. The decision of the President shall be a final and binding decision in all disputes that do not result in a cessation or termination of employment. Where an employment dispute including any claim of discrimination results in a voluntary or involuntary termination of employment the employee and GRCC is subject to mandatory arbitration.

Copies of all statements, information relating to the statements, and decisions will be placed in a separate file maintained by the Human Resources Department. No copies will be placed in your Human Resources file except that documentation of any disciplinary action shall be maintained in the Human Resources file in accordance with the applicable laws regarding personnel files.

5.12 Commencement

Meet and Confer employees that are in position with a grade level of 17 or higher are required to participate in commencement. All other employees are encouraged to participate and volunteer for this special event that highlights the accomplishments of students and employees each year. Requests for volunteers are typically published in GRCC Today.

All other employees who are otherwise not required to participate in commencement activities are still welcome to volunteer. As a volunteer, the employee will not submit time worked or adjust their work schedule to volunteer.

5.13 False Information and Employment

An applicant for employment with GRCC is expected to provide complete and accurate information regarding their background, employment history, credentials and qualifications for employment. If, following employment, GRCC learns that an employee provided false or

misleading information, or omitted pertinent information regarding essential background, employment history, credentials or qualifications for employment, or in any document provided to secure employment or advance employment, GRCC may discipline the employee, change the employee's employment status, reassign the employee, or terminate the employee, regardless of the time elapsed before the discovery.

GRCC may investigate an employee's background, employment history, credentials and qualifications at any time during the employment relationship.

5.14 RaiderCard

The RaiderCard is the official school ID for Grand Rapids Community College. Staff are encouraged to wear their cards in a visible place on their person during working hours. The RaiderCard has other purposes such as a campus debit card. The RaiderCard will be used for staff parking, printing, and door access.

The first RaiderCard issued to the staff shall be issued without charge during new employee orientation. If a staff member loses their card and needs a replacement, the employee will pay for a replacement card. If an employee gets a new title or transfers to a new department, a new RaiderCard will be issued at no cost to the employee.

If an employee loses their RaiderCard they are to notify Student Life immediately. Access will be revoked from their lost card and a replacement can be issued.

5.15 Reduction in Staff

Conditions causing lack of work may result in the reduction of current staff. Reductions in workforce must be supported by either documented or projected loss of revenue, a change in services provided by GRCC and/or reorganization of the group by Executive Leadership that would necessitate elimination of a position(s). Should such an event occur, it is unlikely that the exact duration of such an action would be known. Employees separated from employment due to staff reduction should consider their employee status to be terminated.

Employees terminated due to staff reduction may qualify for unemployment benefits, continuation of health insurance coverage through COBRA, and payment of certain time-off benefits. For details of continuation of health coverage through COBRA, contact the Human Resources department.

Our executive and administrative staff will determine which positions are to be eliminated. These decisions will be made without regard to discrimination on any basis. As in all terms and

conditions of employment with GRCC, this decision will be made according to each individual's qualifications, skills, training and capabilities for the existing work to be performed, the needs of GRCC, and in some cases by in order of least seniority.

The executive and administrative staff reserves the right to make employment decisions based on their judgment of which employee is best qualified to perform the job duties, who possesses special knowledge and/or skills, and whose capabilities will best serve the needs of GRCC. Alternative cost reduction measures may be taken before resorting to staff reduction. Some alternatives might include but are not limited to the following: pay reduction, early retirement program, reduced hours, and reassignment. GRCC does not promise or suggest that terminated employees should hold any expectation of returning to their previous employment.

Terminated employees may periodically inquire at the Human Resources Department about possible employment opportunities and may submit a letter of interest and a resume. A laid-off employee shall be maintained on a seniority recall list for a period of one year. An employee shall be recalled in reverse order of layoff provided the employee, as determined by the administration, possesses the special knowledge and/or skills required for the position to be filled.

5.16 Notice of Reduction in Staff/Recall

Should it become necessary to permanently reduce staff, thirty (30) calendar days prior to any layoff, GRCC will provide written notification to each affected employee that GRCC is eliminating their position. GRCC reserves the right to pay the employee in lieu of thirty (30) calendar days' notification.

