



GOSHEN
COLLEGE

Staff Handbook
January 2005

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Staff Members at Goshen College play a vital role in the success of students who study, work, and live here. You have many opportunities to create the atmosphere of service that is part of the college motto. The effort you make to welcome and assist students and their family members provides a major influence upon their views of the college and their ability to utilize the academic, social, and physical resources we offer.

Your work is highly valued, and I want to encourage you to participate fully in the mission of the college to assist our students toward Christian maturity. By modeling the core values of the college that express our Christian heritage, you make an impact that may be multiplied many times over through the lives of our students. May your experience at Goshen College bring you fulfillment in the opportunity to use your gifts in this mission.

- David Janzen, Director of Human Resources

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Introduction

I. EMPLOYEES OF GOSHEN COLLEGE

Employees of Goshen College are categorized into three groups: administrative faculty, teaching faculty and staff. The teaching faculty are those whose primary responsibility is teaching. The administrative faculty are those whose work is administrative, who typically are in charge of a major area of responsibility, and are exempt from overtime pay requirements. The staff to whom this Handbook is directed are all employees not categorized as teaching or administrative faculty and is further subdivided into three categories: professional staff, clerical/technical staff, and buildings and grounds staff.

A. Professional staff

Professional staff members are those whose work is mainly administrative, or whose work requires advanced training. They are normally exempt from overtime pay.

B. Clerical/technical staff

Clerical/technical staff members are those whose work is primarily providing administrative assistance or technical (data processing, clerical).

C. Buildings and grounds staff

Buildings and grounds staff members are those whose work is in the areas of grounds, housekeeping maintenance.

II. THE IMPORTANCE OF THE GOSHEN COLLEGE STAFF

Goshen College regards its staff members as an integral, valuable, and essential part of the college community. This group of individuals works cooperatively to achieve the primary goal of Goshen College which is to provide a campus setting for higher education in a Christian environment, aligned with the teachings of the Mennonite Church.

We welcome your suggestions for improving any aspect of the college, and we hope that you will not only perform your duties to the best of your ability but also that you will gain much satisfaction as you contribute to the welfare of Goshen College and benefit from being a member of the college family.

III. PURPOSE OF THE STAFF HANDBOOK

The Goshen College Staff Handbook is a compilation of information intended to acquaint each member of the college staff with the policies, procedures and benefits of employment. It is purposely kept brief and therefore does not contain a detailed description of all practices and procedures. Additional information and/or clarification can be obtained from your department supervisor or the Human Resources office.

This handbook does not constitute a contract, and any of the policies and procedures contained herein may be changed at any time at the discretion of the college administration. Employees will be informed of any such changes.

About Goshen College

I. HISTORY OF GOSHEN COLLEGE

Goshen College was founded as Elkhart Institute and Academy in August, 1894, to provide educational opportunities for youth of the Mennonite Church and residents of Northern Indiana. Elkhart Institute was moved to Goshen from Elkhart in September, 1903, and became known as Goshen College. During 1903 the present Administration Building was erected. In 1906, the Elkhart Institute Association was dissolved and over-right of the school was the responsibility of the Mennonite Board of Education organized as the official educational corporation of the Mennonite Church. In 2002, the Mennonite Education Agency was established following the birth of the Mennonite Church U.S.A. The Board of Directors of Goshen, which is responsible for the direction of the college, is appointed by the MEA.

From modest beginnings, Goshen College has grown into a fully accredited four-year liberal arts college, offering more than 30 major and minor courses of study and serving approximately 1,000 full-time students each year. These students represent more than 20 different church denominations and come from about 30 states and 30 countries.

The physical facilities include 22 buildings on the 140 acre main campus; Merry Lea Environmental Learning Center near Wolf Lake, IN; Brunks Cabin in Cass County, MI; and a Marine Biology research facility in the Florida Keys. The annual operating budget exceeds \$22 million.

II. Mission

Goshen College is a four-year liberal arts college dedicated to the development of informed, articulate, sensitive, responsible Christians. As a ministry of the Mennonite Church, we seek to integrate Christian values with educational, social, and professional life. As a community of faith and learning, we strive to foster personal, intellectual, spiritual, and social growth in every person. We view education as a moral activity that produces servant-leaders for the church and the world. (1993)

Also located on the GC website at:
<http://www.goshen.edu/aboutgc/mission.php>

III. Core Values

CHRIST-CENTERED

We believe God is the foundation of all wisdom and knowledge. Through Christ we find merciful forgiveness and an invitation to a daily, personal walk empowered by the Holy Spirit. We are led by Christ in our search for truth.

I Corinthians 3:11: "For no one can lay any foundation other than the one that has been laid; that foundation is Jesus Christ."

PASSIONATE LEARNERS

We believe our faith is supported by knowledge. As a learning community, we foster a journey of lifelong learning, encouraging one another to seek truth with fervor. This spirit of academic excellence enriches our relationships, our world and our faith in Jesus Christ.

II Peter 1:5-8: "For this very reason, you must make every effort to support your faith with goodness, and goodness with knowledge, and knowledge with self-control, and self-control with endurance, and endurance with godliness, and godliness with mutual affection, and mutual affection with love. For if these things are yours and are increasing among you, they keep you from being ineffective and unfruitful in the knowledge of our Lord Jesus Christ."

SERVANT LEADERS

We believe that servant leadership is reflected perfectly in the life and person of Jesus Christ. We humbly set aside self-interest for the interests of others, because love for others builds up God's community. By following Christ's example, we create a culture characterized by joyful service.

Matthew 20:26-28: "But whoever wishes to be great among you must be your servant, and whoever wishes to be first among you must be your slave; just as the Son of [God] came not to be served but to serve, and to give his life as a ransom for many."

COMPASSIONATE PEACEMAKERS

As Christian peacemakers, we embrace "shalom" – the peace that God intends for humanity. We are committed to build the "peaceable kingdom" by practicing loving kindness, restoring justice, practicing anti-racism, loving our enemies and advocating for the dispossessed. We renounce the oppressive, violent destructive powers of this world – and are willing to live our lives as examples of God's peace.

Matthew 5:9: "Blessed are the peacemakers, for they will be called children of God."

GLOBAL CITIZENS

As responsible global citizens, we see, encourage and celebrate the image of God in others. We welcome and include the 'stranger' in our midst – respecting differences in world views while seeking common ground. We wish to transcend barriers between people not only through academic teaching and learning, but also in meaningful cross-cultural exchanges. We go into the world offering our gifts and lives in service to others.

II Corinthians 5:18-20: "All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting the message of reconciliation to us. So we are ambassadors for Christ, since God is making his appeal through us; we entreat you on behalf of Christ, be reconciled to God."

Approved by the GC Board of Directors in October 2002 and June 2003.

Located on the GC Website at: <http://www.goshen.edu/aboutgc/values.php>

IV. Purpose

Goshen College, a liberal-arts educational center for the transmission, enrichment, enlargement and embodiment of the Anabaptist-Mennonite vision of the church as a community of faith for the work of God in the world, seeks to develop informed, articulate, sensitive, responsible Christian disciples.

