

# EMPLOYEE HANDBOOK



**2026**

## **DISCLAIMER**

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS GUIDELINES FOR SOME OF SHERMAN COLLEGE OF CHIROPRACTIC'S CURRENT POLICIES, PRACTICES, RULES, BENEFITS AND PROCEDURES. THE HANDBOOK AND ITS CONTENTS SUPERSEDE, REPLACE AND MAKE NULL AND VOID ALL PREVIOUSLY ISSUED, COMMUNICATED OR DISTRIBUTED HANDBOOKS, POLICIES, RULES, PRACTICES, BENEFITS, OR PROCEDURES. THIS HANDBOOK IS A BRIEF DESCRIPTION OF THE COLLEGE AND AN OVERVIEW OF ITS POLICIES AND RULES; THESE POLICIES, RULES, BENEFITS, PRACTICES OR PROCEDURES MAY BE CHANGED, AMENDED, MODIFIED OR DISCONTINUED BY THE COLLEGE WHEN THE COLLEGE, IN ITS SOLE DISCRETION, DEEMS IT NECESSARY, WITH OR WITHOUT NOTICE. THIS HANDBOOK DOES NOT CREATE NOR SHALL IT BE DEEMED TO CREATE A CONTRACT EITHER EXPRESSED OR IMPLIED, BETWEEN THE COLLEGE AND ANY EMPLOYEE. NOTHING IN THIS HANDBOOK BINDS THE COLLEGE OR ANY EMPLOYEE TO A SPECIFIC OR DEFINITE PERIOD OF EMPLOYMENT OR TO ANY SPECIFIC POLICIES, PROCEDURES, BENEFITS, GUIDELINES, WORKING CONDITIONS, OR PRIVILEGES OF EMPLOYMENT. AS AN EMPLOYEE, YOU ARE AN AT-WILL EMPLOYEE COMPLETELY FREE TO LEAVE THE COLLEGE AT ANY TIME YOU CHOOSE, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE AND THE COLLEGE HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME IT CHOOSES, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. THIS IS JUST GOOD BUSINESS PRACTICE FOR EVERYONE.

NO SUPERVISOR OR MEMBER OF MANAGEMENT, EXCEPT THE COLLEGE'S PRESIDENT, HAS THE AUTHORITY TO BIND THE COLLEGE TO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME WITH ANY EMPLOYEE, EITHER VERBALLY OR IN WRITING. THE ONLY VALID CONTRACT FOR EMPLOYMENT BETWEEN THE COLLEGE AND ANY EMPLOYEE MUST BE IN WRITING AND SIGNED BY THE PRESIDENT.

I HEREBY ACKNOWLEDGE THAT I RECEIVED A COPY OF THE EMPLOYEE HANDBOOK, AND THAT I HAVE READ AND UNDERSTAND THE EMPLOYEE HANDBOOK AND THIS DISCLAIMER WHICH APPEARS ON THE FIRST PAGE OF THIS HANDBOOK.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

# 2026 Changes to the Employee Handbook

*Please review the following sections of the Employee Handbook:*

Page 5 Commitment to Diversity and Inclusion

Page 6 Employment Procedure

Page 7 Introductory Period of Employment

Page 8 Employment Records

Page 10 Conflict of Interest

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# Mission Statement

Our mission at Sherman College of Chiropractic is to provide exceptional preparation for the location, analysis, and specific adjustment of vertebral subluxation.

This mission is based upon the college's core values and is delivered through activities in the areas of education, research, and service:

**Education:** Students are taught and learn from the most current knowledge and understanding of the philosophy of chiropractic, in the basic and clinical sciences, the research and science of vertebral subluxation and in the clinical practice of chiropractic so they may perform the professional obligations of a doctor of chiropractic with competency, compassion, and integrity.

**Research:** Faculty members engage in research and scholarly activities that contribute to the body of pedagogical and clinical knowledge which advances chiropractic education and the chiropractic profession.

**Service:** The college serves the profession by offering continuing education programs to chiropractors and by participating in professional and educational organizations. The college serves the community by providing quality chiropractic care and partnering with community organizations.

**Governance:** The mission is accomplished by meeting institutional ENDS and MEANS policies (see policy governance documents).

## Our Core Values

1. Integrity and ethical conduct are critical to all aspects of college operations and to maintaining professional relationships with constituents including students, patients, employees, the profession, and the public.
2. The health needs of patients are supreme and central to the doctor of chiropractic program and critical to establishing trust between doctor and patient.
3. The clinical practice of chiropractic focuses on the location, analysis, and correction of vertebral subluxation.
4. The college honors its long-held traditions that teach respect for the innate intelligence of the body and the inseparable and synergistic nature of the philosophy, science, and art of chiropractic.
5. The college community actively seeks and promotes advanced learning and exploration of ideas relative to the college mission in an environment with respect and academic freedom.

## **Vision:**

*Adjusting the World for a Better Future*

## **Organization**

Sherman College is a 501(c) 3 private, non-profit educational institution operated by a Board of Trustees. The Board of Trustees appoints the president of the college, who is responsible for the college's day-to-day operations. The president (chairman) is advised by the Administrative Council, composed of the vice president for academic affairs, the executive vice president, the vice president for strategic enrollment management, the vice president for advancement, the vice president for finance and campus operations, the vice president for student affairs, the dean of clinics, the dean of clinical sciences, the dean of basic sciences, the director of human resources, the director of learning resources, the president of the Chiropractic Student Government, and a representative from the faculty and from the staff. The [current organizational chart](#) may be found in the Employee Reference Manual..

## **Equal Employment Opportunity**

Sherman College makes employment decisions without regard to race, color, religion, sex, national origin, veteran status, disability, age or any other status protected by law.

## **Accreditation & Licensure**

Sherman College of Chiropractic is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Doctor of Chiropractic Degree. Sherman College of Chiropractic also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Sherman College of Chiropractic may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Doctor of Chiropractic degree program at Sherman College of Chiropractic is awarded programmatic accreditation by The Council on Chiropractic Education, 10105 E. Via Linda, Suite 103 – 3642, Scottsdale, AZ, 85258-4321, Phone: (480)443-8877, Website: [www.cce-usa.org](http://www.cce-usa.org).

Sherman College is listed as an institution of higher learning in the U.S. Directory of Higher Education. Sherman College is licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, Telephone: 803-737-2260.

# FOR THE NEW EMPLOYEE

## Note of Welcome

It is our pleasure to welcome you as an employee to Sherman College of Chiropractic.

We hope you will find the work here challenging, interesting, and rewarding.

The following pages contain information that will be helpful to you as an employee of Sherman College.

Of course, no written statement can be a substitute for direct face-to-face communication; therefore, you are encouraged to freely ask questions of your department head, by doing so you will learn your job more quickly.

If, at any time, you are uncertain of what is expected of you, what is correct, or if you have any problems, please discuss it as soon as possible with your department head.

Please read the information in this handbook carefully and keep it readily available for reference.

Again, welcome to the Sherman Team. We hope you have a long and successful career with **Sherman College of Chiropractic!**

**CARRYING WEAPON ON SCHOOL PROPERTY; CONCEALED WEAPONS** It shall be unlawful for any person, except state, county, or municipal law enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object which may be used to inflict bodily injury or death. This section does not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than five years, or both. Any weapon or object used in violation of this section may be confiscated by the law enforcement division making the arrest. ***By entering the premises of Sherman College, all persons agree to abide by the rules, regulations, policies and procedures of Sherman College and agree to fully cooperate with all security officers. Security officers have the authority to search all persons and property.***

## Introduction

This ***Employee Handbook*** is intended to provide general guidelines for the way business is conducted and the expectations set for employee performance and conduct. In addition, the handbook is designed to provide employees with a summary of certain policies, procedures, and benefits. If a provision of this handbook should conflict with any law, regulation, or benefit plan document, then the law, regulation or benefit plan document will supersede this handbook. It is not intended to include the details of each policy, nor to form or express an implied contract or promise that the policies discussed in it will be applied in all cases. It should be recognized that the policies and procedures of Sherman College are guidelines only. Future changes in the operations of this institution may necessitate changing any policy, procedure, or benefit. As such, policies, procedures, or benefits may be changed, amended, modified, or deleted by the college when, in its sole discretion, the college deems such modifications necessary. Any such changes may be implemented with or without notice. Employee policies may also be accessed on the college's web page. Neither this handbook nor the employee policies on the website are intended to alter the employment-at-will relationship in any way. [https://www.sherman.edu/pdf\\_categories/policies/](https://www.sherman.edu/pdf_categories/policies/)

Reliability and competence are very important to the college. Development of job skills and proficiency in performing duties is vital to success. The first step in any successful activity is a clear understanding of the rules that regulate that activity. This handbook explains many of those rules and, therefore, is very important. If any part of this handbook is unclear or if a policy is unsound or unfair, consult your department head. The expectation is to be familiar with and adhere to these policies and procedures and to keep this handbook available for reference.