If an employee fails to be available to report to work within five (5) working days after being notified of recall by Certified U.S. Mail sent to the address currently on file in the Human Resources Department or does not respond within five (5) working days of the notice, such employee will forfeit their opportunity for employment with GRCC and will be self-terminated without the option to be recalled. If the employee responds within five (5) working days of the notice, the employee will be re-employed and must report to work as required by GRCC. The time to report to work may be extended by mutual agreement of the employee and Human Resources provided GRCC determines that the time frame is acceptable based upon its need to fill the position.

If an employee is restored to duty after being laid off for a period of 180 days or less, that employee shall retain their original hire date for the sick, vacation and longevity benefits. On July 1 (fiscal year) following the date the employee is restored to duty, sick, vacation and longevity

benefits will be prorated according to the actual time worked. An employee who is restored to duty after 180 days will be eligible for sick, vacation and longevity benefits based on their new rehire date.

The employee's rate of pay may be adjusted according to the job classification of the position they are recalled to fill.

5.17 Rehire Longevity Dates

If an employee is rehired into a Meet & Confer position at a future date and your break in service was for a period of 180 days or less, that employee shall retain their original hire date for the sick, vacation and longevity benefits. On July 1 (fiscal year) following the date the employee is restored to duty, sick, vacation and longevity benefits will be prorated according to the actual time worked. An employee who is re-hired after 180 days will be eligible for sick, vacation and longevity benefits based on their new rehire date.

5.18 Remote Work

GRCC has implemented and updated the [Remote Work Policy 6.8](#), and continues to review the policy annually. For information on eligibility, please visit the policy and contact your immediate supervisor to review the departmental eligibility for remote work and your specific position's eligibility.

5.19 Confidentiality

You may work with and may have access to information that you must keep confidential. Such information includes information protected from disclosure by the Family Educational Rights and Privacy Act (FERPA), the Social Security Number Privacy Act, medical information under the Americans with Disabilities Act, and proprietary information. You will keep such information confidential and access only with job necessity. This means you will not disclose such information to co-workers who have no need to know or to persons outside the workplace.

You have a responsibility to protect the security of confidential information. This means you will keep confidential information in locked files when you are not using it, and you will protect the security of computer files that contain confidential information.

If you have questions or concerns about whether information is confidential information protected from disclosure, you must ask your supervisor or Human resources before disclosing the information.

5.20 Ethics Monitoring System & Complaint Procedure

GRCC values accountability and inclusion, and to those ends, we maintain a process to respond to concerns related to discrimination or ethics complaints.

GRCC maintains an [Ethics Monitoring System](#) for an individual to report any concerns related to ethics violations. Ethics concerns might include misconduct, mismanagement of funds, conflicts of interest, etc. Ethics violations may also include concerns of unlawful discrimination based on a protected status, such as race, national origin, gender, or sexual orientation.

Each person has a responsibility to report facts giving rise to possible ethics violations to enable GRCC to conduct a prompt investigation and implement a timely and appropriate response. This system has been designed to ensure that reporting ethics concerns can be done easily and with assurance of confidentiality to the extent allowable under the law.

For more information about the process related to the [Ethics Monitoring System](#), visit the General Counsel webpage.

5.21 Nepotism & Personal Relationships in the Workplace

Grand Rapids Community College believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to influence employment decisions.

Family members of current GRCC employees may become employees of GRCC. Specific requirements of family members working at GRCC can be found in the policy linked below.

More information is available on the GRCC policy webpage under Human Resources as [6.7 Conflict of Interest](#).

5.22 Personal Appearance and Dress Code

Appropriate dress is essential for a productive workplace. It is expected and required that all employees exercise good judgment in appearance and behavior while representing GRCC. Employees are expected to dress appropriately and professionally. Work clothing should be suitable for the nature of your job, position and daily scheduled meetings

Appropriate workplace dress does not include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories or fragrances. Although it is impossible and undesirable to establish an absolute dress and appearance code, GRCC will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Supervisors are expected to uphold these standards and address employees who are not dressing appropriately for their position.