A bachelor's-degree-granting institution sponsored by the Mennonite Church, Goshen College is open to all students interested in an educational program which is committed to biblical faith and practice as revealed and demonstrated by Jesus Christ.

As a ministry of the Mennonite Church, Goshen College intends to enrich and extend the life of the church and its mission in the world by transmitting and exploring Christian faith and discipleship; by relating Christian perspectives and values to learning and professional life; by encouraging active participation and leadership in congregations; and by expanding the influence of such ideals as love and peace, justice and order, stewardship and benevolence.

As a liberal-arts college, Goshen strives to be a community of educators and students providing a learning environment which fosters personal, social, intellectual and spiritual growth; which nurtures those skills, processes, disciplines and methodologies required for systematic study and problem solving; which provides sufficient knowledge in one subject area as a base for advanced training or professional work; which develops an appreciation for and critical understanding of human experience and cultural variety; which builds confidence, acceptance and identity necessary for purposeful living in church and society.

As a center of continuing study and research on issues of importance to the church and larger society and as a center for continuing education and public service, Goshen expects to assist Mennonite congregations and agencies and the community of Elkhart and surrounding counties through the increase and dissemination of knowledge in research, writing and publications, by providing life-long educational and cultural activities, and by encouraging expanded awareness and more responsible service in the world.

The Statement of Purpose was approved by the faculty (March 15, 1979), the Board of Overseers (Oct. 22-23, 1979) and the Mennonite Board of Education (Aug. 4-5, 1980), and was re-affirmed by these bodies in 1986.

Located on the GC website at: <http://www.goshen.edu/aboutgc/mission.php>

V. Affirmations

The governing boards and faculty of Goshen College view the college as an educational institution giving concrete expression to their faith in God and Christian mission in the world. They affirm the doctrine and practice of the Mennonite Church as interpreted by the Mennonite General Assembly and formulated in such documents as the 1995 "Confession of Faith in a Mennonite Perspective."

The Anabaptist-Mennonite tradition of biblical faith provides the theological emphases that give Goshen College its distinctive character. While the fullness of the gospel of Jesus Christ can never be summarized in brief statements, we offer the following affirmations as guidelines for the expression of our faith and as perspectives guiding the educational program.

First, we acknowledge the reality of God the creator of all things, transcendent source of power in the universe, the sovereign ruler of peoples.

Second, we recognize Jesus Christ as Son of God, as Lord of Life, and as Savior from the bondage of sin. Through His life, death and resurrection, the kingdom of God has been inaugurated, and through the Spirit His rule extends over all powers and authorities. We accept the Great Commission as a call to bring the message of our risen Lord to all the world so that all people might be saved.

Third, we affirm the Believers Church as defining both the shape and mission of the church. Central to this view are such emphases as voluntarism, fellowship,

sharing, discernment, discipline, mission, evangelism, celebration. The character of the Believers Church is that of a peoplehood which transcends and overcomes cultural, national, racial and ethnic boundaries.

Fourth, we consider the Christian life to be a life of discipleship, a personal response of faith and obedience to the grace of God which frees us from sin. We believe that the call of discipleship leads to a life of holiness, witness and service to humanity in the spirit and power of Jesus.

Fifth, we understand that the "good news," the gospel of the kingdom, includes peacemaking, evangelism, love and social justice in a world characterized by violence, oppression and injustice. We are committed to healing and hope for all people everywhere, especially disadvantaged peoples.

Sixth, we regard education as a process not only for the developing of skills and comprehension of information but also for the development of character and acquiring of sensibilities. As such, education is a moral activity, value-laden and involves the whole person in the determination of choices and the assimilation of change. The learning process best takes place in a context of community where mutuality and caring characterize all relationships.

The Statement of Affirmations was approved by the faculty (March 15, 1979), the Board of Overseers (Oct. 22-23, 1979) and the Mennonite Board of Education (Aug. 4-5, 1980), and was re-affirmed by these bodies in 1986. (and 1995 with revised Confession of Faith)

Located on GC website at: <http://www.goshen.edu/aboutgc/mission.php>

VI. Educational Mission

At Goshen College we intend to create a community of faith and learning built on the five core values: Christ-centeredness, passionate learning, servant leadership, compassionate peacemaking, and global citizenship. In our academic program and campus life students will develop the knowledge, skills, and values for

A life that is CHRIST-CENTERED, with

- a reflective faith that nurtures spiritual growth in individual and corporate contexts.
- an active faith that informs an individual's experience and choices in all aspects of life.

A life of PASSIONATE LEARNING, through

- the mastery of a major field of study as the basis for life-long learning, service, relationships, and work in a socially and culturally diverse context.
- an extensive foundation of knowledge, skills, and dispositions derived from a liberal arts curriculum that inform an appreciation for and critical understanding of human experience and cultural variety.

A life of SERVANT LEADERSHIP, based on

- a leadership ability that empowers self and others.
- a healthy understanding of self and others that is reflected in relationships of interdependence and mutual accountability.

A life of COMPASSIONATE PEACEMAKING with

- a personal integrity that fosters the ability to resolve conflict and to promote justice.

- a commitment to diversity in all of its forms both conceptually and in practice.

A life of GLOBAL CITIZENSHIP with

- an intercultural openness with the ability to function effectively with people of other worldviews.
- a responsible understanding of stewardship for human systems and the environment in a multicultural world.

Goshen College's academic program is integrated into all aspects of college life, curricular and co-curricular. We encourage students to learn and grow beyond the parameters of their discipline-based training, to recognize the powerful connection between the disciplines, and between the education of the mind, body, and spirit.

Approved by the GC Board of Directors – Jan. 31, 2004

Located on GC website at: <http://www.goshen.edu/aboutgc/mission.php>

VII. Strategic Plan

See Appendix A for the most recent Strategic Plan.

VIII. Management Philosophy Statement

Goshen College is a community of learning, committed to developing informed, articulate, sensitive, responsible Christians. In response, we must manage in participative ways that accomplish this mission for those who work here as well as those who study here.

We affirm the importance of trust as an essential element in the relationship between those responsible to make decisions and those affected by the decisions. Participative management is a covenant between people, built on this trust. Participation may mean asking for suggestions, it may mean asking for votes, it may mean encouraging recommendations. It most simply means that those affected by decisions will be involved appropriately in making the decisions. While managers must make decisions that are not always popular, we affirm the importance of making the decision process clear and open.

To manage for our mission, managers at all levels will create a safe place for communicating and working by:

- Encouraging the affirmation of each other
- Ensuring the individual rights to confidentiality
- Encouraging the initiation of questions
- Affirming diversity
- Assuring academic freedom
- Bringing together for direct discussion, persons who disagree or are in conflict
- Honoring employment contracts and work agreements with integrity

Maintain a clear process for deciding by

- Making processes, structures, and responsibilities open and clear
- Asking for information from those affected by decisions
- Listening to and acknowledging the responses
- Clarifying how information requested will be used in decision making
- Making decisions based on accomplishing the mission with good stewardship of abilities, time, and
- finances
- Sharing information about decisions with those affected.