## Confidentiality

It is the policy of Sherman College that all organizational, employee, student or patient information obtained while working for the college (verbal, written or electronic) is considered confidential unless otherwise stated in writing. The confidentiality of college information and documents must be respected by all agents representing Sherman College. Confidentiality must be maintained in a manner that ensures its privacy and safety. Sherman College's organizational information, employee, student, or patient information should not be discussed in open areas (i.e., hallways, café, etc.). The college respects the security and confidentiality of employee, patient, and student records. This policy also applies to the disclosure of information regarded as confidential within a department. Any unauthorized access or disclosure of confidential information is subject to immediate disciplinary action, up to and including termination of employment.

## **Open Door Policy**

A positive environment, which encourages an open exchange of ideas and information, is the best way to create and maintain a good working relationship. Outlined in this handbook are policies and procedures that will serve as guidelines for helping deal constructively with problems when they arise. When questions or concerns arise, the department head should be notified.

Good working conditions and harmonious relationships are critical to success and making Sherman College an enjoyable place to work. Teamwork is paramount in achieving the goals of the college. Conflicts should be generally avoided or resolved through the exercise of individual judgment or discretion. Take the initiative to manage, disclose, or resolve conflict situations as appropriate. If unresolved problems arise, follow the approach below:

- Conflicts should be handled at the earliest stage possible. First discuss concerns openly and honestly with the other person involved. Treat others with whom you have a conflict the same way that you would like to be treated.
- If this is not successful, the department head should be notified.
- If the outcome is not satisfactory, the director of human resources or the department head's superior may be contacted. After receiving the request, a meeting will be scheduled as soon as practically possible. If you do not receive a response from human resources, contact the COO/CFO.

Using this process and based upon open communication, we hope to develop a spirit of mutual trust and understanding among all employees and a consistent method for dealing with problems and issues.

At any point in this process a human resources representative may be contacted for advice on the best course of action to follow to resolve the concern.

## **Commitment to Diversity and Inclusion**

Sherman College is dedicated to creating a workplace where diversity is celebrated and inclusion is the standard. We value the unique backgrounds, perspectives, and talents of every employee, and we are committed to providing equal opportunities, fostering respect, and maintaining a culture free from discrimination or bias. By embracing diversity, we strengthen our organization and better serve our communities.

## **Employee Reference Manual (One Note)**

This resource has been created to provide you with a reference that will assist you in performing at the highest level. The manual is a robust compilation of useful information, forms, and guidance that we all need to do our jobs well. To find the Employee Reference Manual, just click on the following link <https://www.sherman.edu/employees/>. When there, find the Quick Links box and click on the Employee Reference Manual. You will need to sign into your account to gain access.

As we all know, change is a constant process here and everywhere and, as such, the Employee Reference Manual is a very fluid document. We will be making any necessary changes as they arise to keep this important resource as current as possible. To help us in that effort, we encourage you to ask questions and submit suggestions for consideration.

## **EMPLOYMENT POLICIES AND PROCEDURES**

### **Employment Procedures**

Sherman College follows a structured process to ensure fair and consistent employment practices. All applicants must complete the official application and provide any required documentation. Qualified candidates may be invited for interviews and skills assessments as appropriate. Employment offers are extended in writing and are contingent upon successful completion of reference checks, background screenings, and verification of eligibility to work. New employees will participate in orientation to review college policies, procedures, and expectations.

### **Orientation**

Employees will undergo a general orientation program conducted by the Human Resource Department and their department head once the hiring process is complete. The orientation will include a brief history of the college, the organizational structure, a review of certain personnel policies and an introduction to staff and faculty.

### **Introductory Period of Employment**

All new employees will serve an introductory period of 90 days. This trial period allows both the employee and Sherman College to evaluate the suitability of the position. During this time, performance, attendance, and overall fit will be reviewed. Successful completion of the introductory period does not alter the at-will nature of employment but confirms continued status as a regular employee.

### **Promotion/Vacancies**

The abilities, experience, competence, and interests of employees determine the success of the college. The satisfaction that is derived from work often depends on the extent to which we use our qualities fully. The college focuses on promoting employees from within whenever appropriate. Continuous learning is a principle that is valued. Qualifications, work history and demonstration of skills will play an important role in being promoted.

In general, notices of all regular, full-time job openings are posted, although the college reserves its discretionary right to only post particular jobs. Current employees will have the opportunity to apply for posted vacancies or new positions. However, generally no employee will be considered for transfer unless he/she has performed competently for at least one year in his/her current position. Promotions or transfers will be based on the employee's qualifications and upon the recommendation of the department head. Transfers will be made only with the agreement of both department heads involved. If you wish to submit

your interest in a job opening, you should discuss this with your department head or the director of human resources.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants. Other recruiting sources may also be used to fill open positions in the best interest of the college.

## **Employee Classification**

Employees are classified as either regular or temporary and either full or part-time. To be considered full-time the employee must regularly work a minimum of 30 hours per week.

## **Workday / Workweek**

Although work schedules vary, the normal workday is from 8:00 a.m. until 4:30 p.m. It is the responsibility of your supervisor to establish and inform employees of specific work schedules. Supervisors have the authority to rearrange work schedules to meet departmental needs, which may require changing work schedules, reducing work hours, or overtime. When schedules must be altered, your supervisor should provide you with as much advance notice as possible. Flexible Work Arrangements are available for certain exempt and non-exempt staff at the discretion of supervisors on a case-by-case basis. Please see Policy 3528 for the Flexible Work Arrangement on the Sherman College website. Each employee receives a lunch break (normally 1 hour). Lunch breaks are scheduled by the department head to always provide adequate staffing of the department. The college discourages the practice of working through the lunch break to conclude the day earlier for personal convenience. Requests to do so shall be approved by the department head only when extraordinary circumstances exist. Each full-time employee is provided with a fifteen-minute break each morning and a fifteen-minute break each afternoon. These breaks shall be scheduled by the department head to always provide adequate staffing of the department.

The normal workweek for full-time employees is Monday through Friday and consists of no less than 37.5 hours. Work in excess of 40 hours per week is considered overtime, provided such overtime is in compliance with all existing regulations and is pre-approved by the department head. Overtime will be paid to hourly/non-exempt and salary non-exempt employees at 1.5 times their hourly rate. Exempt salaried employees are not entitled to overtime pay. If you have any questions regarding your status, please discuss this with your department head.

The provisions of this policy will be applicable to, but not limited to, all regular and temporary full-time staff members. Exceptions to the standard schedule include faculty, clinic, maintenance, and security. Such special schedules will be established by the department head.

## **Time Worked / Paycom**

Accurately recording time worked is the responsibility of every hourly/non-exempt employee and their supervisor. Time sheets must be completed daily in the HRIS system, Paycom, by the non-exempt hourly and/or non-exempt salaried employee

to accurately reflect the actual hours worked, vacation, and sick leave, etc. for the reporting period and be approved by the department head/appropriate supervisor. <https://www.paycomonline.com/>

## **Attendance and Reporting an Absence**

An employee's value to the college is determined in large measure by his/her dependability and as a responsible member of the Sherman College employee team; conscientiousness about attendance and punctuality at work is a must. Being part of a team and getting the work done depends on everyone being in the right place at the right time. Unnecessary or frequent absences and tardiness cause the work to be delayed, and it also interferes with the productivity of the team.

In the event of an unforeseen circumstance, employees must call their supervisors or designated individuals at least thirty (30) minutes before the start time if they will be late or absent. It is the employees' responsibility to know and understand the college's call-in procedure. Supervisors are responsible for implementing these procedures and approving time off. Failure to comply with established college attendance guidelines may result in disciplinary action. An employee may be terminated for repeated, unexcused absences or for falsifying the reason for absence. It is the expectation of the college for each employee to be evaluated on an individual basis considering the following factors and guidelines: Supervisors will keep track of absences and tardiness. If the absences and/or tardiness become excessive, the employee will be approached by their supervisor to discuss the issue. Punctuality and dependability are expected of all employees.

## **Employment Records**

Sherman College maintains accurate and confidential employment records for all employees in compliance with applicable laws. These records may include information such as job applications, performance evaluations, payroll data, benefits enrollment, and other employment-related documentation. Access to employment records is limited to authorized personnel, and employees may review their own records upon request in accordance with company policy and legal requirements. Protecting the privacy and integrity of employment records is a priority, and any unauthorized access, disclosure, or misuse of such information is strictly prohibited.

## **Business Travel and Related Expenses**

College travel expenditures should be reasonable in amount and in accordance with college policy. The nature and purpose of such expenses should conform to sound ethical and legal standards of conduct expected of all Sherman College employees. In case of doubt, please discuss expense reporting and reimbursement with your supervisor or the vice president for finance and campus operations prior to engaging in college-related travel. Sherman College reserves the right to refuse reimbursement for any expenditure it deems to violate college policy.

The Mileage Expense Form / Travel Expense Form can be found in the Faculty & Staff section of the Sherman website under Quick Links in the Employee Reference Manual under Forms.

