



# *Employee Handbook*

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## Introduction

Dear Belmont College Faculty & Staff,

Welcome to Belmont College! We, at Belmont, are proud to have you join our College. It is our sincere hope you will personally benefit from your experience at Belmont College, as our combined efforts continually improve the service and educational experience to our community and students.

For some of us, the Employee Handbook may be something we are tempted to receive, review, and file away with very little thought given to the contents. For others (especially newer faculty and staff) this handbook may answer many questions you have about the College and its benefits: such as “What happens when I become ill?”, or “What is the policy on holiday pay?”, and countless other questions that may arise during the year. We encourage you to read and retain this handbook as a ready reference.

This handbook is not designed to cover every question, but should be helpful as you become acquainted with our College. Should you have a question regarding the interpretation or if you are unable to find an answer to a question regarding company policy, we encourage you to discuss your question with your immediate supervisor. We want your employment with us to be safe, productive, and rewarding. Once again, welcome to Belmont College.

Sincerely,

Dr. Paul Gasparro  
President

Belmont College  
Employee Handbook

**The policies and employee benefits of Belmont College have been treated only briefly in this Employee Handbook. Belmont College retains the sole right to change, modify, suspend, or cancel in whole or in part, any of the published guidelines or practices. The contents of the Belmont Employee Handbook do not constitute an express or implied contract of employment.**

**Belmont College - Employee Handbook  
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**Mission, Vision, and Values**

**Mission**

Belmont College, an integral division of the Ohio Department of Higher Education, provides affordable higher education for students in a learner-centered environment. The College offers educational opportunities in college preparation, technical education programs, transfer degrees, and non-credit workforce development offerings. Belmont College provides community leadership that promotes programs for economic development, career advancement, workforce development, and community education that are responsive to business and industry.

**Vision**

Belmont College will be recognized as the community's college and will be responsive to regional and state needs by providing higher education and leadership for growth and change.

**Values**

Belmont College is a learning organization that embraces a culture of continuous knowledge acquisition, integrity, openness, caring, and respect for all. Access, affordability, and quality are operational values that inspire the college community to be its best. The College continuously transforms itself to changing community, regional, and state needs.

**Strategic Goals**

**Academic Excellence:** Aggressively pursue innovation, responsive and flexible program designs that include rigorous, standards-based curriculum and inspiring instruction so students may achieve their educational goals and succeed in a global society.

**Student Support:** Design and implement an innovative system of integrated, student-centered support services that foster the personal, professional, and intellectual growth of a diverse student body.

**Enrollment:** Optimize enrollment through a collegiate support system designed to provide open access and foster academic success, thereby creating a thriving college community that contributes to the local economy, and to the overall success of the University System of Ohio.

**Organization & Culture:** Raise the stature of Belmont College as an institution of higher learning by creating efficient systems, a culture of accountability, an environment that empowers employees, and collaboration with the community.

## Belmont College Philosophy

**Finance:** Develop a comprehensive financial management plan to create a dynamic, resilient financial environment by strategically leveraging and maximizing financial resources.

**Facilities and Safety:** Provide innovative, collegiate learning environment in safe and efficient facilities.

**Marketing:** Become the major contributor to a regional knowledge-based economy, expanding the College role as the regional gateway to career lattices and baccalaureate institutions.

**Technology:** Proactively identify and implement effective and efficient technology to enhance student learning and support faculty/staff productivity to maximize student academic achievement and organizational effectiveness.

### Description of Handbook

The Belmont College Employee Handbook contains information about the employment policies and practices. We expect each associate to read the Employee Handbook carefully, as it is a valuable reference for understanding your job and the College. During your initial orientation, you will be given an opportunity to sit down and carefully review this employee handbook. All such revisions, deletions, or additions must be in writing, have followed the College process, and be signed by the Vice President, Human Resources or the President. No oral statements or representations can change the provisions of the Employee Handbook.

None of the College's personnel documents and benefit plans, including this Employee Handbook, constitutes, or is intended to constitute, express or imply contract guaranteeing continued employment for any employee. No employee has the authority to enter into a contract of employment (express or implied) that changes or alters the at-will relationship. Only the Board of Trustees has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing.

The Employee Handbook is the property of Belmont College. No part of this Employee Handbook may be reproduced in any form or by any electronic or mechanical means, including information storage and retrieval systems, without permission in writing from the President of the College.