Develop people by

- Helping them identify and use their competencies
- Valuing people and using tools, rather than using people
- Providing regular feedback on performance
- Providing adequate resources to accomplish their work

IX. By-laws.

The by-laws of Goshen College, Inc. are in the Supplemental Policy Manual. <http://www.goshen.edu/policy>

X. GOVERNANCE UNDERSTANDINGS

The *modus operandi* for governance at Goshen College is built around these understandings:

- The president is responsible to achieve those educational and institutional outcomes as defined by the mission of the college. The president achieves these outcomes primarily through delegation to the provost and vice presidents.
- The President's Council (PC) consists of the president, provost and vice presidents as noted in the organizational chart (see section 2, part VI). In addition, the PC's work together is guided by a covenant. Each year the PC also sets goals for the academic year. The function of President's Council is noted below.
- The job for each vice president defines the areas of responsibility, authority, linkage of authority, and accountability for each vice president. The descriptions will be updated as needed to ensure clarity and linkage of authority.
- A participatory governance process is achieved through the involvement of the campus community in faculty and staff meetings, special hearings, committee structures and assignments, or other opportunities for giving counsel and making decisions.
- Vice presidents oversee committees in their areas of responsibility. The primary role of each committee is to implement policies, although some committees will also develop policies. A description of each committee is available at <http://www.goshen.edu/provost/comm/descriptions.html>

XI. GOSHEN COLLEGE BOARD OF DIRECTORS

In 2003, the Goshen College Board of Directors adopted a new process for board policy governance of the institution, based on "the Carver model" as described in *Reinventing Your Board* by John Carver and Miriam Mayhew Carver.

The Board of Directors has drafted board policy governance statements which clarify accountability, leadership, values, and empowerment for the president and the staff (President's Council). Particularly critical are understandings related to expectations for the college.

The board intends to clarify expectations through emphasis on policy. These policies, along with the Goshen College Bylaws, the Statement of Arrangement between Mennonite Education Agency and Goshen College, and the mission of the college, guide decisions and policy.

XII. MENNONITE EDUCATION AGENCY

The Mennonite Education Agency (MEA) is the link of the Mennonite educational institutions with Mennonite Church USA. MEA appoints 75% of the Goshen

College Board of Directors. It also defines the criteria for selection of all Goshen College board members and has specified certain other criteria related to operational issues at Goshen College. The relationship between MEA and GC is defined in the Statement of Arrangements.

XIII. PRESIDENT'S COUNCIL

A. President and President's Council

The president is responsible to achieve the mission of the college as defined by the board policy governance statements for Goshen College. The president does so through delegation to the provost and vice presidents, with clearly defined expectations and outcomes. The president leads the President's Council, which consists of the provost, vice presidents and the president. This council usually meets biweekly. Meetings routinely include reporting on activities in their respective areas of responsibility, seeking counsel for work in their area, and discussing certain policy issues.

The President's Council has a well-defined covenant, developed in July 2002 which is reviewed and updated annually. Besides defining relational issues and ways to deal with differences, the covenant also clearly notes that some business of the institution is the responsibility of an individual vice president and other issues are to be considered by the whole group. These understandings recognize that there must be a linkage of authority, responsibility, and accountability for each vice president as defined by their job description. Thus, on many issues, the President's Council gives counsel to another vice president but does not seek to make decisions in that person's area of accountability.

There are, however, some areas where the President's Council considers recommendations and makes decisions, including areas of budget, master planning, and certain institution-wide policy issues. An illustration is the budget planning process. As outlined in the document defining the budget process, revenues for the coming academic year are determined and President's Council decides on expenditure allocations for each vice presidential area. These allocations allow each vice president to arrange budgets in her or his area of responsibility in ways which best enable the institution to achieve its mission outcomes.

B. Provost and Executive Vice President

The role of the provost is to lead a team consisting of the vice presidents for academics, finance and student life and the director of Institutional Technology (IT) to ensure that academic, financial, student life, and IT areas of the college function effectively. From time to time the president requests the provost to supervise other areas such as grants, committees, and multicultural affairs, or to organize for board meetings. The provost is also expected to help ensure good annual planning processes for the college, sound budgeting processes, and outstanding academic programs. The provost frequently prepares outcome documents to help guide the work of other vice presidents, or proposes policy to be processed by committees or other units of the institution. For example, the provost drafted a document which described criteria to guide work of the Rank and Tenure Committee regarding a process to update rank and tenure policies. The provost also guides strategic planning for the college as a member of a strategic planning coordinating committee

C. **Vice President for Academic Affairs and Academic Dean**

The vice president for academic affairs and academic dean directs the academic program of the college. The dean provides leadership to the teaching faculty in shaping the philosophy of the academic program and in developing effective curriculum, personnel, and learning environment to implement that philosophy. The dean is also responsible to oversee student advising, the registrar, and academic strategic planning. The dean supervises department chairs, the associate academic dean, the assistant dean for the Plowshares Grant, and the directors of Merry Lea Environmental Learning Center, Good Library and degree completion programs.

The academic dean also oversees a number of committees and advisory groups. Many of these make decisions, while some make recommendations which are further considered by the faculty, President's Council, and/or Board of Directors and Mennonite Education Agency.

D. **Vice President for Institutional Advancement**

The vice president for institutional advancement leads the college in creating greater awareness, understanding, acceptance, and trust among donors and constituencies. Policies to achieve these objectives are developed in consultation with the president and other members of the President's Council. This position is responsible for the overall management of the perception of Goshen College's mission and strengths among multiple constituencies. The vice president develops, in consultation with the President's Council and the campus community, plans related to marketing, recruiting students and fundraising and mobilizes internal publics to achieve these objectives. The vice president supervises and provides critical coordination between admissions, public relations, financial aid, church relations, alumni and parent relations, special events, and development in a manner that better enables the institution to achieve its mission.