## **Performance Evaluation and Goal Setting**

The college believes that employees appreciate and want feedback on their performance. Formal written evaluation of each employee will be submitted to the Human Resource Department annually. Evaluation interviews are confidential, and every opportunity is given for frank and candid discussion. It is encouraged that each employee takes advantage of this opportunity to openly discuss individual performance, career goals, and what has been accomplished in developing oneself and what additional resources the college should consider helping employees meet their goals. Employees are given an honest evaluation of their work performance by their immediate supervisor.

## **Outside Employment**

The college allows its employees to engage in outside work or hold other jobs, subject to certain restrictions. Employees' activities and conduct away from the job must not compete with, conflict with, or compromise the college's interests, nor adversely affect job performance or the employee's ability to fulfill his/her responsibilities to the college. The college prohibits the unauthorized use of college tools or equipment for work unrelated to the college. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees must obtain prior approval from their supervisor before undertaking any outside employment. Failure to do so may be a cause for disciplinary action. Administrators, certain designated managers, and professional and technical experts are expected to devote all their working energies to the college and, therefore, may not accept paid outside positions. Requests for permission to accept outside employment should be submitted in writing to the employee's department head. The request should state any pertinent information about the outside employer, the nature of the job and the hours of employment.

## **Employment At-Will**

It is the policy of Sherman College that all employees who do not have a written employment contract with the college for a specific, fixed term of employment are employed at the will of the college for an indefinite period and may be terminated by the employee or the college at any time, with or without cause.

No college representative, other than the president, is authorized to modify this policy for any employee or applicant, or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the college which are not consistent with college policies. No statements of any kind should be construed to alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this document or any other employee handbook, employment application, college recruiting material, memoranda, or other material provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, will create an expressed or implied contract of employment for a definite period, or an expressed or implied contract concerning any terms or conditions of employment. Similarly, college policies and practices with respect to any other matter will not be considered as to create any contractual obligation on the college's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this or in any other college document are examples only, not all-inclusive lists, and are not intended to restrict the college's right to terminate at-will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict the college's right to terminate such an employee or change the terms or conditions of his/her employment.

### **Consensual Relationships**

The preservation of an atmosphere of trust, academic freedom, and respect for all members of Sherman College is an essential expectation for the welfare of faculty, staff, and students. Accordingly, Sherman College faculty, administrators, and staff members may not engage in romantic or sexual relations with students. In like manner, employees may not engage in romantic or sexual relations with employees whom they supervise. (This policy does not apply to married couples.) When romantic or sexual relationships exist between students, faculty, supervisors, or employees, where power differentials exist, the opportunity for harassment or misconduct and the appearance of impropriety make such relationships unwise, unethical, and inappropriate. In those cases where there are inappropriate relations as described above, the college will hold employees responsible for all actions related to sexual harassment or misconduct that may result. Faculty and staff should realize that the end of a romantic relationship, even one in which no power differential exists, could be followed by a claim of sexual harassment or misconduct. In such situations, it may be difficult to establish "mutual consent." All faculty and staff at Sherman College should understand that romantic or sexual relations with students or employees in violation of this policy may lead to disciplinary action by the college, up to and including dismissal, and/or may lead to legal action by complainants.

### **Conflicts of Interest**

Employees are expected to act in the best interests of The College and avoid situations where personal interests could interfere with professional responsibilities. A conflict of interest may arise when an employee's decisions or actions are influenced by relationships, financial interests, or outside activities that could compromise impartial judgment. All employees must disclose any potential conflicts to management promptly, and The College reserves the right to evaluate and address such situations to protect the integrity of our college.

## Harassment

Sherman College strives to provide an educational and working environment for faculty, staff, and students that are free from harassment of any kind.

Discrimination or harassment of Sherman College employees by anyone, including department head, co-worker, vendor, or student of Sherman will not be tolerated.

### What is “harassment”?

Harassment is the unwelcome conduct of another person which interferes with work or the ability to do a good job or creates an intimidating, hostile or offensive working environment. The other person’s unwelcome conduct can be verbal, physical, or visual and it can be based on sex, color, race, ancestry, religion, national origin, age, disability, or any other classification protected by law.

### Non-Harassment Policy

Sherman College is committed to providing a workplace free from harassment of any kind. Harassment—whether based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic—will not be tolerated. All employees are expected to treat one another with respect and professionalism. Any behavior that creates an intimidating, hostile, or offensive work environment is strictly prohibited. Employees who believe they have experienced or witnessed harassment are encouraged to report it promptly, and The College will take appropriate action to address and resolve such concerns.

### Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature is sexual harassment when any of the following occurs:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic standing; or
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or participation in extracurricular activities; or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment can take different forms and the determination of what constitutes sexual harassment will vary according to the circumstances.

**Note:** Sexual harassment may involve behavior by a person of either sex against a person of the same or opposite sex.

Examples of sexual harassment may include but are not limited to:

- seeking sexual favors or relationships in return for the promise of a favorable grade or other academic opportunity;
- conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
- intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority or co-workers that unreasonably interfere with the ability of a person to perform his or her employment or academic responsibilities.

**Caution:** Speech occurring in an instructional or research context is generally protected by academic freedom principles. Consequently, such speech, even if some listeners find it objectionable, will not be considered to constitute "hostile environment" discrimination, unless it is targeted at a specific person and is abusive, severely humiliating, or persists despite the objection of the person(s) targeted by the speech.

### **How to Report Harassment:**

**If an employee believes that they have been harassed or that they have witnessed the harassment of another, notify the department head or a human resources representative immediately.** No employee shall be retaliated against by Sherman College for making a good faith report of harassment, discrimination, or other improper conduct or assisting with the investigation of same.

When the college investigates harassment complaints, confidentiality is kept to the best of our ability with respect to the identities of those who have reported incidents of harassment, the identities of the witnesses who were interviewed during the investigation and the outcome of the investigation. As with all such investigations, complete confidentiality cannot be guaranteed. Solicitation and Distribution of Literature

### **Solicitation**

Employees should not engage in solicitation for subscriptions, memberships, or other outside activities during working time or with another employee during the employee's working time. Any employee who does so and thereby interferes with their own work or the work of another employee may be subject to disciplinary action up to and including discharge.

For the purpose of this policy, working time is defined as that period during the workday when the employee is supposed to be on the job or otherwise attending to the duties of their job, and it does not include free time, such as breaks, rest, or lunch periods or before and after work.

## **Distribution of Literature**

There should be no distribution of literature or other printed materials at any time on college property in working areas by any employee, and there should be no distribution of literature on college property by any person not employed or authorized by the college.

## **Service Awards**

Sherman College recognizes and rewards its employees for continued service to the college by providing service recognition awards. Employees are eligible to receive the first service award at the completion of the first year of employment. On the fifth year of service and every five years thereafter, employees are eligible to receive further recognition awards.

## **Voting Time**

The college encourages its employees to vote during local and national elections. However, due to our 7.5- or 8.0-hour workday, we feel there should be ample time to vote either before or after the work day.

## **Media Relations**

To ensure accuracy and so that the college presents a professional image, news releases or press interviews should be conducted consistently. All media contact should be directed to the college president, who will either provide a statement or notify the marketing and communications department, depending on the situation. The president may designate an employee to communicate with the press or media regarding a certain incident or situation. Only the president or his designee should communicate with the press. NO EMPLOYEE shall address any press issue without the prior consent of the president of the college.

## **Social Media**

Employees are expected to use social media responsibly and in a manner that reflects positively on The College. While personal use of social media is permitted, employees must not disclose confidential company information, make statements that could harm the college's reputation, or engage in harassment or discriminatory behavior online. Any content posted that references Sherman College, its employees, or patients should be respectful, accurate, and consistent with our values. Employees are encouraged to separate personal opinions from professional representation and should seek guidance if unsure about appropriate online conduct.

## **Parking Facilities**

New hires are issued parking permits by the Human Resources Department at no cost to the employee. When needed, a new or replacement permit will be provided at no cost to the employee from the campus security office. These permits must be clearly displayed at all times on the rear window at the bottom left side. Employees should park only in authorized areas. If you are unclear about any parking regulations, please consult the campus security and safety

manager for clarification before you park. Parking regulations are strictly enforced, and security officers are authorized to issue tickets to violators. All fines must be paid to the business office within 10 days or additional fines will be incurred.

The college maintains the right to tow any vehicle improperly parked on college property at the owner/operator's expense. When using college parking areas, employees are urged to remove the key from the ignition, to lock their cars and to keep valuables out of sight. We do not accept liability for personal property due to damage, theft, or vandalism.

The college asks that all employees help in making sure we maintain a pleasant and safe parking area for all our employees.

Parking permits will be cancelled upon termination of employment.

## **Electronic Media**

Sherman College uses electronic forms of communication and information exchange. Employees have access to computers, e-mail, telephones, voicemail, digital fax, bulletin boards, wire services, on-line services, the Internet and the World Wide Web.