Departments may purchase GRCC branded apparel for special events, where you will be encouraged to wear GRCC branded items.

If GRCC employees are required to wear uniforms (see Uniforms Section of the Handbook) while performing their job responsibilities, the uniforms must be clean and neatly maintained at all times. Please check with your supervisor for further information on compliance with the standards and regulations for your department.

5.23 Use of College Equipment and Facilities by Employees

College Vehicles

For use of college vehicles, see the Use of College Vehicles [Policy](#).

Computers-Computer Labs GRCC is committed to ensuring that all employees have access to a computer to assist in carrying out their daily work activities. Most full-time employees will be provided with an assigned computer. Shared desktop computers are accessible in various departments and resource rooms across the campus. Employees may also use computers located in the Library and ATC Open Tutorial Lab. For additional information, please review [this article](#). You will be required to electronically sign an Acceptable Use Agreement.

Equipment

College equipment may be used at a remote location for the purpose of executing the employee's job duties and must be returned at the completion of those duties. All use should be per GRCC policy. The policy is available at the policy [website](#).

Recreation Facilities

The Ford Fieldhouse is the home of all recreation facilities on campus. The fitness center, arena, walking track, and free weight rooms are available to employees. For hours of operation or for additional information, please visit the Ford Fieldhouse Web Page.

Each employee and immediate dependent family member over the age of 18 (spouse, son, daughter, and/or child assigned to the employee by a court according to IRS guidelines) will be provided with a Ford Fieldhouse membership free of charge. We ask that each employee or family member completes the [Fieldhouse Membership Application](#).

Acceptable Use of Technology Policy

Employees must comply with the GRCC Acceptable Use of Technology Policy, which is available on the GRCC policy webpage under Human Resources 6.18 Acceptable Use of Technology Policy.

All employees should review the Acceptable Use Agreement (AUA) to understand their rights and responsibilities in using College computing and network resources.

All-Staff Email: The all-staff email is authorized for use by Communications, Chief Information Officer, Vice President for Finance and Administration, Provost/Executive Vice President for Academic and Student Affairs and President Office, or their designees, only.

Telephone Reimbursement

Monthly phone usage detail is available for employee review and to reimburse GRCC for personal phone calls. Reimbursements are payable to Grand Rapids Community College and are to be forwarded to the Cashier Department. The rates that GRCC provides for long distance reflect the cost of our service plus the College's overhead for support and service. GRCC reserves the right to monitor phone calls to determine quality of service to the people it serves.

5.24 Compliance Training

The safety and wellbeing of our staff and students is of utmost importance. GRCC employees must be aware of all institutional policies and adhere to them at all times. All employees are required to complete compliance training on an annual basis. Employees who fail to complete required annual compliance training are not eligible for merit compensation increases.

New Employees have additional compliance training upon hire. These training sessions are organized into a Learning Plan and housed in the eLearning software.

5.25 Reasonable Accommodations for Pregnant Employees

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to Human Resources. The accommodation request should include an explanation of the pregnancy-related limitations, the

accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, Human Resources will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, GRCC will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

GRCC prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

5.26 Separating Employees

Either party may terminate employment at any time, with or without cause and with or without prior notice. The termination of your employment with GRCC may occur in several other ways such as:

- A. Voluntary Termination. When you initiate your own termination for any reason. When you do not report to work for three consecutive workdays without notifying your supervisor, you will be considered a voluntary termination and are terminated.
- B. Involuntary Termination. When GRCC initiates your termination due to lack of work, a change in the workforce, unsatisfactory performance, or for any reason including misconduct.
- C. Retirement. When you terminate your employment in accordance with the provision of GRCC's retirement plan.

5.27 Exit Interview

When you leave employment with GRCC, you may be given an opportunity to participate in an exit interview with a Human Resources representative. The interview will be at a time that is mutually convenient for you and the Human Resources representative. An Exit Interview Form will be forwarded to you to be completed and returned to Human Resources prior to the interview.