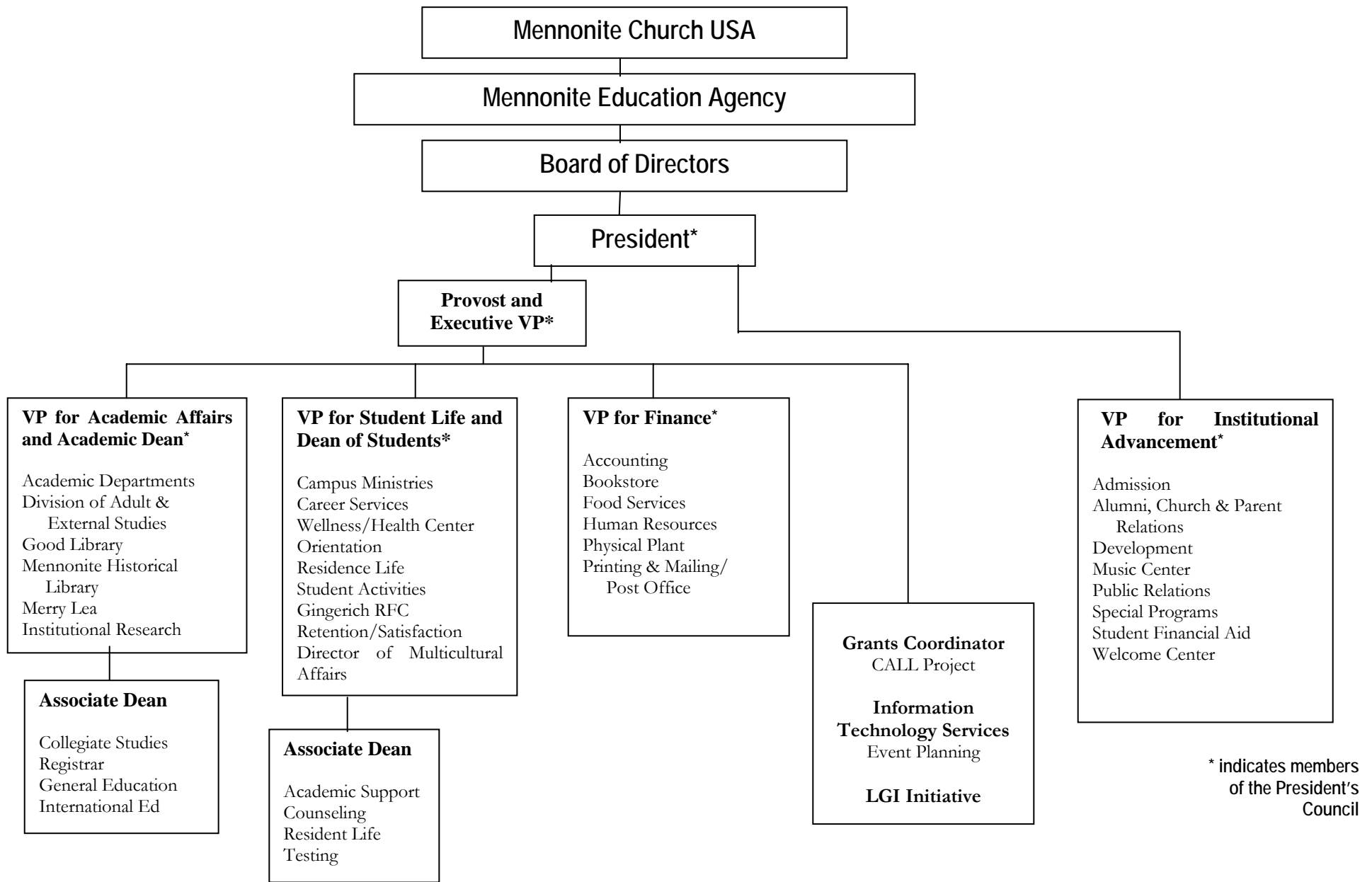
E. **Vice President for Finance**

The vice president for finance directs institutional planning, implementation of the campus master plan, and the development and final preparation of annual operating and capital budgets after consultation and with approval of the President's Council. The VP for finance is the chief fiscal officer for the institution and represents the institution in all business transactions. This includes signing all institutional contracts and negotiating and managing contracts for auxiliary enterprises. These functions follow defined policies. This vice president supervises the areas of Human Resources, Physical Plant, Accounting, Printing/Mailing, and Auxiliaries (Bookstore and Food Service).

F. **Vice President of Student Life and Dean of Students**

The vice president of student life and dean of students directs the student life division and is responsible to envision, direct, supervise, and evaluate all aspects of student life. The vice president acts as a liaison among administrators, teaching faculty, parents, and students. This vice president leads the student life division and the campus community in developing student life policies for consideration and approval by the President's Council and Board of Directors.

XIV. Goshen College Administrative Organizational Chart



Employment Policies and Procedures

It is the policy of Goshen College to attract and maintain highly qualified staff personnel. When additional staff personnel are needed, they will be hired on the basis of their character, reliability, training, experience, skill, aptitude, past performance and other indications of their ability to do the work required and on the basis of their indicated willingness to become loyal, cooperative members of the college staff.

To protect the right of all persons to seek, obtain, and hold employment, and to secure their own advancement, Goshen College is an Affirmative Action employer, actively seeking to create a diverse workplace. In its employment practices, selection of students, and administration of all programs, Goshen College maintains a policy of non-discrimination regarding age, race, sex, disability, and national origin and actively seeks a diverse workforce and student body. Sexual, racial, or any form of harassment is prohibited and will not be condoned.

Employees who resign or who are terminated for reasons other than temporary lay-off are considered to have made a definite break in service. If they are re-employed after one year, they will be considered new employees and will become eligible for various benefits only after completing the waiting period required of new employees. Employees re-employed within one year are eligible to resume benefits to which they were entitled at the end of previous employment.

I. CLASSIFICATION OF EMPLOYEES.

A. Full-time

One who works the full regular schedule of the department, which is normally 40 hours of work per week and shares weekend, holidays, and shift assignments as scheduled by the department supervisor. Employees who work at least 1,560 hours (30 per week) in a consecutive 12 month period are also considered full-time.

B. Part-time

One who works less than 1,560 hours in a year. Part-time employees who work at least 1,000 hours in twelve consecutive months are eligible for pro-rated benefits.

C. Temporary

One who is employed: to fill in on a permanent job until a qualified full-time employee is hired; to do special jobs which are a part of an approved project or program; to work during the absence of a full-time employee; or to work for a predetermined period of time. Temporary employees do not receive fringe benefits.

D. Grant-Funded Employees

All employees hired with grant funding are normally hired for the grant period. All benefits, etc. are calculated based on the grant period and employees must meet the eligibility requirements of part-time or full-time to receive benefits.

E. Exempt

A person will be classified as exempt from the federal Wage and Hour Regulations if he or she is engaged in work which is executive, administrative or professional and which meets the specific tests established by the Federal Fair Labor Standards Act.

An exempt employee will be paid on a "salary" basis, which means that at each pay period, a predetermined amount is paid constituting all compensation, and

the amount will not be subject to reduction because of variations in the number of hours worked in the work week, except in accord with the formal sick leave and vacation policy. Exempt employees who do not have sick leave or vacation time available will not be paid for full day absences of one day or more.

F. Non-Exempt

A non-exempt employee is one who is engaged in work which does not qualify under any of the classifications of executive, administrative, or professional as defined by the Federal Fair Labor Standards Act. Such an employee, therefore, must be compensated either in wages or time off, at the rate of time and one-half for all authorized work performed during a work week in excess of the limits stated in the Federal Fair Labor Standards Act.

G. Employment of Immediate Family Members

Goshen College has no restriction on the employment of two persons who 1) are married to each other, 2) have a sibling relationship, 3) are parent/child, 4) are in-laws, or 5) share a household except that persons in these relationships may not supervise or work in the same department as a relative or house mate. Exception to this policy will be made only upon authorization of the president.

II. CHANGES OF EMPLOYEE CLASSIFICATION

In the event an employee changes from full-time to less than half-time, all accrued benefits will be cancelled. Unused vacation hours will be paid to the employee. All sick leave will become null and void, future holidays will not be paid, life insurance and retirement plans will cease. Employees who work at least 1,000 hours in a year will receive pro-rated benefits.

A. Change from part-time to full time

An employee who moves from part-time to full time becomes eligible for full-time benefits effective the date of transfer. Vacation time will begin to accrue at the amount for which the employee is eligible, pro-rated for the remainder of the anniversary year.