Access to information resources is granted with the expectation that resources will be used in an ethical and lawful manner. Users will employ electronic information resources consistent with the requirements of federal, state, and local laws and college policies. Users are responsible for using resources appropriately to maintain the integrity of the electronic information resources, and where appropriate, privacy, confidentiality, and/or security of the electronic information.

Details of the Information Technology policies can be found on the Sherman website: [https://www.sherman.edu/pdf\\_categories/policies/#](https://www.sherman.edu/pdf_categories/policies/#) Any employee abusing the college-facilitated access to electronic media may be subject to disciplinary action up to and including termination.

## **Electronic Boards**

Electronic boards are provided to share official information with employees, including policies, safety notices, upcoming events, and other workplace announcements. Employees are expected to review electronic boards regularly to stay informed. Only authorized personnel may post materials, and all postings must be approved by Human Resources, IT, or management. Unauthorized postings will be removed.

## **College and Personal Property**

All documents created or received by you, or which come into your possession in the course of employment are the properties of Sherman College. Documents include but are not limited to all correspondence, reports, memoranda, studies, market data, designs, specifications, and confidential information, whether printed or stored on video or by electronic means.

Sherman College documents may be taken off the college premises for purposes of performing college work. You may not otherwise possess or maintain originals or copies of Sherman documents off college premises. You may not take in your possession or divert property, equipment, files, or services of Sherman College for your personal benefit. The unauthorized removal of Sherman College property, material, equipment, and supplies is treated as theft. College property taken from college premises must be accompanied by an appropriate authorization by a supervisor or department head.

Please limit, to the extent possible, bringing personal property onto college premises. Sherman College does not assume responsibility for the security of cars, the contents or any other personal property brought onto college premises.

## **COMPENSATION AND BENEFITS**

### **Wage and Salary Policies**

The president and the COO/CFO, on the recommendation of the department heads, considers adjustments in salaries annually. These recommendations are considered in relationship to the priorities of the ongoing budgeting process.

### **Pay Periods**

All employees are paid on a semi-monthly basis and are required to participate in the direct deposit program. Payroll deposits are made on the 15<sup>th</sup> of each month (or the Friday before if the 15<sup>th</sup> falls on a weekend) and on the last banking day of each month. Payroll earning statements can be viewed and printed from Paycom.

Questions regarding time and/or hours worked, holiday pay, sick leave pay, vacation pay, etc. should be discussed with the employee's department head. If necessary, the Human Resources Department may be consulted for clarification.

### **Payroll Deductions**

The college deducts all taxes in compliance with current law. Additional deductions may include family and dependent insurance coverage, retirement fund contributions, etc. as authorized by the employee. Furthermore, the college will comply with any valid writ of garnishment or attachment, notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. In such a case, the Human Resources Department will notify the employee immediately and begin deducting the required amount from the employee's earnings. The amount deducted, however, will not exceed that permitted by law.

### **Credit Union**

All Sherman College employees and their immediate family members may join the participating Federal Credit Union immediately upon employment. If you have any questions about services offered or membership, you may contact the director of human resources.

## **Vacation Leave**

Sherman College provides paid vacation leave for regular, full-time employees, and regular part-time employees on a pro-rated basis. Faculty members do not accrue vacation leave (See Faculty Handbook).

Vacation time may not be utilized as part of the time given for resignation. For more details regarding your individual computation for accrual of leave credits, please review [Policy 3502](#) (Vacation Leave) on the Sherman College website

## **Holidays**

The college provides nine (9) paid holidays for all regular, full-time employees. The holidays are:

- \* New Year's Day
- \* Martin Luther King Day
- \* Memorial Day
- \* Juneteenth
- \* Independence Day
- \* Labor Day
- \* Veterans Day
- \* Thanksgiving Day
- \* Christmas Day

In addition, at his/her discretion, the president may declare any additional days as paid holidays. If a holiday falls on a Saturday, the preceding Friday will be observed as the official holiday. If a holiday falls on a Sunday, the following Monday will be observed as the official holiday.

Employees will be entitled to the holiday pay provided they report to work or are on leave with pay status for the last regularly scheduled workday preceding and the next regularly scheduled workday following.

Part-time employees will be entitled to holiday pay in the amount of time they are normally scheduled to work if the holiday falls on a scheduled workday.

## **INSURANCE**

Sherman College provides a comprehensive insurance program that is designed to protect employees and their families. Below is a summary but not the complete details of each benefit plan. Complete details are contained in the official plan documents, which legally govern the operation of the benefit plans. Copies of the plan documents are provided during the new hire orientation and are available by request from the Human Resources Department.

### **Medical, Dental and Vision Insurance**

The college has excellent medical, dental, and vision insurance. Full-time employees are currently provided with health, dental and vision insurance coverage at a minimal cost to the employee. Dependent coverage is also available, and if the employee desires to insure his/her dependents, the employee must pay a predetermined premium for the dependent insurance coverage. If both the husband and wife are employed by the college, and both are eligible for dependent coverage, either the husband or wife will elect dependent coverage for their eligible dependents and spouse. If the husband and wife have no other dependents, then individual coverage will be carried on each employee.

If your spouse is eligible to participate under his/her employer health care plan, they must elect that coverage in order to be covered as a dependent on Sherman's medical plan. Sherman's medical plan will always be the secondary payer on any spousal claims when the spouse is covered under their employer health care plan.

Premium contributions are to be deducted semi-monthly from the employee's paycheck. A package describing benefits, options, and claims information is issued to each eligible employee.

An eligible dependent includes your legal spouse and eligible children up to age 26 (through age 25) regardless of student status. It is the employee's responsibility to notify the Human Resources Department immediately if a dependent ceases eligibility under the plan.

For details about your insurance coverage, you should refer to the summary plan descriptions or consult your human resources representative.

### **Tobacco Surcharge**

Sherman College charges an additional amount for health coverage to its employees who use or have covered family members who use tobacco products. Currently, Sherman College will allow individuals to enroll in the college's approved smoking cessation program to avoid surcharge. We currently approve and offer a program through Planned Administrators Inc. Information on this program can be found at: <https://www.paisc.com/>

If the employee or covered family member fails to discontinue using tobacco products after going through the approved program, he or she can enroll in the program again (or another program selected by the individual but approved by the college). Any costs will be paid by the employee at their own expense. The employee or covered family member must continue to be enrolled in a college approved program or stop using tobacco in order to avoid the surcharge. The college reserves the right to require objective evidence at any time that the individual is actively participating in an approved program.

Liability for the surcharge will be reevaluated every January 1<sup>st</sup>. If an employee paid the surcharge during the previous year, the employee would continue doing so unless, prior to January 1<sup>st</sup>, he or she certifies that the employee and all covered family members are now tobacco free.

The college will allow up to twelve weeks to complete the program. If the college does not receive a certificate of completion (or acceptable evidence that the individual is still actively enrolled in the smoking cessation program) within twelve weeks, it will reinstate the surcharge. The college reserves the right to impose the surcharge retroactively if it finds an individual did not actively participate in an approved program (even if he or she enrolled in the program) or used tobacco products when he or she was represented to be tobacco free.

## **Flexible Spending Account**

A flexible spending account allows eligible employees to set aside pre-tax earnings into an account for expenses such as deductibles, co-pays, eyeglasses, dependent care, and other eligible expenses.

## **Life Insurance/AD&D**

The college also currently provides all regular, full-time college employees with life insurance coverage as well as accidental death and dismemberment coverage.

## **Voluntary Life Insurance**

Each eligible employee may enroll for additional life insurance. For details about life insurance coverage, you should refer to the summary plan descriptions or consult your human resources representative.

## **Short Term Disability Insurance**

Full-time employees are protected by short-term disability coverage in the event they are unable to work due to a certified personal illness or injury. Employees eligible for vacation and sick time hours may use these hours to offset the difference between short term disability benefits received and base salary. The Human Resources Department will be able to help employees with any questions they may have about this protection.

## **Long Term Disability Insurance**

Extensive illnesses or injuries may be eligible for protection under the long-term disability insurance plan that covers all full-time employees.

For details about this coverage, you should refer to the summary plan descriptions or consult your human resources representative.

## **Voluntary Critical Illness Insurance**

Each eligible employee may enroll for critical illness insurance to provide a lump-sum cash benefit upon diagnosis of a critical illness. For details, you can refer to the summary plan descriptions or consult your human resources representative.

## **Educational Assistance**

Full-time employees, who are interested in taking accredited courses related to their college employment, may qualify for financial assistance from the college. Any employee interested in this opportunity should discuss this possibility with his/her department head.

## **Family Tuition Discounts**

Sherman College will provide tuition discounts to family members of its employees who enroll in the college's doctor of chiropractic program. Such discounts are based on the employee's length of service, as outlined in the college's policy on family tuition discounts.

## **Workers' Compensation**

All college employees are covered under the provisions of the South Carolina Workers' Compensation Act for injuries and illness resulting from work performed for the college. Employees who miss work due to an injury or illness covered by Workers' Compensation will not lose benefits or seniority. Employees will receive a percentage of their regular pay as weekly compensation as authorized by the act. In addition, the college president may, at his/her discretion, approve the payment of full salary during a period of disability.