The final interview gives you the opportunity to comment in private on your reasons for leaving and to return all property belonging to GRCC. GRCC will attempt to keep this information confidential to the extent possible, however, where necessary to comply with its internal policies or necessary to disclose this information under the law there is no promise of confidentiality. It is the employee's responsibility to return all College property either to their supervisor or as directed by Human Resources.

5.28 Return of College Property

In the event employee's employment with GRCC is terminated the employee must deliver immediately (within 24 business hours of separation) all of GRCC's property including, but not limited to, office keys, College credit card, any electronic devices, computers, phones and software owned or leased by or licensed to GRCC and all information which is considered a trade secret, confidential and proprietary in nature, including but not limited to documents or papers (including all electronic storage media) which are in Employee's possession or custody or under Employee's control. Employees will not make or retain any copies or summaries of any such material without GRCC's prior written permission.

6. HEALTH AND SAFETY

6.1 Tobacco-Free Environment

A tobacco free campus is a healthier learning environment for everyone. We certainly understand and respect every person's right to make choices related to their health and wellness; however, we reserve the right to make our campus cleaner and safer for everyone who works, enrolls and visits. There will be no tobacco use allowed in any GRCC buildings, grounds or parking structures (including cars). For more information, please visit [College Operations Policy 3.5 Tobacco/E-Cigarette Free Environment](#).

6.2 Alcohol, Illegal Drugs and Illegal Use of Drugs

Employees must comply with the GRCC Drug and Alcohol Policy which is available on the GRCC policy webpage under Human Resources 6.4 Drug and Alcohol Policy.

6.3 GRCC Police

Our GRCC Police department is here to serve and protect our students, faculty, staff, and visitors and in the process, create an atmosphere where everyone feels secure in their learning environment. Services they provide include medical emergencies, motorist assistance, open doors/access to locked areas, personal escorts, property damage accidents, emergency messaging, and other services. Employees are encouraged to visit the [GRCC Police](#) website to learn more about their mission and the services they provide.

6.4 Emergency Closing

The decision to delay or close campus(es) is based on several factors. Some such instances in which GRCC may close include winter weather conditions or power outages, in addition to any other unexpected instances that prevent normal business operations.

All employees are enrolled in the Rave emergency notification system (email, phone, and text message). Communication on GRCC delays or closings (or specific locations) are communicated through RAVE, GRCC email, GRCC's main phone line, 616/234-GRCC, GRCC's website - grcc.edu, Emergency Phone Alert Systems (if applicable), and local news media outlets.

Employees are encouraged to go to the [emergency closing webpage](#) for complete information on procedures to close GRCC and communication to employees and students.

6.5 Employee Assistance Program

Grand Rapids Community College has contracted Pine Rest Christian Mental Health Services to provide professional counseling services to all Meet and Confer employees, their spouses and children living in their household.

The [EAP](#) is intended to help employees understand and receive help with personal problems that might adversely impact their health and well-being. Some examples of issues our EAP is very beneficial for are: stress, marital problems, depression, anger management, anxiety and physical illness. All EAP consultations and referrals are confidential and the services are provided at no cost.

You can access EAP services 24-hours, 7 days a week by calling the hotline at (800) 442-0809 or (616) 455-6210.

6.6 Workplace Violence

GRCC will not tolerate threats of violence or acts of violence against employees, students or visitors. Any act or threat of violence must be reported immediately to Campus Police as well as your supervisor or other management staff.

As outlined in the [Firearms, Explosives, or Weapons Policy 14.2](#), Possession or use of firearms, explosives or weapons or anything that is intended to be construed as a weapon is not permitted on College property.

If you are aware that another employee appears troubled or irrational, you must report your observations to your supervisor or to the Employee Behavior Intervention Team (EBIT). GRCC also has a Student Behavior Intervention Team. Both teams and their contact information is available at:

<https://www.grcc.edu/studentlifeandconduct/studentconduct/behavioralinterventionteam/teammemberscontactinformation>

6.7 Fitness for Duty

Any time your physical or mental conditions or conduct raises a question about your ability to safely and efficiently perform your job, you may be required to have a medical examination (including drug and/or alcohol screening tests). The results of such an examination will be reviewed to determine if you should be returned to work (with or without accommodation).