Goshen College reserves the right to change an employee from full-time to part-time with appropriate notice (normally two weeks) if the demands for his or her time are no longer required on a full-time basis.

B. Change in Job Content

The content of a job does not always remain static but can change for significant lengths of time due to adjustments in work load of the department or office, skills of the employee or expectations of the supervisor. Therefore, the employee and/or the job supervisor should inform the Director of Human Resources if there has been a significant and long-term change in the content of a job and request a re-evaluation of that job.

III ORIENTATION PERIOD

An orientation period of 90 calendar days is utilized to give newly hired employees and the college an opportunity to evaluate the level of interest in the job and the new employee's ability to perform the work. If the work is satisfactory during this period, she/he will become a regular, on-going employee. If performance during the orientation period is unsatisfactory, termination may occur without using progressive disciplinary warnings. Absences except for emergencies or trips planned prior to employment are discouraged during the orientation period.

The department supervisor will discuss the employee's work record with the new employee prior to expiration of the probationary period.

IV. ATTENDANCE

Regular attendance is expected of all Goshen College employees, including punctuality. Infrequent tardiness, or reporting for work after the scheduled start time, of 1-2 times a month may be excused. Regular tardiness will result in supervisory review and eventual disciplinary action. Hourly employees will have a reduction in pay for tardiness greater than 10 minutes unless the supervisor approves making up the time.

Absences from work are expected to fall under the following categories: vacation, holidays, sick leave, or sympathy leave. Goshen College allows its employees benefit time to cover these absences with pay. Additional absences due to emergencies should be rare and will be charged to vacation time, if available, or may be excused without pay with the supervisor's permission if no vacation time is available. Continuing absences not covered by benefit days will result in disciplinary action up to and including termination.

When sick leave, except for serious illnesses covered under the Family and Medical Leave Act, exceeds six days in the current college year, a special supervisory review will take place to determine if overall attendance is acceptable. If attendance is determined to be unacceptable, disciplinary action up to and including termination will occur.

Supervisors must be notified by the employee of upcoming absences. When sudden illness or an emergency makes this impossible, notice shall be given to the supervisor or designee within thirty minutes of the start of the scheduled shift. Failure to notify the supervisor may result in disciplinary action. If notice has not been given by the third consecutive day of absence the employee will be considered to have abandoned their position and will be terminated.

V. COMPENSATION AND HOURS OF WORK

A. Work Schedules

Dependent upon the nature of the work performed, work schedules will be established by the department supervisors in the best interest of the college and in accordance with existing labor laws. Full-time employees shall normally work a 40-hour week unless special arrangements are made by the department supervisor in consultation with the Vice President for Finance and the Director of Human Resources.

All employees are expected to work the schedules to which they agreed when employed. The administration of the college may however, when necessary, change the hours of work of any employee to insure continuous service. The college will give the employee 24 hours of notice of any change. An employee may not shorten his/her normal work day by not taking full meal or rest periods.

Working hours vary among the many departments and offices because of differing requirements. Therefore, the department supervisor should be consulted for exact starting and ending times and the schedule for lunch and break periods. Each employee is entitled to a 15-minute break during each consecutive four hours worked. The break period is to provide a brief release from work pressures and should be used wisely and conscientiously. With supervisor approval, office staff members may use the provision which has

been made for attendance of any chapel or convocation service in lieu of the morning break as a means for self-enrichment and community contact. Unused breaks may not be accumulated for compensatory time off.

B. Over-time Authorization and Payment

As a policy, overtime work (as defined by the Federal Wage and Hour Law and/or state labor laws) is discouraged. Each case of overtime must be authorized in advance by the department supervisor. In special circumstances, it may be deemed necessary for an employee to work overtime and on short notice.

All non-exempt employees will be paid a premium rate of one and one-half times their regular hourly rate or may be given time and one-half off for authorized hours worked in excess of the statutory limitations set by the Federal Wage and Hour and/or local state labor laws.

The college figures overtime pay on all hours in excess of 40 hours actually worked in a week. Hours which are paid but not worked, such as vacation periods, holidays, sick and sympathy leave are excluded from calculations to determine overtime compensation for an employee.

An exempt employee will not be paid for overtime work and the college does not have a compensatory ("comp") time off policy.

C. Time Cards

A daily record of hours worked must be kept by each employee on the on-line timecard system. Some departments may use time clocks to assist in keeping the record of employee's work. Failure to enter hours worked on the on-line time card may result in pay for time omitted being delayed to the next pay period, provided the hours are entered by the end of the next pay period.

Approval of pay for holidays, sick leave, vacations and overtime must be indicated on the on-line timecard by the department supervisor.

An employee is subject to penalty (including immediate discharge) for recording an entry on any time card other than his/her own. Any mistake on the timecard must be corrected by the employee or supervisor as soon as possible.

The college realizes that there will be times when an employee will be late or absent from work due to circumstances beyond his/her control. Due to a number of factors, the college does not automatically approve making up time. All "make-up" time must be authorized and approved by the supervisor.

D. Payroll Records

The calculation of employee payroll is the responsibility of the Human Resources department. Questions concerning information given on check stubs and deposit notices should be directed to the Administrative Assistant for Human Resources. Accrued and used sick and vacation hours are reported to staff on their pay stubs.

E. Pay Day

Goshen College employees are paid twice each month, normally the 15th and 30th. If the 15th and 30th falls on a weekend or national holiday, pay day is

the first week day before the 15th and 30th. Direct deposit is required and may be directed to any financial institution.

F. Pay Periods

Pay periods for hourly employees are generally two weeks in length, running Monday 12:00 am through Sunday 11:59 pm. Four pay periods each year are three weeks in length and will be announced in advance by Human Resources. Salaried employees are paid 1/2 months salary on each pay day.

G. Second Job

Any staff member who has full-time employment with the college is expected to give his/her best effort to the assigned job. Second jobs with other employers should not interfere with performance of duties at Goshen College.

H. Salary/Wage Increases

The college has established July 1 of each year as the date for raises to take effect. If an employee's position has been reclassified due to significant change in job responsibilities, a wage increase usually is enacted at the time of reclassification.

VI. EMPLOYEE PERFORMANCE EVALUATION

It is the intention of Goshen College that every supervisor evaluates the performance of his/her employees on a yearly basis and discuss this in confidence with the employee. The intent of the evaluations is to help the employee work closer to his/her potential and contribute to the mission of the college. The Director of Human Resources has forms available which assist supervisors in performance evaluations.

VII. JOB CLASSIFICATIONS

The college has established classification criteria for all staff and professional staff positions. Each position is assigned a classification by the appropriate committee based on the job description and supervisory input. This determines the appropriate wage level. When significant changes are made in job content the supervisor shall submit to the Director of Human Resources a revised job description with a request for a classification review. Staff positions are classified by the Staff Classification Committee; professional staff by the Administrative Salary Committee.