## **Retirement Plan**

The college currently provides a 403(b)-retirement plan for eligible employees. For details regarding eligibility, schedule of benefits and vesting please review [Policy 3513](#) on the Sherman College website.

## **Chiropractic Services**

The college provides its employees and family (spouse and children under 18 living at home) with chiropractic health care at no charge (x-rays at a reduced charge) through the Sherman College Chiropractic Center. Because of the need to keep college departments properly staffed during the workday, employees are expected to utilize this service on their own time.

## **Fitness Center**

Sherman College is partnered with Workout **Anytime** to provide employees with the opportunity to access a state-of-the-art fitness facility for FREE. The arrangement is with Workout Anytime in Boiling Springs. To join, employees should take their Sherman College ID badge to Workout Anytime and sign up under the partnership plan with Sherman College. Employees will need to pay the \$21 one-time startup fee which includes the enrollment fee and your key access. The college will cover the monthly membership fee for employees for "Premium" level benefits, as long as a minimum visit requirement of 25 times per quarter is maintained. For more details, consult your human resources representative.

## **Bookstore Discounts**

All employees are entitled to a discount on all non-sale merchandise purchased through the Sherman College bookstore.

# **LEAVES OF ABSENCE**

## **Military Leave**

Members of the State National Guard, the reserve branches of the Armed Forces or the Coast Guard are authorized two weeks military leave-with-pay each year. The college will pay the employee his/her full salary during the period in which he/she is absent while performing annual training duty.

Any regular, full-time employee who leaves college service to join the military forces of the United States during a time of war or other national emergency will be placed on military leave-without-pay. Employees relieved from military service will be re-employed pursuant to applicable laws.

## **Witness/Jury Duty**

An employee called for jury duty will be excused from work for the days on which he/she serves during the regular work week, Monday through Friday. If any employee is called to serve on jury duty, he/she should submit a Request for Leave for jury duty in Paycom immediately to inform his/her immediate supervisor of their need to be out of the office. All regular employees will be on paid status while on jury duty. A copy of the jury summons must be submitted to his/her immediate supervisor to be paid.

When an employee is released from court/jury prior to noon on a regularly scheduled workday, the employee is responsible for returning to work.

In the event an employee is subpoenaed to appear before a court, public body, hearing, or commission in connection with college affairs or in connection with non-college related actions of a general nature, he/she may do so without loss of pay. Alternatively, if the employee voluntarily agrees to appear, and the issue is not college related, the time off will be treated as personal time.

## **Severe Weather Leave**

The college president, or his/her designated representative, has the authority to close the college anytime severe weather conditions warrant. If the president decides to close the college prior to commencement of the workday, a message will be placed on the college's voice mail system and will be announced on local radio and television stations as well as a notification on the Sherman College Omnilert Notification System. If the decision is made during the workday, employees will be notified through their department heads and/or by the public address system as well as on the Sherman College Omnilert Notification System.

If the college is open and an employee cannot report to work due to weather conditions in his/her area, the employee should call his/her department head and report his/her situation. In this event, the employee may choose between being placed on vacation leave or leave-without pay, subject to approval of his/her department head.

In the event the college is closed during the workday, employees will be allowed

to leave their jobs, and the remainder of their workday will be charged to severe-weather-leave. Likewise, when severe weather mandates the closing of the college prior to the beginning of the workday, the employee's entire day will be charged to severe-weather-leave. Severe-weather-leave is considered leave-with-pay.

Employees on scheduled vacation leave do not qualify for severe weather leave.

## **Sick Leave**

Sick leave provides time off with pay for periods of illness or incapacity resulting from injury. Faculty members sick leave may not exceed six paid days per year (see Faculty Handbook). For more details regarding your individual computation for accrual of leave credits, please review [Policy 3504](#) (Sick Leave) on the Sherman College website.

## **Funeral (Bereavement) Leave**

The intent of bereavement pay is to allow employees to maintain their regular earnings when they must be absent due to a death in the family. All regular, full-time employees and part-time employees working at least 20 hours per week are eligible for paid funeral/bereavement leave.

An employee who wishes to take time off due to the death of a family member will notify human resources as soon as possible. Human resources will obtain information about funeral arrangements and will ask whether the employee would like human resources to share this information with college employees via e-mail.

Employees are eligible for bereavement leave as follows:

Up to 5 workdays at regular pay in the event of the death of the following relatives:

- Spouse
- Child/Stepchild
- Parent/Stepparent

Up to 3 workdays:

- Mother-in-law, Father-in-law
- Sibling/Stepsibling
- Grandparent
- Grandchild
- Close relative living in the employee's household

In addition, college employees may be given a reasonable length of time off to attend the funeral of a fellow worker or close friend, providing it is approved by their department head and sufficient leave (vacation / sick) time is available or they can take the time off as unpaid.

If a death in the family occurs during an employee's vacation, the vacation will end, and bereavement payment will begin on this day.

If a death in the family occurs while an employee is absent from work due to a non-

work-related illness or injury, bereavement payment will be made.

Employees who are on leave or are not on the active payroll are not eligible for bereavement pay.

A Time-Off request should be submitted through Paycom upon return from leave for the purpose of tracking benefits.

<https://www.paycomonline.net/v4/ee/web.php/app/login>

## **Family Medical Leave Act (FMLA)**

### **Basic Leave Entitlement:**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or childbirth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements:**

Eligible employees with a spouse, son, daughter, or parent who is on covered or active duty, or called to cover active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness\*

\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

### **Benefits and Protections:**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued

to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Eligibility Requirements:**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Definition of Serious Health Condition:**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave:**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave:**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

**Employee Responsibilities:**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the

need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities:**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for their ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers:**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement:**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

**PROCEDURES:**

On occasion an employee may find it necessary to be absent from work because of illness or to care for a family member. The Family and Medical Leave Act of 1993 (FMLA) allows employees nationwide to be with family members in their time of need. Under the FMLA, eligible employees may receive up to 12 weeks of leave during each 12-month FMLA measuring period for certain family and medical reasons. The college will utilize the rolling back method to measure the 12-month FMLA measuring period.

This is unpaid leave, but the college does require the use of any paid leave available (e.g., vacation, sick leave, etc.) prior to the use of unpaid leave.

NOTE: All leaves run concurrently. Vacation and sick leave must be used with

FMLA leave.

Leave will not be granted to an employee to seek employment elsewhere or to work for another employer.

Should questions arise about FMLA, or should you need to take time off under the FMLA, a human resources representative must be contacted as soon as the employee is aware FMLA leave will be needed. Only the Human Resources Department can designate a leave as FMLA leave.

A medical certification form must be completed by the attending health care provider to support a request for leave if the leave is to care for yourself or a family member as stated above. A recertification during the leave may also be required. If on FMLA leave because a serious health condition renders you unable to perform the functions of your job, a fitness for duty report must be completed by the attending health care provider prior to returning to work.

During FMLA leave your coverage under the group health plan will continue. However, the premiums must be paid, and the Human Resources Department will determine and explain the deadlines to you. Failure to make timely premium payments may cause your coverage to lapse. In addition, should the college make any premium payments on behalf of an employee, the college will be reimbursed for the entire amount.

You will be expected to adhere to other notice requirements, should you take FMLA leave. Failure to return to work upon the expiration of FMLA leave may result in termination.

Sherman College reserves the right to designate all employee absences which qualify as FMLA leave as such and to deduct any qualifying absences from the employee's FMLA reserve.

### **ADA, Pregnancy, and Lactation Accommodations:**

Sherman College is committed to providing a workplace that complies fully with the Americans with Disabilities Act (ADA) and applicable state laws. We will make reasonable accommodations to qualified employees with disabilities to enable them to perform the essential functions of their jobs. In addition, we provide accommodations for pregnancy-related conditions in accordance with the law, ensuring that employees are supported during and after pregnancy. We also recognize the importance of lactation needs and provide reasonable break times and a private, sanitary space (other than a restroom) for employees to express breast milk. Our goal is to foster an inclusive, supportive environment where all employees can thrive.

### **Americans with Disabilities Act Compliance**

The **Americans with Disabilities Act (ADA)** is a federal law that prohibits discrimination against individuals with disabilities in employment and requires employers to provide reasonable accommodations.

## Key Elements of ADA Compliance Policies

- **Equal Employment Opportunity:** Employers must ensure that qualified individuals with disabilities have the same opportunities in hiring, promotion, training, and all other employment practices.
- **Reasonable Accommodation:** Employers are required to provide reasonable accommodations to employees with disabilities, unless doing so would cause undue hardship. Examples include:
  - Modified work schedules
  - Accessible workspaces
  - Assistive technology
  - Job restructuring or reassignment of non-essential tasks
- **Interactive Process:** Policies should outline that the employer will engage in an interactive dialogue with the employee to determine appropriate accommodations.
- **Confidentiality:** Medical information related to an employee's disability must be kept confidential and stored separately from personnel files.
- **Non-Retaliation:** Employees are protected from retaliation for requesting accommodations or asserting their rights under the ADA.