GRCC will keep the results of any such physical or mental examination confidential and not as part of your regular personnel file.

6.8 Searches and Inspections

In order to protect everyone's safety and property, GRCC reserves the right to inspect employees' desks, cabinets, briefcases, purses, personal computers, personal motor vehicles, and any other personal belongings brought onto GRCC's property if GRCC has a reasonable suspicion that an employee engaged in work-related misconduct or that the search is necessary for a non-investigatory work-related purpose. While GRCC will attempt to advise the employee at the time of a search or inspection, GRCC reserves the right to make any investigation or search without notice to the employee, and in the employee's absence. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

7. EMPLOYMENT RECORDS AND REFERENCES

7.1 Update Employee Records

GRCC establishes your Human Resources file when you begin employment. This information helps us to administer benefits and health insurance in an accurate and timely manner, as well as maintain necessary government-related records and other factual information about your employment history with the College.

You are expected to notify Human Resources of any changes you may have in your name. Changes to your address, telephone number, or who to notify in the case of an emergency can be updated in the Online Center. A copy of a social security card is required for a name change.

See the recordkeeping section of the Handbook for additional information on your employee record.

7.2 Employee Information Changes

- **Address, Phone Number and Emergency Contact Changes.** Address, phone number and emergency contact changes can be done through the employee Online Center in the employee portal of PeopleSoft. To change your contact information, visit GRCC [website](#). After logging into the online center, you'll see "Employee Self Service". Click on "Personal Details" to update your address, phone number or emergency contact. Other personal information changes related to gender or gender identify can be updated by contacting Human Resources.
- **Change in marital status or name.** It is the employee's responsibility to notify Human Resources of any changes you may have in your name, number of dependents, or change in marital status. In order to update dependents in benefits plans, it is required that you provide documentation to Human Resources within 30 days of the qualifying event. A copy of a social security card is required for a name change.
- **Verification of Employment and References.** For various reasons, employees may require verification of employment. All verifications are processed through Human Resources-Payroll. You should contact the Payroll Specialist to request verification of employment.

If you are asked to provide a reference and would like direction from Human Resources, please contact your Human Resources Generalist for guidance.

7.3 Human Resources Personnel Files

Upon written request to the Human Resources Department, an employee may review or obtain a copy of the employee's own personnel records up to two times per calendar year. Personnel records are to be reviewed in the Human Resources Department, by employees, and/or supervisors. Employees may be charged a reasonable fee for copying costs. Medical records will be kept separately from the employee's regular personnel file.

Supervisors other than designated Human Resources staff may only have access to personnel file information on a need-to-know basis.

A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the personnel file, or limited parts of it.

Employees that hold a position requiring a degree must provide a copy of an official transcript documenting such degree. Employees who have obtained a Masters degree or Doctorate degree must provide copies of official transcripts to be eligible for degree pay. Employees who wish to dispute performance or disciplinary action may place a written response which will be attached to the document.

7.4 References

Any response to a request for reference information for a current or former employee will be limited to the following information, unless the employee authorizes, in writing, that additional information be provided:

- Current or last position;
- Job duties in current or last position;
- Dates of employment; and
- Current or final hourly rate or salary.

No employee other than the Executive Director of Human Resources or someone specifically designated by the Executive Director is authorized to respond to reference requests on behalf of the College.

7.5 Social Security Privacy Policy

GRCC's goal is to ensure, to the largest extent possible, that employee's social security numbers are maintained confidentially. Employees' social security numbers will not be released to anyone, except as required by law. Employees' social security numbers will be made available internally on a "need-to-know" basis.

More than four sequential digits of a social security number will not be included on any external correspondence, except as required by law, nor will it be publicly displayed in any manner. Social security numbers are not to be used as passwords or identifiers for any GRCC computer system. The social security number will not be used in the ordinary course of business except as GRCC may determine that it is necessary to verify an individual's identity or to administer employee benefits, such as health insurance. Any documents that include social security numbers that are discarded are to be shredded.