Not all company policies and procedures are set forth in the Employee Handbook. Employees can always reference the Belmont College Policy Manual. This Employee Handbook summarizes only some of the more important ones. If you have any questions or concerns about the Employee Handbook or any other policy, please ask your supervisor or Human Resources.

**Commitment to Equal Opportunity**

Belmont College is an equal opportunity employer and is committed to compliance with all applicable laws prohibiting discrimination based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, and any other basis protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Belmont College are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Belmont College will attempt to reasonably accommodate those individuals where feasible and appropriate. Any qualified applicant or associate who believes that he or she has a disability which requires an accommodation in order to perform the essential functions of the job should contact Human Resources to request an accommodation.

Employees are asked to report every instance of unlawful discrimination as instructed in the Employee Handbook regardless of whether you are or someone else is the subject of the discrimination. Detailed reports (including names, descriptions, and actual events or statements made) will greatly enhance Belmont College's ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, Belmont College will conduct an investigation. Belmont College prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any employee (including leadership) who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including termination of employment.

If the investigation determines that prohibited discrimination or other conduct that violates Belmont College's policies took place, Belmont College will take appropriate action, up to and including termination of employment, against those who engaged in this misconduct. Belmont College will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future.

For more information regarding Belmont College commitment to non-discrimination, employees are encouraged to visit the Belmont College Operating Policies Manual.

**Open Door Philosophy**

Belmont College strives to maintain an informal environment with an "open-door" policy so that, should employees have suggestions as to ways to improve our College, or should problems arise, associates can feel free to openly discuss these problems with College leadership. This is an atmosphere where each associate can go directly to leadership to discuss any question, comment, or concern which may arise. Belmont College believes that any problem, whether large or small, can best be resolved by open and direct discussion.

## **Belmont College Philosophy**

### **Open Door Philosophy (continued)**

Belmont College is unable to address employee's suggestions or concerns unless employees voice them, so it is encouraged to pass concerns or suggestions along to their supervisor. Suggestions for ways to improve the company are always encouraged.

Each employee who has a problem or concern with the College should feel free to address these concerns with their supervisor. If, however, due to the circumstances you are unable to address your concerns with your supervisor, please speak with any one on the President's Staff. Belmont College prohibits retaliation based upon an employee's decision to by-pass the immediate supervisor. Belmont College encourages the open communication that is so vital to the Colleges' growth and development.

For more information regarding Belmont College commitment to an "Open Door" philosophy, employees are encouraged to visit the Belmont College Operating Policies Manual.

## **Employment with Belmont College**

### **Attendance and Punctuality**

Employees typically have a set work schedule. Work hours are established at the time of hire but can be altered with the written permission of the Supervisor. Faculty work schedules are more flexible and can change from one semester to the next.

Each employee is expected to report to work on time and to continue to work until their workday is complete. Belmont College uses an "honor system" which means if an employee is late for work, there are expected to make up the time or use their available Paid Time Off hours. If an employee knows they are going to be late, they are encouraged to notify their supervisor as soon as possible.

In the event that a Faculty member needs to cancel a class or is unable to report to work, they are asked to follow the call off procedure to ensure students are made aware of the cancellation. A detailed procedure guide is available (and sent out each semester) with the Academic Affairs team.

For more information regarding attendance and punctuality, employees are encouraged to visit the Belmont College Operating Policies Manual.

### **College Property**

All Belmont College property (including desks, storage areas, works areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, fax machines, copy machines, and vehicles) must be used properly and maintained in good working order. Employees who lose, steal, abuse, or misuse Belmont College property may be personally liable for replacing the item and may be subject to disciplinary action, up to and including termination of employment.



## Employment with Belmont College

### **College Property (Continued)**

Belmont College reserves the right, at all times and without prior notice, to inspect and search any and all of its property and premises for the purpose of determining whether this policy or any other policy of Belmont has been violated, or when an inspection may be necessary in conjunction with a company investigation, or for purposes of promoting safety in the workplace, or in compliance with state and federal laws. These inspections may be conducted during or after business hours and in the presence or absence of the associate.