## Paid Parental Leave:

**Eligibility:** A parent who would be eligible for and is approved for FMLA leave under the college's FMLA policy based on the birth of a child or the initial placement with the employee of a child for adoption, is also eligible for Paid Parental Leave under this policy. The employee must meet all other eligibility requirements under the FMLA policy, including, but not limited to 12 months of consecutive employment and 1,250 hours worked in the prior 12-month period. Please refer to the college's FMLA policy for additional details. Paid parental leave will run concurrently with any approved FMLA leave.

**Exceptions:** This Paid Parental Leave policy does not apply to employees who are also not eligible for FMLA leave. This Paid Parental Leave policy does not apply to an FMLA leave that is based on a serious health condition or placement in foster care but is limited to FMLA leaves related to the birth of a child or placement with the employee of a child for adoption. This paid parental leave policy does not apply to an individual that adopts a spouse or partner's child(ren). This benefit is also not available to employees who regularly work less than 30 hours per week.

**Benefits:** Eligible employees will receive up to a maximum of 2 consecutive weeks of paid leave in any 12-month period. The amount of the benefit will be 100 percent of the base salary determined by regularly scheduled hours of work. The 12-month period is measured using the same method used for leaves taken under the college's FMLA policy. Paid parental leave under this policy must be taken consecutively within the first 12 weeks following the birth or adoption of a child.

# HEALTH AND SAFETY

## Employee Safety

Safe working conditions are of primary importance to all college employees and one of the goals of all departments. It is the responsibility of every employee to observe safe work practices in all activities. When a safety hazard is detected, employees should correct it immediately, if possible. Any hazard that the employee cannot correct should be reported to his/her department head or the Maintenance Department without delay.

## Parking Registration and Speed Limit on Campus

All vehicles on campus are to be registered. If you need a new parking decal, employees should contact the security and safety manager and provide the make, model, year, color, and license plate tag number for the vehicle. The posted speed limit on campus is 10 MPH. This is a guideline, and drivers are required to drive at a reasonable and prudent speed under the conditions that they may be faced with i.e., weather, pedestrians, etc.

## OSHA Standards

- Chiropractic health records for employees who receive chiropractic care in the Chiropractic Center are maintained by the coordinator for clinic operations. Employees may request their chiropractic health records during regular business hours by filling out the Records Request form, located at the front desk of the Chiropractic Center, at least 24 hours prior to when they wish to receive the records.
- Accident/Exposure records for employees that document an accident and/or exposure are housed in the Human Resources Department in a locked file cabinet inside a locked storage room in the Olsen Building. These records are documented by the campus security and safety manager and are maintained by the Human Resources Department. Employees may request access to their information on file during regular business hours by making an appointment with a representative from the Human Resources Department.
- Medical Records for employees that document allergies or sensitivity to noise that could impact an employee's work environment are housed in the Human Resources Department in a locked file cabinet inside a locked storage room in the Olsen Building. Medical record files are maintained by the Human Resource Department when notified by an employee. Employees may request access to their information on file during regular business hours by making an appointment with a representative from the Human Resources Department.

## Moving Heavy Objects

Only employees specifically authorized may move heavy objects, such as furniture, computers, desks, cabinets, etc. An employee untrained in proper

moving techniques could suffer injury or inflict damage on the property or the buildings. Sherman College will not be responsible for the personal injury sustained by an employee moving heavy equipment without authorization. An employee may be required to pay for damage to the buildings or property, which they cause. When it is necessary to move heavy objects, the department head will submit a written work requisition to the maintenance department.

## **Reporting Accidents and Injuries**

All accidents and injuries that occur on the job must immediately be reported to a department head, the campus security and safety manager, or human resources. Failure to report such may jeopardize eligibility for Worker's Compensation. If a work-related injury requires medical attention, you will be required to be evaluated by a physician selected by Sherman College. You will be allowed to leave the facility during working hours to receive medical attention and will be compensated for the necessary time lost during your regular schedule of work on that day. If the injury is such that the attending physician, selected by the college, advises you not to return to work, you will be compensated for the balance of your scheduled day; thereafter, you will be subject to the rules of the applicable Worker's Compensation Law.

## **Fire Prevention**

Sherman College cannot over-emphasize the importance of fire prevention. Carelessness and thoughtlessness are the two main reasons for fire disasters. Some major hazards which employees should report and/or correct are:

- Flammable liquids left uncovered after use.
- Accumulation of paper, oily rags, and other flammables in storage or other areas.
- Defective wiring on electrical devices.
- Overloaded electrical outlets.
- Smoking.

Emergency procedures are an important part of the new employee orientation. Be sure to review the posted evacuation procedures.

## **Security Escorts**

Security guards are available for escorts until 11:00 pm. If you need such an escort, the guard can be contacted by calling Security After Hours at 864-316-7576. Please follow the link for more information on ***Taking Responsibility for Your Safety***: <https://www.sherman.edu/current-students/campus-safety/>

## **Identification Badges**

For the safety and security of all employees, students, and visitors, all employees are required to wear their ID badges while on campus. Visitors must sign in with security upon arrival, receive a visitor ID badge, and return it upon departure. These cards will be used for accountability, identification and access to all campus facilities. If an employee's ID badge is lost, stolen, or misplaced there is a \$5

replacement fee, payable to the business office, and the safety and security manager will issue a new badge. If the ID badge is lost a second time, the replacement fee increases to \$10. For a third or more lost badges, the replacement fee will be \$15. Damaged, outdated, or non-functional badges will be replaced at no charge.

## **Building and Grounds Security and Package Inspection**

The Security Department has responsibility for the security of the college and grounds. All employees are expected to cooperate with the security guard in the performance of his/her duties. The campus security and safety manager is authorized to inspect incoming and outgoing packages at his/her discretion and to require written authorization for the removal of college property from the premises.

## **Omnilert**

Omnilert is the emergency text and email messaging system used by the college to continue improving campus safety and to communicate timely warnings in case of emergency closures. The system sends text and/or email messages to all enrolled cell phones and email accounts in the event of an emergency at the college. The system is only used during an emergency or unexpected closing of the college. It is the responsibility of each faculty/staff member to ensure that all emergency contact information is current and updated with the campus security and safety manager at the time of any change.

## **Employee Valuables**

It will be the responsibility of each employee to keep his/her personal valuables safe. Sherman College is not responsible for personal items that are lost on college property. However, articles lost or found on college property should be directed to the attention of the campus security and safety manager.

## **Use of Cell Phones and Other Devices**

Employees are expected to refrain from using mobile devices while driving college vehicles. Use of a cell phone or PDA while driving is not required by the college. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. Special care should be taken in situations where there is traffic, inclement weather, or unfamiliar areas.

Employees who are charged with traffic violations resulting from the use of their mobile devices while driving will be solely responsible for all liabilities that result from such actions.

## **PROBLEM SOLVING**

Please refer to the Sherman College *Open Door Policy* under section titled: **For the New Employee** on page 5 of this handbook.

# EMPLOYEE CODE OF CONDUCT

## Standards of Professional Conduct

- **Image** is a representation of the qualities and characteristics valued in the fields of the chiropractic profession and in the chiropractic education community. We exhibit these qualities across the various components of our personal and professional lives.
- **Integrity** is at the core of our professional values. We hold ourselves and others responsible for adhering to ethical principles including honesty, responsibility, and accountability.
- **Honesty** is fundamental in teaching, learning, and our campus business practices. We are committed to behave honestly and will not condone any behaviors contrary to this value.
- **Responsibility** is the foundation of our campus community. We believe that we are responsible for upholding the core values of the college and the field of chiropractic in word and deed.
- **Accountability** is essential to building a community of trust for a unified path to achieving institutional goals while maintaining professional standards honoring the field of chiropractic. We pledge to foster a culture of accountability inclusive of ourselves and our colleagues.

## **Personal Appearance**

An employee's professional appearance inspires confidence in his/her ability; therefore, Sherman College employees are required to dress in a professional manner Monday through Friday. [Policy 3518](#) – Dress code can be found on the Sherman College website.

## **Personal Telephone Calls**

Employees are requested to keep personal college telephone and personal cell phone calls and texts to a minimum during work hours. Employees are prohibited from placing personal long-distance calls through any college telephone.

## **Personal Mail**

Employees may not use college postage, stationery, packaging materials or a fellow workers time for personal mail or shipping needs. As a service to its employees, the college accepts personal mail through the college mailroom. However, this service should be limited to providing postal/freight rates, weighing parcels and letters, and transportation to and from the post office.

## **Carrying Weapons on School Property; Concealed Weapons**

It shall be unlawful for any person, except state, county, or municipal law enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object which may be used to inflict bodily injury or death. This section does not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than five years, or both. Any weapon or object used in violation of this section may be confiscated by the law enforcement division making the arrest. ***By entering the premises of Sherman College, all persons agree to abide by the rules, regulations, policies, and procedures of Sherman College and agree to fully cooperate with all security officers. Security officers have the authority to search all persons and property.*** Access the college's most recent annual crime report [here](#).