VIII. STAFF DEVELOPMENT

Staff development is a two-fold responsibility, resting on the individual and the college. The individual has the responsibility to further his/her professional development by:

- A. Participation in workshops, seminars, or course work.
- B. Membership in professional organizations and active participation in their activities.
- C. Regular professional reading.
- D. Interaction with colleagues in other institutions or businesses.

The college has the responsibility for the professional development of the individual by providing the following assistance:

- A. In-service opportunities
- B. Funds for staff development.

In-service meetings are announced regularly in the Faculty Staff Bulletin and with email. The supervisor and the employee work together to determine which seminars or conferences may be beneficial to the employee.

IX. VACATIONS

Each full-time employee is eligible for paid vacation time annually, calculated according to the schedule listed below:

- First year through year : 10 working days
- Fourth year: 13 working days
- Fifth through tenth year: 16 working days
- Eleventh year: 17 working days
- Twelfth year: 18 working days
- Thirteenth year: 19 working days
- Fourteenth year: 20 working days
- Maximum of 20 days of paid vacation per year for the fourteenth year and thereafter.

Normal vacation time shall be used within twelve months from the date it is earned. Up to one year's vacation hours may be carried over to the next year. The work demands of the job must be fully considered, and the supervisor's approval obtained, when scheduling earned vacation time or requests for additional leave without pay.

Employees working between .5 and .9 FTE earn pro-rated vacation pay.

Vacation time is a benefit for each employee and may not be taken as a cash benefit, except when leaving employment or transferring to a less than .5 FTE position. Vacation time may not be donated to other employees.

Vacation time is earned annually on the first day of employment and on subsequent anniversary dates.

X. HOLIDAYS

Eleven paid holidays are available for on-going employees working half-time or more. If the holiday falls on a weekend, the college will substitute a weekday as the recognized day off. The actual days for the Christmas and New Years Holidays will be determined on an annual basis and announced to all personnel. The holiday pay for hours not worked is always calculated at the regular rate and those hours are not counted toward eligibility for overtime pay.

All beginning half-time or greater employees are eligible for holiday pay if they have worked the five working days preceding the holiday.

The following holidays are recognized:

- Labor Day (1 day)
- Thanksgiving (2 days)
- Christmas/New Years (5 days)
- Good Friday (1 day)
- Memorial Day (1 day)
- July 4 (1 day)

Goshen College is an academic institution which exists to meet the needs of its students and, therefore, remains open during certain holidays to best serve our

customers. Holidays may be designated floating holidays for most staff, in which case employees may use for another day off during the college year. Floating holidays must be arranged and taken only with approval and authorization of supervisors.

XI. LEAVE OF ABSENCE

A. Sick Leave

Sick leave is accumulated at the rate of one day per month worked, with a maximum allowed accumulation of 100 days. Employees working .9 FTE and greater earn 8 hour days. Part-time (.5-.9 FTE) employees earn pro-rated days.

Accumulated sick leave is intended primarily to recover loss of income due to cases of actual illness, but may be applied to doctor and dental appointments for the employee and immediate family members (dependent child or spouse, parent), and absence for emergency care of an immediate family member if it is impossible to make other arrangements.

Sick leave is a benefit for each employee and may not be transferred to other employees or taken as a cash benefit.

The employee is expected to call his or her supervisor to request any absence from the job for illness or emergency as soon as the need for time off becomes apparent.

All unused sick leave hours are forfeited upon leaving employment.

B. Sympathy Leave

Sympathy leave with pay will be allowed upon the death of the spouse or the following family members of either the employee or spouse: child, father, mother, brother, sister, or the husband or wife of any of these, with the maximum to be paid for being three days basic, one day additional if total travel exceeds 500 miles, two days additional if total travel exceeds 1,000 miles.

Sympathy leave with pay will also be allowed upon the death of the following family members of either the employee or spouse: grandfather, grandmother, uncle, aunt, nephew, niece, grandchild, or the husband or wife of any of these, with the maximum to be paid being one day basic, one additional day if total travel exceeds 500 miles.

C. Family and Medical Leave Act

Goshen College employees who have worked 1,000 hours or more in the previous twelve months of employment are eligible for the Family and Medical Leave Act. With proper notification, which is flexible in emergency situations, employees are entitled to up to 12 weeks paid leave for:

A serious health condition preventing the employee from performing the functions of the position;
Caring for a spouse, son, daughter, or parent who has a serious health condition; or
Birth or adoption of a child.

Employees are required to provide advance notice of 15 calendar days of a foreseeable absence, and provide medical certification by an appropriate health care provider in order for the leave to be granted. If the absence is not

foreseeable, certification must be provided with 15 calendar days of the request or notice of leave or as soon as circumstances permit.

If FMLA leave is approved, you are entitled to be reinstated to your position or a comparable position following certification of your fitness to return to work. There will be no loss of benefits, but you will be required to pay your portion of your health insurance premium if the leave is without pay. If you do not return from a FMLA leave, you will be required to reimburse the college for benefits paid on your behalf during your absence, unless failure to return is due to your serious health condition. FMLA leave will be counted for the 12-month period beginning with the first day of the leave. Leave may be intermittent if recommended by the health care provider. Absences of more than three days for qualifying situations trigger the start of FMLA, with appropriate certification. Available Medical Leave hours will automatically be applied to FMLA absences. Vacation hours may be applied at the discretion of the employee.

D. Other leaves

Other leaves of absence without pay not related to the Family Medical Leave Act may be granted by the department supervisor subject to the conditions outlined below:

1. Unpaid leaves of two weeks or less in addition to earned vacation may be granted if adequate provisions are made for covering the position during the leave.
2. Unpaid leaves of longer duration (up to a maximum of six months) may be granted subject to the approval of the supervisor and Director of Human Resources for the following: extended care of immediate family members, unavailability of work and other personal reasons of a necessary nature. The employee would be responsible for cost of all benefits during such a leave.
3. Leaves for scholastic training, temporary church service and other good causes will be considered by the department supervisor and the Director of Human Resources on the basis of individual case circumstances for employees with three or more consecutive years of employment. The employee would be responsible for cost of all benefits during such leaves.

XII. FRINGE BENEFITS

A. Health Insurance Plan

Goshen College Health Insurance Plan is provided by the college upon signed application at the beginning of employment for eligible employees. This plan, as described in the Mennonite Educators Benefit Plan Summary Plan Description (SPD), helps in meeting expenses of physician, hospital or surgical services and provides major medical benefits under prescribed conditions. This SPD may be accessed through the Human Resources web page www.goshen.edu/hr, or is available in the Human Resources office.

Full health insurance coverage is provided for any staff member who works 1,560 or more hours (75%). Staff employees working less than 75% but more than 50% may purchase health insurance on a prorated basis. Family coverage may be purchased at additional cost.

B. Life Insurance

Goshen College provides at no cost to full-time employees a life insurance policy available upon employment. Contact the Human Resources Office for further details.

C. Disability Insurance

Group total disability insurance is provided at no cost for full-time employees after one year of full-time service. The plan provides benefits after three consecutive months of disability from injury or illness, which together with Social Security and/or worker's compensation equal 60 percent of one's normal salary during such total disability until age 65. The plan also provides continued payments into the retirement program during such disability so retirement benefits are not impaired.