Any violation of this policy will result in discipline up to and including termination of employment.

8. COMMUNICATION AND TECHNOLOGY

8.1 Employee Communication

Good communication between co-workers and between employees and supervisors is important in our workplace. We view employee communication as an essential connection to GRCC's mission, vision, values and goals. Each employee is an individual, and we believe that GRCC's success is dependent on employee respect, teamwork and open communication. We recognize that effective employee communication is a two-way process. As such, facilitation of effective communication between the employee and their immediate supervisor(s) is the foundation to GRCC's approach. We welcome your ideas and suggestions, and we want to be aware of any problems and concerns you may have. The following are examples of the many ways information is communicated to employees:

- Cable Channel: GRCC airs Board of Trustees meetings, event schedules, on-campus presentations, job postings, and course listings. To view the listing, visit GRCC's Information Technology webpage.
- Department Meetings: Most units conduct regular meetings with employees to provide recognition and keep them informed.
- Email: GRCC's email system keeps employees connected. The Communications Department, blog updates called GRCC Today, divisional newsletters, new items, updates

and bulletins are sent through all staff email. Employees are expected to read these updates and announcements to stay current on happenings at GRCC.

- Employee Involvement: Employees are invited to participate in many college-wide teams, committees, surveys and discussions or forums throughout the year.
- Open Door Philosophy: GRCC encourages employees to discuss matters that concern your job with your immediate supervisor. If your concerns involve your immediate supervisor, please contact a human resources representative for assistance.
- Post-It-Board: The post-it-board is available electronically within Gmail for employee's use. The purpose of the post-it-board is a community space designed to encourage and facilitate the sharing of non-work-related information and to function as a marketplace for employees. For more information visit Information Technology's webpage.

ACKNOWLEDGMENT – EMPLOYEE COPY

- 1) I hereby acknowledge receipt of the Employment Handbook.
- 2) I certify that I have read it in its entirety and understand the policies within it.
- 3) I agree to accept and follow the policies and rules as stated within the Employment Handbook.
- 4) I understand that my employment may be terminated by either party at any time, for any or no reason, with or without notice, except as set forth in the terms of a written Employment Agreement (if any) signed by the President or Vice President of GRCC and as authorized by GRCC’s contracting authority policy.
- 5) I understand that the management of the GRCC reserves the right to unilaterally change policies, procedures and benefits described in this Employment Handbook at any time through a written statement signed by the President or Vice President of GRCC and as authorized by GRCC’s contracting authority policy.
- 6) I understand that the policies described in this Employment Handbook supersede all previous policies, practices, and oral statements of GRCC, its predecessors or its authorized agents.

AGREEMENT

I understand and agree that the Limitation Period below is a binding contract between me and GRCC, and that by signing below I am agreeing to abide by the Limitation Period:

Limitation Period: I agree that I must bring any claim, suit, or demand within the following time limits: (1) for lawsuits requiring a Notice of Right to Sue, a Dismissal and Notice of Rights, or similar notice from the Equal Employment Opportunity Commission (EEOC), within 90 days after I receive such notice, or 95 days after the EEOC mailed such notice to me, whichever is shorter; and (2) for all other lawsuits, within 180 days of the event(s) giving rise to the lawsuit, or the time limit specified by statute, whichever is shorter. I waive any time limit to the contrary.

Acknowledged and agreed by,

EMPLOYEE’S SIGNATURE

Date:

Print Name: _____

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ACKNOWLEDGMENT – EMPLOYER COPY

- 1) I hereby acknowledge receipt of the Employment Handbook.
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- 5) I understand that the management of GRCC reserves the right to unilaterally change policies, procedures and benefits described in this Employment Handbook at any time through a written statement signed by the President or Vice President of GRCC and as authorized by GRCC’s contracting authority policy.
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Acknowledged and agreed by,

EMPLOYEE’S SIGNATURE

Date: _____

Print Name: _____

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