## **Alcoholic Beverages and Illegal Drugs**

The college is committed to establishing and maintaining a drug and alcohol-free workplace and assuring the health, safety, and well-being of our employees. The college forbids the possession, distribution or use of alcoholic beverages or illicit drugs of any kind on its premises. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances. Any employee violating this policy is subject to discipline, up to and including termination. Controlled substances include, but are not limited to:

- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, "designer drugs," etc.)

Any staff or faculty member convicted of a criminal drug violation must inform the college of such conviction (including pleas of guilty or nolo contendere) within five days of the conviction. Personal counseling is available in the office of Student Affairs for employees and students; however, anyone suspected of drug or alcohol abuse is referred to the Spartanburg County Alcohol and Drug Abuse Commission at 187 W. Broad Street. The college reserves the right to offer staff members who violate this policy participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is accepted by the employee, he/she must satisfactorily complete it as a condition of his/her continued employment. This decision shall be at the sole discretion of the college.

If the college suspects that an employee is using drugs, the college reserves the right to subject employees to testing to determine the use of drugs and/or alcohol. Submission to and cooperation with drug tests and/or testing procedures is a condition of continued employment with Sherman College.

Alcohol and drug use do not excuse absenteeism, tardiness, poor work performance, or disruptive behavior. Disciplinary action will be taken when those conditions affect an employee's attendance or performance, or the safety of the employee or others. If your off-duty use of alcohol or drugs is the cause of excessive absenteeism, tardiness, or poor work performance, we urge you to seek prompt assistance.

If an employee is under the influence of a legal drug, the medical professional must determine whether the legal drug may affect your ability to perform the job safely. Sherman College reserves the right to have a physician of its choice render a second opinion concerning the ability to perform a job. In the event of controversy, the opinion of the college's physician will supercede.

Please find more information regarding Sherman College of Chiropractic **Drug Prevention Program & Resource Guide** [here](#).

## **Tobacco Usage**

**No Smoking Policy** Sherman College is committed to providing a healthy and safe environment for all students, employees, and visitors. In support of this commitment, the college campus is designated as a **no smoking campus**. Smoking, including the use of e-cigarettes, vaping devices, or any other tobacco products, is strictly prohibited in all campus buildings, grounds, and parking areas. Compliance with this policy is expected from all members of the college community and visitors.

Any employee using tobacco or e-cigarettes on campus is subject to disciplinary actions and a \$25 fine for each occurrence.

## **Equipment and Cost Control**

All telephones, computer hardware, computer applications, and computer data are the property of Sherman College. It is expensive to repair or replace damaged equipment. Each employee is expected to care for the equipment they utilize as if it belonged to him/her. To avoid damage, caution and care should be exercised. The upkeep of the college buildings and grounds is a major task. Pride in the appearance, neatness, and safety of the premises is vital. Employees are requested to report any neglect or abuse of college buildings or property to their department head. It is the responsibility of everyone to take part in keeping the college's buildings and grounds in excellent condition.

Improperly handled, movable equipment can easily damage walls and floors, as well as the equipment itself. Careless employees may be charged for any mischievous, malicious, or negligent damage or destruction of college equipment and facilities they cause.

Employees are also requested to take a personal interest in and responsibility for the economical use of all college resources. When requisitioning materials and supplies, order only what you need and utilize what you order.

## **TERMINATION OF EMPLOYMENT**

### **Resignation**

**In the absence of a specific written agreement, employees are free to resign at any time, for any reason and the college reserves the right to terminate employment at any time and for any reason not prohibited by law.**

Employees are requested to give written notice of their intent to resign using the following guidelines:

- Dept. Heads and Supervisory/Management Personnel      Four (4) weeks
- All other employees      Two (2) weeks

Vacation time may not be utilized as part of the time given for resignation.

Employees who are absent from work for three consecutive days without calling in will be considered as having voluntarily resigned without notice.

Insurance coverage will end on the last day worked when leaving Sherman College. COBRA will be explained during the exit interview and will be conducted by the director of human resources.

It is the responsibility of the employee to return any college property in their possession. The college has no responsibility for personal property former employees leave in their offices, labs, or on their computers. Former employees are responsible for arranging for their property's protection. The college may remove property employees leave behind; property left behind will be considered abandoned.

### **Disciplinary Actions/Suspensions**

Sherman College has a basic standard of conduct. The standards are necessary to foster efficient, safe, and best working conditions for all employees.

Accordingly, the college strives to maintain certain standards of employee conduct that promote smooth and safe business operations. The importance of this matter necessitates that the college take disciplinary action against any employee for failing, in the college's judgment, to adhere to such standards of employee conduct. Examples of actions that may result in disciplinary action, up to and including discharge, include, but are not limited to, the following:

- Conviction of a felony or serious misdemeanor
- Insubordination
- Excessive absences
- Absences without leave
- Excessive tardiness
- Inefficiency
- Abusing college property
- Willful false statements to supervisors
- Violating college policy
- Harassment or intimidation of other employees, including but not limited to sexual harassment.
- Possession, consumption, sale, transfer, purchase, use or being under the influence of alcohol, illegal drugs, or narcotics on college time and/or property.
- Falsification of personnel or college records, including but not limited to applications, reports, and timecards.
- Accepting improper gratuities and/or kickbacks
- Divulging any confidential or proprietary information of the college
- Possession of firearms or other weapons on college premises
- Failing or refusing to perform satisfactorily the duties and responsibilities of your job or related duties as assigned.

***This list of standards is not intended to be all-inclusive***

### **Group Health Insurance - COBRA Coverage**

Under Federal Law, commonly referred to as COBRA, if your group health benefits or those of a dependent, spouse or child are terminated, due to a "qualifying event", you may elect coverage under the plan provided you are not: (a) entitled to Medicare or (b) covered under another group plan that does not have a pre-existing exclusion or limitation affecting you. You and/or your dependents have the right to elect coverage under the COBRA plan for up to 18, 29, or 36 months, depending on the 'qualifying event'.

**You have the responsibility to notify the Human Resource Office within 60 days of the following events: a divorce or legal separation; or a child ceasing to be eligible under the terms of the plan. If this notification is not received, coverage will not be offered or provided.** If you have any questions regarding this process, please contact the Human Resources Department.

# GENERAL INFORMATION

## Change of Status

It is the responsibility of the employee to keep Paycom updated with any changes to their personal information immediately:

- Name
- Direct Deposit
- Marital status
- Telephone number
- Address, etc.

This information is needed to maintain accurate personnel, medical and life insurance records, company legal compliance and for emergencies or other similar situations. Failure to report changes in marital status or dependent changes within 30 days could result in loss of privileges allowed by insurance.

If any changes are needed on a W-4 form, it is the responsibility of the employee to update the information for payroll in Paycom.

It is imperative for payroll to have updated and accurate information on file.

## Whistleblower Policy

### General

Sherman College requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the college, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

It is the responsibility of all directors, officers, and employees to report ethics violations or suspected violations in accordance with the Whistleblower Policy.

### No Retaliation

The college encourages and enables employees and others to raise serious concerns within the college prior to seeking resolution outside the college. Therefore, the college prohibits retaliation against, threats, or punishment of anyone who reports an ethical violation in good faith, including, but not limited to, violation(s) of:

- the standards of professional conduct,
- Title IX,
- college policy,
- fraud
- government regulations, or
- the law.

The college also safeguards anyone who cooperates and/or participates during an investigation or engages in other conduct protected by policy or law. Violation of this policy will result in disciplinary action, up to and including termination of employment.

### **Reporting Violations**

The college has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the executive vice president, someone in the Human Resources Department, or anyone in management whom you are comfortable approaching. Supervisors and managers are required to report suspected ethics violations to the college's executive vice president who has specific responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the college's open-door policy, individuals should contact the college's executive vice president or president directly. For suspected fraud on the part of the executive vice president, individuals should contact the college's president. For suspected fraud on the part of the president, individuals should contact the college's Board of Trustee chairperson or any member of the Board of Trustees. A listing of the current Board of Trustees members can be obtained on the college's website. Contact information for the Board of Trustees may be obtained from the executive assistant to the president, the human resources department, or any college executive.

### **Compliance Officer**

The college's executive vice president is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the president and/or the finance & audit committee of the college's board of directors. The executive vice president has direct access to the Finance & Audit Committee of the Board of Trustees and is required to report to the committee at least annually on compliance activity.

### **Accounting and Auditing Matters**

The Finance & Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. Concerns in this area may be reported directly to the president or board of trustees.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated

and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The chief operating officer/chief financial officer or appropriate official will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### **Employment of Relatives**

Relationship by family or marriage to any other college employee shall constitute neither an advantage nor a disadvantage to any Sherman College employee, provided the individual meets and fulfills the appropriate college appointment and promotion standards as set forth in these policies.