D. Accidental Death & Dismemberment

Goshen College provides, at no cost to half-time or more employees, an Accidental Death & Dismemberment Insurance Policy available upon employment.

E. Section 125

All half-time or more, faculty and staff are eligible to participate.

Goshen College has established a program under Section 125 of the Internal Revenue Service code which permits employees to take tax-free salary deductions for health insurance premiums; unreimbursed medical, dental and optical expenses; and dependent care costs (so-called cafeteria plan). An election of eligible expenses is made at or near the time of employment, and prior to June 10 each year thereafter.

F. Workers' Compensation

All employees are covered by Workers' Compensation for injuries on the job. Any accident or illness caused or aggravated by work shall immediately be reported to the employee's supervisor who will complete an injury report and notify the Human Resources Office.

If non-emergency medical treatment is necessary, it will be authorized by the Human Resources Office at the designated Medical Clinic. Serious injuries or illnesses or those occurring after daytime hours, shall be treated in Goshen General Hospital (or nearest) emergency room.

G. Unemployment Compensation

The college is subject to the Indiana Employment Security Act which permits an employee who has become partially or totally unemployed to collect compensation if that person meets the qualifications and is available for work as specified in the act. Posters which list the procedure for filing a claim for compensation are located on bulletin boards near the Physical Plant Office, in the Administration Building lower level and from the Director of Human Resources.

H. Jury Duty

All employees working .5 FTE or more, hired for other than temporary purposes will be assured of full salary in conjunction with the stipulated amount paid by the state, in the event that she/he is called to (a) appear for review for jury duty, (b) serve on a jury, or (c) serve as a witness. Any compensation paid directly to the employee should be assigned to Goshen College in exchange for full salary compensation. Employees may keep any mileage reimbursement.

I. Winnings

Goshen College disapproves of institutional decisions potentially influenced by purchase incentives, entitlements, or other similar "winnings."

If an employee receives such benefits or awards (in excess of \$50 and of value to the college) as a result of work-related activities, such "winnings" become the property of Goshen College.

If as a result of air travel for the college, an employee earns travel coupons, such coupons should be used for college business. The employee may also purchase these travel coupons from the college for personal use.

If, while traveling for the college, an employee takes an "airline bump" incentive which results in work loss, the incentive becomes the property of Goshen College. The incentive may be kept by the employee if it infringes on personal time only.

J. Retirement Fund

Goshen College contributes an established amount, currently 9% of salary, into an eligible employee's retirement fund. Employees may voluntarily contribute additional funds out of their own paycheck up to limits established by the IRS. For more information on eligibility and the specific amount contributed by the college, please review the plan document available in the Human Resources Office.

K. Discounts**1. Employee Tuition Discount Policy**

Full-time Goshen College employees (defined as 75% employment or greater) receive full tuition discount benefits; employees who normally are full-time will continue to receive full benefits if on a part-time basis of 50% to 74% or more for one year.

- a. Current employees are eligible to take up to two classes in the traditional program per semester at 100% tuition discount, if work schedule permits and supervisor approves. Only one class may be taken during normal working hours, and employees are expected to work their full complement of hours while taking classes. Part-time ongoing employees receive pro-rated tuition discounts. The tuition discount for Goshen College Division of Adult and External Studies is calculated on a different basis proportional to the traditional program.
- b. The spouse of a full-time employee is eligible for 75% tuition discount for the employee's first two years of employment. Employee spouse will receive a 100% discount beginning with the third year of employment.
- c. Dependent children of full-time employees are eligible to receive 50% tuition discount during years 0-2 of employment of the parent. Dependent children will receive a 75% discount beginning with the third year of employment.
- d. For additional information about tuition discount, including former employees eligibility, please contact the Financial Aid Office.

2. Council Of Mennonite Colleges Tuition Discount

Goshen College extends a 50% tuition discount to the children of faculty and staff members from the following members of the Council of Mennonite Colleges: Bethel College (KS), Bluffton College, Canadian

Mennonite University, Eastern Mennonite University, Fresno Pacific University, Hesston College, Messiah College, Mennonite Brethren Bible College, and Tabor College.

Children of faculty and staff from these colleges who are employed less than full-time but greater or equal to 75% time shall receive a pro-rata share of the 50% discount, based on the percentage of the parent's employment.

3. Other Mennonite Schools

A 25% tuition discount is provided to children of full-time faculty and staff members of the following schools: Mennonite Secondary Education Council, Mennonite Elementary Education Council, Rosedale Bible Institute, Eastern Mennonite Seminary, and Associated Mennonite Biblical Seminaries.

Children of faculty and staff from these schools who are employed less than full-time shall receive a pro-rata share of the 25% discount, based on the percentage of the parent's employment.

4. Auditing Procedures

For information on auditing a class, please contact the Registrar's Office.

5. Bookstore discount

Many items carried by the College Bookstore, faculty and staff members are eligible for a discount of 20% off list prices. Because of the small margin of profit on college textbooks, art supplies, music, photo supplies and toiletries, no discount is allowed on these items.

L. Fringe Benefits for Part-time Employees.

1. Staff employed half-time to three-quarters time (1000 hrs/yr. to 1559 hrs/yr.)

Benefits will include:

- Pro-rata share of Health Insurance.
- Bookstore discount.
- (Social Security.
- Pro-rata share of tuition discount.
- Worker's compensation.
- Unemployment compensation.
- Accidental death and dismemberment insurance.
- Retirement based on 9% of annual salary.
- Rec-Fitness Center membership.
- Vacation pay.
- Sick pay leave.
- Sympathy leave.

Excludes:

- Disability insurance.
- Life insurance.

2. Regular part-time staff employed less than 50 percent

Includes:

- Bookstore discount.
- Social Security.
- Pro-rata tuition discount (based on average of last three years).
- Worker's compensation.
- Unemployment compensation.
- Rec-Fitness Center Membership.

Excludes:

- Retirement.
- Disability insurance.
- Term life insurance.
- Hospital/surgical insurance.
- Vacation Pay.
- Sick Leave.
- Sympathy Leave.

XIII. GRIEVANCE PROCEDURES

The following grievance procedures are applicable to all current part-time and full-time staff who have completed the probationary period.

According to the American Council on Education, "Grievable issues are those in which there is a possibility of an error in the institution's policies (or lack of them), in its prescribed procedures for carrying out the policies in the administration of these procedures, or in varying combination of these."

The function of a grievance procedure is to determine whether error has occurred and if it has occurred, to correct the error and determine what constitutes appropriate redress for the grievant. A primary concern is fairness and early closure for each situation. The first approach to any grievance is direct contact between the grievant and the individual responsible for the action. This informal procedure is expected to resolve most problem issues. The Director of Human Resources shall serve as a guide through the grievance process and therefore shall be contacted by the employee who is initiating a grievance. If the grievance involves action of the Director of Human Resources, the President shall appoint another administration to guide the process.

The formal grievance process is designed to handle those cases which cannot be resolved informally and follows a prescribed series of steps as outlined in the policy.

Whatever the situation, a grievance process has the greatest value if initiated in close sequence to the action itself. Consequently, there is a time designation listed at each step of the formal appeal process.