Employees have no right of privacy as to any information or file maintained in or on Belmont College property or transmitted using Belmont College property. For purposes of inspecting, investigating, or searching employee's files or documents, Belmont College may override any applicable passwords, codes, or locks in accordance with the best interests of Belmont College.

For more information regarding College property, employees are encouraged to visit the Belmont College Operating Policies Manual.

### **Code of Conduct**

All employees of Belmont College are required to observe the highest standards of professionalism. Employees are expected to agreeably accept and promptly perform their work responsibilities, adhere to the proper operating practices in matters of personal conduct and exhibit a high degree of professionalism at all times. In order to facilitate orderly operations and a professional work environment, Belmont College expects employees to follow rules of conduct that will protect the interests and safety of other employees, students, and property.

Belmont College does not require a set number of warnings and counseling sessions. Consistent with the levels of disciplinary actions described in the Belmont College Operating Policy Manual, each case is considered on its own facts. In the case of misconduct or violation of Belmont College's policies, immediate termination, without prior warning or progressive discipline, may be appropriate depending on the facts.

For more information regarding employee Code of Conduct, please visit the Code of Conduct policy within the Belmont College Operating Policy Manual.

### **Discipline**

Occasionally, an employee's performance and/or actions may fall below acceptable standards. In an effort to improve or correct such performance/actions Belmont College employs a progressive discipline action policy.

## Employment with Belmont College

### **Discipline (Continued)**

Since each issue has its own set of circumstances, no one course of action can be used in all situations. Progressive Discipline can be bypassed for serious infractions as determined by the discretion of the College. Such serious infractions occur whenever, in the opinion of the College, an employee is engaging in conduct that is any way detrimental to the Students, College, not in the best interests of the College and/or other associates of the College.

For more information regarding Progressive Discipline, please visit the Progressive Employee Discipline policy within the Belmont College Operating Policy Manual.

### **Drug & Alcohol Use**

Belmont College recognizes that the use and abuse of drugs and alcohol can seriously impair employee and student performance and is therefore a college-wide concern. Due the College's concern, the College has a Drug and Alcohol policy. Employees, students, and visitors are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance; and the use of alcohol and unlawful use, sale, etc. of prescription drugs on college premises and in the workplace at Belmont College.

For more information regarding Drug and Alcohol use please see the Drug and Alcohol policy in the Belmont College Operating Policy Manual.

### **Emergency School Closings**

In the even that there is severe weather that cause the College to close, employees will be notified via email, and through a text message through the BEAlert System. If the college does close, employees are not required to use any of their leave time. For more information regarding the BEAlert system or the procedures on school closings please see the Director of Operations.

### **Employment of Relatives**

It is the policy of Belmont College to provide equal employment opportunities to avoid nepotism. However, employment cannot be offered or continued where an individual would be placed in a position of exercising supervisory authority over a member of their family. If a relative relationship is established after employment or other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For more information regarding employment of relatives please see the Nepotism policy in the Belmont College Operating Policy Manual.

## Employment with Belmont College

### **Employment and Conduct Outside of Work**

Belmont College will not tolerate off-duty conduct that impacts negatively on the college, either in terms of an employee's individual work performance or the College's reputation.

Additionally, Belmont College prohibits outside employment that conflicts with employment at the college, and/or impacts the employee's work performance or schedule.

For more information regarding outside employment, please see the Outside Employment policy in the Belmont College Operating Policy Manual.

### **Harassment and Bullying**

Belmont College does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, housing, citizenship, veteran status, or genetic information in matters of admissions, employment, or services the College provides. Belmont College also prohibits retaliation for asserting or otherwise participating in claims of discrimination and harassment.

For more information regarding Harassment and Bullying, please see the Non-Discrimination and Harassment Policy as well as the Bullying Policy in the Belmont College Operating Policy Manual.

### **Health and Safety**

The health and safety of associates and others on Belmont College property are of critical concern to the college. To this end, Belmont College must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. Employees should report any unsafe conditions or potential hazards to a person of leadership immediately or by completing an Incident Report Form.

Any workplace injury, accident, or illness must be reported to the associate's supervisor immediately regardless of the severity of the injury or accident. If medical attention is required immediately, college leadership will assist in obtaining medical care.

For more information regarding Health and Safety at Belmont College, please see the Health and Safety policy within the Belmont College Operating Policy Manual.