It is the college policy to avoid bringing family relationships into the workplace whenever possible. However, on occasion more than one family member may be employed by the college. The following guidelines will govern these situations:

- No employee will be permitted to hire a relative
- When related persons work for the college, one relative may not directly supervise another relative.
- Related persons will not be involved in evaluating each other's job performance nor in making recommendations for salary adjustments, promotions, or other budget decisions.

### **Office and Building Keys**

With the approval of their department head, employees may be issued keys to their offices and/or work areas. Request for outside door keys must be recommended by the employee's department head and approved by the chief operating officer/chief financial officer. Employees must turn in their keys to the Human Resources Department prior to receiving their final payroll check. Under no circumstances shall a college employee lend, duplicate, or allow to be duplicated, any college key/keys.

### **Property Accountability**

Department heads receive an annual inventory noting the location, quantity, and description of the equipment assigned to their departments. They are accountable for the maintenance, security, and proper use of the assigned equipment. A department head may be required to pay for any college property stolen, lost, or otherwise made unavailable for college use, or to replace missing equipment with equipment of like value, type, and quality, if such loss is a result of his/her failure

to properly control the equipment. College equipment may not be loaned, borrowed, moved from its assigned location, or otherwise displaced, either from the college premises or from one office to another, without the prior approval of the chief operating officer/chief financial officer.

## **Purchasing**

It is the responsibility of the Office of Business and Finance to purchase all items on behalf of Sherman College. Other departments or individuals should not assume this responsibility. Such an action may be considered an unauthorized purchase. Except in the case of a BONA FIDE emergency, the college will not be responsible for any purchase made by an employee, which was not approved by the executive vice president, the vice president for finance and campus operations, or the college president, prior to the purchase.

## **Wall and Ceiling Displays**

When decorating the walls of their offices or work areas, employees should take into consideration the message conveyed, or impression made upon visitors. Employees may hang pictures, plaques, diplomas, awards, and other decorations if they are in good taste and add to the attractiveness of the college. Items may be suspended from the ceiling provided that appropriate materials are used, and the ceiling is not damaged. A request should be submitted to the Maintenance Department for assistance in hanging anything on the walls or ceilings.

Any decorations that are viewed by management as offensive may be required to be removed. Employees are asked to remain focused on maintaining an environment of professionalism and respect for others.

## **Office Door Window Coverings**

The college remains committed to its open-door policy, which is intended to encourage and facilitate an environment of open dialogue and collaboration. The college does recognize that there are times when an individual may need some privacy that a door covering can provide. Window coverings must adhere to the following requirements:

- Window coverings should be left open unless privacy is necessary.
- No door or window can be obstructed permanently or semi-permanently; any covering must have the flexibility to be opened or closed on an as-needed basis.
- All coverings must be neutral in color and in keeping with the color theme of the neighborhood where the office is located.
- No covering should damage or permanently alter the surface to which it is affixed.
- Whenever possible, for the protection of both employees and students, window covering should be left open when there is more than one occupant in the office.
- Employees must purchase window coverings at their expense.

Any covering that violates any of the above requirements will be removed.

## **Ownership of Patents, Copyrights, and Other Rights**

It shall be the responsibility of every employee of Sherman College of Chiropractic to comply with copyright law. This section describes copyright definitions, procedures, fair use and how to obtain permission to copyright.

**Any questions regarding copyright compliance should be directed to the director of learning resources.**

### **A. General**

Sherman College of Chiropractic owns all domestic and foreign rights in and to any and all inventions and materials made or developed by college personnel, either in the course of employment by the college, or through the use of facilities or funds provided by or through the college. Inventions are considered as having been developed in the course of employment, where conception and/or development derive from the scholarly activities for which the individual is employed.

The rights owned by the college include all economic and property rights, as well as the right to patent inventions and to copyright materials. Net proceeds are shared with the inventor as provided in this document (see item D.)

### **B. Faculty Publication Rights**

Faculty members own all rights to materials prepared on their own initiative for classroom, educational or professional purposes, including all royalties from the publication or distribution of such materials. An example might be a textbook or laboratory manual developed on a faculty member's own time, without the use of college facilities or funds.

The college owns educational materials developed during college employment. In cases where the college has a proprietary interest in such materials, the professional interest of the faculty member and the reputation of the college require that there be adequate mutual control over their use. The extent of such control and mutual rights with respect to the revision, withdrawal, limitation and termination of the use of such materials, are set forth in a separate agreement between the college and the faculty member.

### **C. Equities of Participating Parties**

It is the policy of Sherman College to encourage and recognize the creative efforts of college personnel and, insofar as the administration of the college deems it consistent with the public interest, to share the financial rewards of such efforts on an equitable basis. This general policy may be rescinded or amended at any time by the college, and it is not intended to and does not create any legally enforceable rights whatsoever for any college personnel with respect to any present or future invention or written or recorded material. The rights of college personnel in and to any inventions or materials belonging to the college under this policy will be created and exist only through an agreement between the college and the individual(s) concerned.

## **D. Determination of Equities**

When the equities involve the rights in and inventions and material developed by a faculty member: The Sherman College Research Committee makes a recommendation to the president, who determines:

1. When the rights in and to inventions and materials developed by the faculty member belong to the college under the provisions of this policy;
2. Whether any faculty member is entitled to share in the net proceeds of such inventions and materials and, if so,
3. What the respective equities of the college or the faculty member will be.

When the equities involve the rights in and the inventions and material developed by an employee other than a faculty member (i.e., staff, administration): The Administrative Council makes a recommendation to the president, who determines:

1. When the rights in and to inventions and materials developed by college personnel (other than faculty members) belong to the college under the provisions of this policy;
2. Whether any college personnel (other than faculty members) are entitled to share in the net proceeds of such inventions and materials and, if so,
3. What the respective equities of the college or the college personnel (other than faculty members) will be.

Notwithstanding any determination by the committee, or any other provisions of this policy, college personnel have no equities or rights whatsoever in inventions and material belonging to the college unless and until a written agreement has been executed by the college and the college personnel consistent with the determination of the president.

## **E. Review of Committee Action**

The president of the college may review any determination of the Research Committee and does so at the request of any interested person. The president may affirm, modify, or reject any determination of the committee. If the committee recommends that, in any case, the college should have less than one-half interest in the invention or material, a review by the president of the college is final, conclusive and binding upon the college personnel involved, as well as upon the college.

## **Important Note**

If there are questions or concerns that are not addressed in this handbook, contact the director of human resources. Do not hesitate to ask questions. We want every employee to be well informed. The college is proud to have you as an employee of Sherman College.

# Appendix 1

## Committees

The committee structure at Sherman College is designed to encourage participation by students, faculty, staff, and administration in the decision-making process. Students and faculty are represented on most standing committees at the college. These committees fall into two categories: faculty and college wide. Faculty committees are designed to offer faculty more direct involvement in decisions that impact the curriculum and faculty-specific issues. These committees generally have greater faculty membership and must present all recommended changes to policy to the faculty for review and vote. Following a vote by the faculty, any proposed changes to policy are submitted directly to the president, who may choose to accept or reject the recommendation; refer it to another committee; or submit it to the board for approval. College-wide committees are designed to address items beyond the curriculum and/or faculty-specific issues and include a broader representation of constituencies from across the campus. Proposed changes to policy approved by these committees are submitted directly to the president, who may choose to accept or reject the recommendation; refer it to another committee, including the faculty; or submit it to the board for approval.

The director of academic affairs acts as the official guardian of all college policies, and as such is authorized to make minor policy revisions of a non-substantive nature without prior committee approval.

Non-substantive changes include the correction of grammatical, typographical, and formatting errors and outdated titles. Such changes will be made to ensure consistency and accuracy in language and nomenclature across all college policies. Notification of these minor revisions will be presented to all appropriate constituencies as an information item at the next regularly scheduled meeting.

The faculty may establish standing or special committees, as it deems necessary. Faculty members elect committee members with the intent that all faculty members carry an approximately equal load of committee work. Each faculty member serves a term of two years. A faculty member may be re-elected for one additional two-year term. The committee has one student member. Student committee appointees may serve on a committee for a maximum term of four (4) quarters after which, the student may be eligible for re-appointment if he/she has been an active committee participant and fulfilled all his/her committee responsibilities.

Each standing committee elects its own chair, except when the chair is assigned to a specific position at the college. The chair calls meetings, giving reasonable notice and votes only in the event of a tied vote. It is the responsibility of each member to be present. Minutes are maintained for all committee meetings by the chair or his/her designee.

The president of the college is an ex-officio, non-voting member of every committee. All other committee members (including student members) have the right to present motions and to vote. There is no proxy in case of absence.

Below is a list of committees by category. Please refer to the Sherman website for the most current [committee structure](#) and [committee member assignments](#).

### **Faculty Committees**

Academic Affairs  
Admissions  
Clinical Affairs  
Curriculum Review  
Faculty Hiring  
Faculty Affairs  
Library Advisory  
Research  
Student Affairs

### **College-Wide Committees**

Administrative Council  
Information Services  
Institutional Review Board  
Institutional Effectiveness  
Scholarship  
Student Conduct Review Board  
Strategic Planning Council

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **any** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