It is the policy of Goshen College that there shall be no discrimination against any person who undertakes a procedure hereunder because he/she has commenced grievance proceedings, has alleged a discriminatory practice or has testified, assisted or participated in any manner in the procedures provided herein. Any costs incurred in the grievance process as described here will be paid by Goshen College. The full grievance procedure is listed as an appendix in the on-line faculty Handbook or is available in the Human Resources office.

XIV. DISCIPLINE

As a team working to create an environment conducive to Christian life and growth, and to facilitate the task of preparing students for service to God and humanity, all employees are expected to conduct themselves both on and off the job in a manner which does not bring discredit upon themselves or the college.

Therefore, the employee should at all times maintain standards that reflect the values and mission of the college and avoid being a party to any talk or actions which tend to do damage to the college or any of its personnel or programs.

Employee communications and actions in the work place which come within the definition of sexual harassment will not be tolerated. Examples are: unwelcome sexual advances, either verbal or physical, where (a) submission to the advances is a term or condition of employment; (b) submission to or rejection of the advances is used as the basis for making employment decisions; or (c) such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Racial or other harassment of employees or students based on the individual's ethnic background, religion, creed, or sexual orientation will not be tolerated.

Violation of the above-mentioned standards or breach of duty reasonably owed an employer, such as absenteeism or tardiness without good cause, refusal to follow instructions, dishonesty, acts of intentional harm to worker morale, endangering safety of self or other workers, damaging college property through willful negligence, and unsatisfactory work performance are cause for discipline and/or dismissal.

When disciplinary action is used by the college, it shall be progressive in nature whenever possible. The goal of disciplinary action is to provide the employee the opportunity to correct mistakes and improve service to students and other college customers. Normal steps include: first written warning, second written warning, third written warning including suspension without pay, and termination. Immediate termination or suspension without pay may occur without prior warning for serious infractions. Approval by the Provost is required for suspensions and terminations.

As an important member of the college community, the employee is expected to obey the regulation for all college community members which prohibits smoking and the use, possession or sale of alcoholic beverages and illegal drugs on or in the vicinity of the campus.

XV. TERMINATION

It is the desire of the college that the employment relationship between the employee and the college be of a continuing nature and be mutually satisfactory. Work agreements are prepared annually outlining compensation terms for each fiscal year. However, employment is at will and either the employee or the college may end the employment relationship with advance notice whenever possible. Staff employees resigning are requested to give at least two weeks notice, professional staff are requested to give at least four weeks notice.

XVI. DRUG FREE WORKPLACE POLICY

It is the intention of Goshen College to provide a drug-free environment and to help all employees be active in the implementation of a drug-free standard. The use of any drug, including alcohol and tobacco, can interfere with the safe and

efficient functioning of Goshen College's personnel. Since Goshen College's goal is to provide a safe workplace and have employees function in the most effective manner, drug abuse including alcohol is Goshen College's concern and will be dealt with appropriately. See the appendix in the faculty Handbook for the entire "Drug Free Workplace Policy."

XVII.AFFIRMATIVE ACTION

Goshen College throughout its history has recognized the importance of including within its teaching faculty, administration, staff and student body a diversity of persons. It has promoted employment policies, salary and benefit policies, practices of recruitment, hiring and promotion policies and student admission practices which do not discriminate on the basis of gender, race, color, age, disability or ethnic or national origin.

Goshen College is committed to policies of non-discrimination because of its commitment to justice. It is committed to increase the diversity of administration, teaching faculty, staff and student body because of its commitment to a broad Christian liberal arts education with a strong cross-cultural emphasis.

Goshen College is owned and operated by the Mennonite Church USA as a religious organization. Goshen College claims exemptions to Federal Law requiring nondiscrimination according to religion, and reserves the right to seek employees who support the mission and values of the college. Preference in hiring will be given to persons sharing a commitment to the Christian faith; to the doctrine and teachings of the Mennonite Church as explained in the brochure "About the Mennonite Church"; and to the principles identified in "Standards for guiding our lives together" and in the Mission and Goals of the College. (Section 2.0). See the Director of Human Resources for a copy of the Affirmative Action Policy.

Miscellaneous

I. CAMPUS PARTICIPATION.

Staff members are invited and encouraged to attend the various all-school activities such as film series, sports events, and communication and music department productions. These events are announced in advance in the Campus Communicator and/or Faculty-Staff Bulletin.

Often there are opportunities for interested staff to be involved in campus activities, organizations and committees. Interest in this type of participation should be made known to the supervisor and the Director of Human Resources.

II. INFORMATIONAL PUBLICATIONS

The Record, a weekly publication by students containing articles and announcements, and the Campus Communicator, a daily news sheet published by information services, both have items of interest for all members of the college community.

The Faculty-Staff Bulletin is published weekly on-line by the college for the benefit of all college employees. The Bulletin contains the weekly college calendar, new employee announcements, news items of personal interest, sale items, etc. You are encouraged to use the services of this bulletin by entering news or sale items through the on-line process.

III. PHYSICAL PLANT EQUIPMENT

The shop and some items of equipment and tools may be used by employees for personal use only during off hours. Permission must be secured and items checked out from the Physical Plant Office with an accompanying charge according to an established schedule.

IV. PARKING

Any employees who make use of college parking areas must register their vehicles with the Physical Plant Department and follow the campus parking guidelines. A permit sticker is issued without charge upon completion of registration. Each employee must, however, comply with all campus parking regulations or be responsible for any fines incurred.

V. ID CARD

All employees of Goshen College are entitled to receive an Identification Card that can be used for Library privileges, Rec Fitness membership and other identification purposes. Contact Human Resources for more information on acquiring an ID card.

VI. MEALS

The Leaf Raker is open for short-order-type lunches during the school year. Employees also are welcome to eat in the college dining hall, which serves three meals per day when students are on campus and classes are in session.

VII. RECREATION

Most of the college recreational facilities are available for staff use as well as for students and faculty. Some of the activities provide an excellent opportunity for recreational benefits. For more information concerning college recreational facilities, contact the director of student activities.

The Rec-Fitness Center has facilities for volleyball, basketball, swimming, running/walking, and racquetball and is open as posted in the Center. Children must be accompanied by an adult.

Two canoes are available at the College Cabin for use on the river. Keys for the canoes and paddle box may be checked out from the Student Life Office Manager.

Brunk's Cabin and College Cabin are available for staff families' and group use by reservation through the student activities office. Campus groups are given first priority for both facilities. Both Brunk's Cabin and College Cabin are available to staff families free of charge and to outside groups for a fee during the week while school is in session and on those weekends or summer break when school is not in session.

Merry Lea Environmental Learning Center is a 900-acre natural area located 30 miles southeast of Goshen near Wolf Lake, Indiana, and is partially owned and fully operated by the college. The center is available to staff employees and their families for picnicking, boating, fishing, hiking, cross-country skiing and nature study. Kesling House and camping facilities are available for overnight use. Contact the director via campus mail for reservations. Volunteer help in the maintaining and providing of services by the center is welcomed. Brochures describing the Merry Lea Center and its programs in detail are available in the College Relations Office.