## Employment with Belmont College

### **New Hire Orientation**

All employees upon their hire will receive a new hire orientation. Human Resources covers all payroll, benefits, and parking information via a new hire packet. Operations will issue ID badges. Information Systems handles all onboarding of email, voicemail, computer and device set up. Both Full Time and Part Time Faculty have intensive sessions with the Vice President of Academic Affairs and the Director of Teaching and Learning to learn teaching and learning expectations. New faculty learn how to set up their Master Syllabi, develop lesson plans, learn about the MyBelmont & JICS sites, along with other library resources such as computer and technology access and equipment.

For more information regarding New Hire Orientation or to receive additional forms please see a member of the Human Resources team.

### **Operation of Vehicles**

The College is committed to providing the equipment and services necessary for employees to carry out their job responsibilities. The College maintains a number of vehicles for the use of College employees who require transportation to and from specified destinations for the purpose of conducting official College business.

For more information regarding the use of College Vehicles, please see the Use of College Vehicles policy within the Belmont College Operating Policy Manual.

### **Overtime**

When working requirements or other needs cannot be met during regular working hours, you may be required to work overtime. All overtime work must be authorized by your supervisor. Working overtime without prior authorization or refusing to work overtime when asked may result in disciplinary action. Overtime is paid 2 weeks in arrears.

### **Pay Day & other pay information**

Belmont College's pay periods begin on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Employees are paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month. If a holiday or if the College is closed on the 10<sup>th</sup> and 25<sup>th</sup>, then pay will be issued on the preceding non-holiday workday. Part Time Hourly employees are paid 2 weeks in arrears. Full Time Employees are not paid in arrears. Pay checks can be either an actual check or direct deposited into the bank of your choice.

### **Personal Property**

Belmont College assumes no responsibility for loss, theft, or damages of employee's personal property.

## Employment with Belmont College

### **Personnel Records**

It is the policy of Belmont College to keep accurate and updated information deemed necessary, appropriate, and relevant for College business in employee's personnel file. The College allows access to personnel files in accordance with all federal and state laws and as appropriate to conduct official College business. Personnel files are maintained on each full and part time employee's in the Human Resources office.

For more information regarding personnel files, please see the Personnel Files policy within the Belmont College Operating Policy Manual.

### **Problem Resolution**

Recognizing that satisfied employees and successful operations go hand in hand, Belmont College places great importance on maintaining good relations with its employees. Problems and misunderstandings arise occasionally in every business and every job. Belmont College employs an "Open Door Policy". Whatever the nature of the concern is, it is important to employees to have an opportunity for a full discussion and conversation regarding the employees concerns. Therefore, Belmont College has a grievance resolution process.

For more information regarding the Problem Resolution policy, please see the Grievance Resolution Process policy within the Belmont College Operating Policy Manual.

### **Tobacco Use**

Belmont College prohibits tobacco use by employees, students, and visitors in all buildings, and fleet vehicles which are owned, leased, or operated by the College and within 50 feet of any building on any campus. In addition, the courtyard area of the Main Campus is entirely a tobacco free area.

For more information regarding tobacco use, please see the Smoking/Tobacco Use policy within the Belmont College Operating Policy Manual.

### **Telephones and Cell Phones**

Employees may carry and use personal cell phones while at work. Employees should not use cell phones in an area that will cause disruptions.

For more information regarding the use of College Telephones or personal cell phones, please see the Cell Phone usage policy within the Belmont College Operating Policy Manual.

## **Benefits with Belmont College**

### **Termination of Employment**

Belmont College administers separation from employment due to voluntary or involuntary reasons in an equitable and consistent manner.

For more information regarding the termination of employment policy please visit the Separation from Service Policy, The Dismissal of Employees Policy and the Progressive Employee Discipline Policy located within the Belmont College Operating Policy Manual.

### **Personal Appearance**

Belmont College realizes that your manner of dress and grooming habits is a highly personal area and subject to your own tastes and preferences. Dress, grooming, and personal cleanliness all contribute to the morale of all employees and affect the image of Belmont College. The College expects employees to present a clean, neat, and professional appearance. Employees should dress and groom themselves according to the requirements of their position.

For more information regarding Personal Appearance, please see the Dress Code Policy located within the Belmont College Operating Policy Manual.

### **Bereavement Leave**

Belmont College recognizes the sensitivity surrounding the loss of a loved one. In the event of the loss of a member of the immediate family, the College will provide a paid leave up to 3 days to be taken consecutively.

For more information regarding Bereavement Leave, please visit the Leave Policies located within the Belmont College Operating Policy Manual.

### **Health and Welfare**

To further compensate employees for their services, Belmont College offers a comprehensive benefits package to include medical, health, and vision insurance, prescription drug program, retirement plans, and supplemental retirement plans.

For more information regarding each plan available to you and the enrollment period of each plan, please see a Human Resources employee.

### **Holidays**

The President of the College shall designate each year the paid holidays the College will observe. The holiday schedule shall be consistent with generally accepted practices in other institutions of higher education and shall conform to the requirements of the law in compliance with the College's Academic Calendar.

## Benefits with Belmont College

### **Holidays (continued)**

When the regular holiday falls on a Saturday, the preceding Friday shall be considered the College holiday. When the regular holiday falls on a Sunday, the following Monday shall be the College holiday.

Part-time employees are not eligible for holiday pay.

For more information regarding Holidays, please visit the Leaves policy located within the Belmont College Operating Policy Manual.

### **Jury Duty**

When an employee is summoned or subpoenaed for court service the employee shall notify their supervisor immediately. The employee will not have any paid leave deducted, and the court reimbursements are not required to be turned over to the College.

For more information regarding Jury Duty please see the Leaves Policy located within the Belmont College Operating Policy Manual.

### **Leave of Absence**

Belmont College employees are eligible to take a leave of absence without pay for a period of no more than one year for educational, professional or other purposes and may grant such leave where illness or other disability is the reason for the request.

For more information regarding Leave of Absences please see the Leaves Policy located within the Belmont College Operating Policy Manual.

### **Military Leave**

Employees who are members of the Ohio National Guard or a member of a reserve component of the armed forces are eligible for military leave without loss of pay for occasional periods of field training or active duty not to exceed a total of 31 calendar days in any one calendar year.

For more information regarding Military Leave, please see the Leaves Policy located within the Belmont College Operating Policy Manual.

### **Personal Leave**

Each full-time employee shall be awarded 32 hours of personal leave each fiscal year that cannot be carried over into the next fiscal year. Personal leave can be used for personal business that can only occur during normal work hours; absence due to bad weather conditions, or attendance at a funeral for someone other than an immediate family member.

For more information regarding Personal Leave, please see the Leaves Policy located within the Belmont College Operating Policy Manual.

## Benefits with Belmont College

### **Sick Leave**

Each full time employee shall earn sick leave at a rate of 17 days per fiscal year. The amount that the employee can accumulate is 180 days.

For more information regarding the Sick Leave policy, please see the Leaves policy located within the Belmont College Operating Policy Manual.

### **Tuition Assistance**

Employees of Belmont College are eligible for various levels of tuition assistance and reciprocal remission depending on the level of employee (Full Time vs Part Time).

Employees interested in Tuition Assistance should visit the Tuition Assistance policies, located within the Belmont College Operating Policy Manual.

### **Vacation Leave**

Full Time employees are eligible for paid vacation leave and accrue leave hours each pay period. Full Time Faculty does not accrue vacation hours.

For more information regarding Vacation Leave, please visit the Leaves Policy located within the Belmont College Operating Policy Manual.

### **Worker's Compensation**

In order to protect associates and their families in the event of medical care expenses and loss of wages caused by accidents arising out of and in the course of employment, employees are covered by Workers' Compensation Insurance which is paid for completely by the College. This insurance provides for payment of claims incurred as a result of injury while on the job as specified under state law. It is the employee's responsibility to report immediately any such injury to their supervisor.



**Acknowledgement of Receipt and Associate Handbook**

I, the undersigned, understand that the Belmont College Employee Handbook describes only general information about Belmont College and its policies related to my employment.

Since the information, policies, and benefits described in the Handbook are subject to change, I acknowledge that revisions to the Handbook may be made. I further understand that revised information will supersede, modify, or eliminate the current contents of the Handbook.

I also acknowledge that this Handbook is neither an employment contract nor a legal document. It is my responsibility to read and understand the contents described in the Handbook and consult my area supervisor in case of a question or concern regarding any provision listed herein.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature