MID MICHIGAN COLLEGE | HUMAN RESOURCES

Mid Michigan College
Employee Handbook
2025-2026

midmich.edu/hr

Welcome!

Welcome to Mid Michigan College. I want to take this opportunity to tell you how much we appreciate having you on our team. At Mid, we work together to ensure student success and strengthen community connections.

We are committed to excellence in our teaching, service, and leadership. Your commitment to our students and community means that we can count on you to do the best job that you possibly can! In turn, our intention is to recognize your value to Mid as part of our greatest asset, our employees. As such, together we will make Mid a great place to work!

The employment policies and benefits described in this handbook are designed to provide clarity, consistency, and quality in our efforts.

If you have any questions about anything in this handbook or about Mid in general, please contact me at 989-386-6692 or lfassett1@Midmich.edu.

Welcome aboard!

Lori Fassett
Associate Vice President of Human Resources

Contents

Welcome! 2
Mission Statement 8
Values 8
People: 8
Integrity: 8
Learning: 8
Excellence: 8
Community: 9
Enduring Goals 9
College History 10
About this Handbook 11
Disclaimer 11
Questions 12
GENERAL WORKPLACE POLICIES/PROCEDURES 13
Non-Discrimination/Equal Employment 13
Americans with Disabilities Act 13
ADA – Reasonable Accommodation Process 14
Title IX & Civil Rights 14
Drug-Free Workplace 15
Alcohol and Tobacco Use 16
Children in the Workplace 16
Accidents/Workers Compensation 17
Weapons on Campus 17
Employee Nondiscriminatory Harassment Procedures 18
Hazing 18
College Complaint and Grievances 19
Solicitation 19
Confidentiality 19
Inclement Weather 20
Acceptable Use for Technology 21
Personally Identifiable Information (PII) Process 22
PERSONNEL POLICIES 25

Personnel Files 25
Performance Evaluations 25
Job Openings 25
Candidate Reimbursement 26
New Employees 26
Non-Provision of Relocation Allowance 26
Drug Screens and Physicals 27
New Hire Background Checks 27
Current Employee Background Checks 27
Official Transcripts 28
False Information and Employment 29
Position Titles 29
Breaks in Service 29
Notice of Reduction in Staff/Recall 29
Exit Interviews 30
Unexcused Absences 30
PROFESSIONAL CONSIDERATIONS 31
Employment of Relatives/Nepotism 31
Consensual Relationships 31
Dress Code 32
Business Casual Friday 32
TIME OFF ALLOWANCES/LEAVES 33
Bereavement 33
Sick Leave 33
Vacation Time 33
Personal Leave 33
Family Medical Leave Act (FMLA) 33
Military 34
Sabbatical Leave 35
Jury Duty 35
Leave Time Accrual 35
Leave Request Form 35
Holidays 35

Holiday Pay 36
EMPLOYMENT BASICS 37
Hours of Operation 37
Dual Employment 37
Out of State Employees 37
PAYROLL PRACTICES 38
Non-Exempt (Hourly) Regular, Full-Time 38
Non-Exempt (Hourly) Regular, Part-Time 38
Non-Exempt (Hourly) Wage Provisions 38
Non-Exempt (Hourly) Reporting of Time 38
Exempt Employees (Administrators and Full-time Faculty) 38
Adjunct Faculty 38
Work from Home 39
Conference/Training Time 39
Payday 39
Overtime/Compensatory Time 40
Overpayment/Underpayment of Wages 40
Deductions from Pay 40
Separation or Retirement and Final Pay 40
GROUP INSURANCE, RETIREMENT, AND OTHER BENEFITS 41
Medical Insurance 41
Health Savings Account (HSA) 41
Health Reimbursement Account (HRA) 41
Flexible Spending/Dependent Care Account 41
Dental Insurance 41
Vision Insurance 42
Group Life Insurance, Long-Term Disability & Accidental Death 42
Continuation of Benefits Coverage 42
Retirement 42
Educational Benefit – Mid Michigan College Classes for Credit 43
Educational Benefit – Tuition Reimbursement from other Institutions 43
Tax Sheltered Annuities (TSA) 43
Fitness Center 43

Years of Service Recognition 43
Annual Employee Awards 43
Employee Emergency Fund 43
Life Long Learning Class Grant 44
Volunteerism Program 44
BUSINESS OFFICE 46
Mileage Reimbursement 46
Request for Travel 46
College Vehicles 46
Purchasing 46
Approvals and Monetary Limits 47
Sales Tax 47
Sole Source Vendors 47
Personal Purchases 47
Grant Purchases 47
Emergency Purchases 47
Purchases made by College employees for College purposes 48

Document Accessibility Statement

Mid Michigan College's ongoing commitment is to ensure that Web, online learning, and electronic information technology is accessible to all members of the College community including students, prospective students, employees, guests, and visitors (particularly those with visual, hearing, or manual impairments or who otherwise require the use of assistive technology to access information), Mid Michigan College follows the accessibility standards set forth in Section 508 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1991 and the Web Content Accessibility Guidelines (WCAG) 2.0 levels A and AA of the World Wide Web Consortium (W3C). Further, these standards are used to measure the accessibility of all Web and electronic information technology purchased, developed, maintained or utilized by the College in its educational and employment activities.

This ensures that all students, faculty, staff, applicants, and members of the public with disabilities have equal opportunity to access and utilize informational materials, technologies, and technology-related services, except when doing so would impose an undue burden on the College or require a fundamental alteration.

Mission Statement

We develop knowledge and ability to empower learners and transform communities.

Values

People: Mid creates opportunities for all people. We value each person's uniqueness and maintain open access to education. We create learning spaces and opportunities that promote global considerations and perspectives in a caring, inclusive, and safe environment. We are fair and respectful and treat people with equality and dignity. We value diversity in people, ideas, and beliefs, and we appreciate that our differences offer rich insights and opportunities for growth.

- We honor the successes and contributions of students, employees, and teams across the college.
- We provide resources and opportunities that promote student and employee success, growth, and advancement.
- We are open to all viewpoints and participate in College governance and initiatives.
- We approach situations and people flexibly and with empathy, compassion, and respect for all individuals.

Integrity: Mid values trust-building through ethical decision making, transparency, and honesty. We keep our commitments, act consistently and fairly, and make evidence-informed decisions that promote our mission. Our students, employees, and constituents know to expect the highest-degree of forthrightness and accountability when they interact with us.

- We are consistent and dependable in our communication, processes, and follow through.
- We take responsibility for our actions, decisions, and the processes that led to them.
- We commit time to being informed and to informing the College community.

Learning: Mid values the transformational power of learning. We inspire and empower lifelong curiosity, growth, and achievement through teaching and learning. Both within and beyond the classroom, we are student-centered. We hold ourselves to the highest standards of academic rigor and excellence so that students can make a better future.

- We make learning engaging, interactive, and relevant.
- We encourage and invest in lifelong learning, both professionally and personally, for our employees, community members, and students.
- We respect different learning styles and support each student and employee in actively engaging with their own success.
- We encourage growth mindsets so that students and employees have the courage to innovate.

Excellence: Mid maintains the highest standards and promotes innovation so that we serve in relevant and meaningful ways. We appreciate how rapidly the world changes, so we stay

adaptable and responsive to the needs of those we serve. We do not settle for the status quo, encouraging creative solutions and new approaches. We look forward. We see possibilities and we reach for those. We engage and value passionate and spirited leaders at all levels of the institution, because we believe that we are stronger collectively.

- We commit to communicating with all departments to achieve excellence.
- We investigate and engage in best practices.
- We make careful decisions that consider our impacts on our students, employees, and communities.
- We give timely and specific feedback to improve student and staff performance.

Community: Mid values community and building collaborative relationships. We are careful stewards of our own resources, and we invest in meeting our communities' needs for more engaged, skilled, and thoughtful citizens. Through strong and innovative partnerships, we support economic vitality and broaden our reach.

- We create resources, events, activities, and educational programming to benefit and engage our communities.
- We strive to be active and positive forces in our communities through volunteering, civic engagement, and service.
- We prepare our students for gainful employment that strengthens the workforce and communities.

Enduring Goals

Encouraging Student Success

Engaging the Community

Enhancing Employee Success

Ensuring Institutional Effectiveness

College History

The earliest activity in providing a community college to serve the Clare and Gladwin area began in 1962. Two years later the concept of the College was endorsed by the two local intermediate school districts and the five local school districts within the two counties. As a result of the acceptance of this basic concept, a Citizens Advisory Council was formed to determine the feasibility of establishing a community college. The report of the Council, completed in 1965, recommended the formation of a local community college. The report was then submitted to the Michigan Department of Public Instruction and notification of approval for the College was received in July, 1965.

In September 1965, a special election was held to obtain community authorization for establishment of the College, to elect a governing Board of Trustees, and to approve a construction and operating millage of 1.5 mills to be levied against the assessed property valuation in the voting district. The favorable response of the voters resulted in official approval by the Michigan State Board of Education to establish Michigan's 25th community college. During 1966-67, an administrative staff was employed to develop the initial planning for the College and the instructional programs. At the same time, an architect was developing a master plan for campus construction and development of the 560-acre site.

Construction of the initial $1.5 million facility began in May, 1968. In the fall of 1968, the first classes began in temporary facilities in the Clare County Building in Harrison. The Practical Nursing Program was started at the Central Michigan Community Hospital and the vocational and technical courses were conducted at the Area Vocational School, both in Mt. Pleasant. Temporary facilities for the library and audio-visual materials were obtained from the Harrison Public Library. During the fall of 1969, classes moved to the present Harrison Campus location and continued to be held at the Mt. Pleasant locations. Construction of the Student Center was completed in 1972; the Goldberg Orientation Center, which originally housed the College's child care facilities, and a small engine repair building were added in 1973; the allied health facilities and Automotive Technology Center were completed in 1976; and the Climate Control Center was constructed in 1979. A Technical Trades Center opened for classes in the fall of 1983.

In December of 1993, the College purchased a three-story modern office building in Mt. Pleasant. The building was converted to a striking campus facility on an attractive site during 1994. The Mt. Pleasant Campus expanded the services available to Isabella and Gratiot Counties. In the fall of 1998, the College opened an extensive expansion with improvements on the Harrison Campus, adding new science and health education facilities. In the fall of 1999, Mid was granted funding for a Michigan Technical Education Center (M-TEC) to serve business, industry, and the community. The Center was completed in 2001 and provides training for employees and potential employees of industrial and skilled trades.

The Student Orientation and Academic Readiness (SOAR) Center opened in August 2004. This Center consolidated student services and academic support in one building to provide more comprehensive, coordinated service centered on student needs. Students now have easier

access to all services in an inviting atmosphere. Recognizing the growing need for skilled healthcare professionals, Mid opened the Herbert D. Doan Center for Science and Health Technologies in the spring of 2008. Located on 44 acres in Mt. Pleasant, the Doan Center is a vital part of Mid's effort to expand its highly respected nursing program and establish new health science programs. The Doan Center doubled Mid's available space in Mt. Pleasant and provided additional science labs, classrooms, and computer labs.

Further expansion continued at the site of the new Mt. Pleasant Campus. An addition to house student services was completed in March 2011. The Center for Liberal Arts and Business opened in 2014 consolidating services in Mt. Pleasant. Finally, the Morey Technical Education Center opened in early 2015 on the Mt. Pleasant Campus. The technical center allows the College to meet the workforce demands of the region and complement the technical training available on the Harrison Campus. Students are now able to receive a full range of services at either campus location - Harrison or Mt. Pleasant.

Since the College opened its doors to 196 students in the fall of 1968, it has worked to meet the needs of the community and is now serving more than 5,000 students annually on both a full-time and part-time basis.

In spring 2018, Mid's Board of Trustees approved a resolution to change the name of Mid Michigan Community College to Mid Michigan College. This change reflected the wider range of locales and more diverse student population the College serves. Being community-inspired and community-dedicated is at the heart of Mid’s mission, and that has always been and will always be the case. The name now conveys that all people are welcomed at Mid, regardless of where they live and how they attend their classes.

About this Handbook

This handbook provides general descriptions of policies, programs, and benefits, as well as guidelines for job performance and job behavior relating to faculty, staff members, and contracted/appointed employees who work at Mid Michigan College. Staff and faculty members support our students and our communities through the fulfillment of the College’s mission.

Full-time faculty and full-time hourly employees are covered by collective bargaining agreements. Certain policies and procedures may be different and are determined by the specific labor agreement. Employees from these two union groups should obtain a copy of their labor agreement and understand its provisions.

Disclaimer

While this Handbook sets forth the current employment practices, policies, and benefits applicable to employees, it does not constitute in itself an employment contract.

This Handbook summarizes major employment policies and practices at the College. However, each College department may adopt additional policies particular to its functions.

From time to time, policies and programs of the College may change; these changes will be summarized in periodic notices or in updated versions of this handbook. To be sure you have current information, check for these notices posted online, confer with your supervisor, or contact Human Resources. This Handbook is not an employment contract or an assurance of continued employment. Mid may change without notice any statement in this Handbook concerning rules, policies, procedures, benefits, or other matters. Accordingly, an employee should check the most current information if there is any doubt about the application of a policy.

Questions

For questions that are not answered in this Handbook, employees are encouraged to ask their supervisor, Human Resources, review their respective bargaining unit contract, or visit the board policies page.

Human Resources offices are located at:

Harrison Campus – Room #213

Mt. Pleasant Campus – Room #104

GENERAL WORKPLACE POLICIES/PROCEDURES

Non-Discrimination/Equal Employment

Mid Michigan College strongly endeavors to broaden our diversity, promote equal opportunity and provide a safe environment within our community. Mid is an equal opportunity employer and educational institution that prohibits any form of discrimination against any person on the basis of race, creed, color, ethnicity, religion, sex, gender identity or expression, pregnancy, age, personal appearance, sexual orientation, marital or parental status, national origin, citizenship, genetics, disability, military/veteran status, political affiliation, or any other legally-protected status; as well as victims of intimate partner violence. This applies to the administration of and access to the College's programs and activities; scholarship and loan programs; athletics; and in conditions of admission or employment. To learn more please visit the Title IX/Civil Rights and the Equity and Inclusion webpages, available on the College's website. Additionally, the College publishes an Annual Security Report that outlines safety and security initiatives, policies, protocols, and crime statistics and is available at www.Midmich.edu/security .

Mid strongly encourages anyone who observes or experiences any acts of harassment, discrimination, inequitable treatment, or sexual misconduct to report the incident and seek assistance from the College's Title IX/Civil Rights Coordinator as follows:

Martricia Farrell, Director of College Compliance & Ethics/ Title IX & Civil Rights Coordinator, 1375 S. Clare Ave, Harrison, MI 48625, (989) 386-6622 Ext. 394, mfarrell@Midmich.edu

Reference: Campus Non Discrimination, Harassment and Sexual Misconduct Policy, Equal Employment Opportunity Statement, Non Discrimination Statement, Board Policy 106

Americans with Disabilities Act

Mid is committed to providing an inclusive environment for people with disabilities that is receptive and responsive to their needs. The College prohibits unlawful discrimination on the basis of disability and takes appropriate action to prevent such discrimination by providing eligible individuals with reasonable accommodations, equal access to admission and employment, services, college courses, programs, activities, events, facilities, and technology.

Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments of 2008, state that any individual who has (1) a physical or mental impairment that substantially limits a major life activity, (2) has a record of having such an impairment, or (3) is regarded as having such an impairment, is protected under the law. Mid is not required to provide accommodations that would fundamentally alter an educational program, service, or activity. Additionally, it is under no obligation to provide accommodations that would change academic requirements that are essential to a program of study or licensing requirement or create an undue financial or administrative burden. Mid must ensure that individuals with disabilities receive reasonable and appropriate accommodations.

The College's intent is to assure that individuals with disabilities and our entire college community engage in a shared experience of enrichment and learning. Employees please refer to the *Equity and Inclusion website* for further details. *Reference Americans with Disability Statement*

ADA – Reasonable Accommodation Process

To request reasonable accommodation, employees must provide the Reasonable Accommodation Request form (found on the HR Website/Forms) to the Human Resources department. The College may request medical documentation if the disability and/or need for accommodations is not known or obvious. The documentation should come from a licensed professional and include the following: (1) diagnosis, (2) treatment, (3) functional limitations, (4) expected duration, (5) requested accommodations.

The appropriate accommodation is identified through an interactive process, which involves the employee, the employee's supervisor, Human Resources and (if needed) Michigan Rehabilitation Services.

Determinations regarding accommodations will be made on a case-by-case basis. It is the college's right to select the most appropriate accommodation.

Mid may require an employee to provide additional documentation, if the documentation provided does not sufficiently substantiate the disability and the need for the requested accommodation, in order to aid the decision-making process. Additionally, employees may be required to undergo further testing and /or evaluation by a licensed professional retained by the College, if the documentation provided is insufficient to demonstrate the disability and the need for the requested accommodation. All documentation and testing and/or revaluations will be treated as confidential.

Determinations regarding accommodations will be communicated to the employee in writing. If an employee disagrees with accommodation determination, the employee may file a grievance, using the ADA Grievance form available on the Mid Cares webpage. *Reference: Employee ADA Policy, ADA Grievance Procedure*

Title IX & Civil Rights

Mid strives to provide an environment where individual's rights are protected from all forms of discrimination, harassment and sexual misconduct. This includes acts of sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation, and stalking. For issues of clarity, these violations are collectively referred to as *Prohibited Conduct.*

Members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mid Michigan College implements and maintains a zero-tolerance posture with acts of discrimination, harassment, and sexual misconduct, including acts of dating violence, domestic violence, sexual assault, and stalking. When an allegation of misconduct is brought to an appropriate administrator's attention and someone is found to have

violated Mid's Policies, sanctions will be used to reasonably ensure that such actions are never repeated. Mid's Title IX -Sexual Harassment and Civil Rights, Harassment, and Sexual Misconduct policies reiterates these principles and provides recourse for those individuals whose rights have been violated. The Policies are intended to define community expectations in the workplace, classroom, college facilities, and in other off-campus sponsored activities and events. It establishes a standard for determining when those expectations have been breached. For complete information, please visit the Title IX & Civil Rights webpage.

Reference Title IX – Sexual Misconduct Policy, Campus Non Discrimination, Harassment and Sexual Misconduct Policy

Drug-Free Workplace

Mid shall provide a drug-free workplace and learning environment for employees and students as required pursuant to the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

Mid prohibits the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on Mid's campuses, while conducting College business or as part of College-sponsored activities or events. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by Mid's Board of Trustees. It is the responsibility of each employee to be familiar with the provisions of the College's Alcohol and Other Drug Policy and also the State of Michigan laws as they pertain to drug and alcohol use and abuse.

Michigan law prohibits the dispensing, selling or supplying of drugs or alcohol to any person under the age of 21. Students, employees and visitors to the College may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs, or a controlled substance on College property, at College-related activities or events, while driving a College vehicle or while otherwise engaged in College business. College property includes all buildings and land owned, leased, or used by the College; motor vehicles operated by employees, including personal motor vehicles when used in connection with work performed on behalf of the College.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, they are not a safety risk to themselves or others while on College property, at College-related activities or events, while driving a College or privately-owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription; give or sell the prescribed drug(s) to another person.

The Michigan Regulation and Taxation of Marijuana Act, along with the Michigan Medical Marijuana Act conflict with federal criminal laws governing controlled substances. It is a violation of federal law to possess, grow, transport, distribute or prescribe cannabis for medical or other purposes. The Drug-Free Schools and Communities Act require institutions that receive federal

funds to maintain a drug-free campus and workplace. As such, and in this circumstance federal law takes precedence over state law.

Any employees who are directly engaged in the performance of work pursuant to the provisions of a federal funded grant or contract are required, under the Drug-Free Workplace Act, to notify their supervisor, in writing, if they are convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction. In turn, the College is required to notify federal agencies if an employee who is engaged in the performance of an awarded grant/contract is convicted of a criminal drug law violation.

Employees who are convicted of a drug violation in the workplace, as defined by the Drug-Free Workplace Act of 1988 and the College's Alcohol and Other Drug Policy, shall be subject to disciplinary action in accordance with State and Federal statutes and College policies. Disciplinary action may result in penalties up to and including discharge. As a condition of employment, employees are expected to abide by this statement and notify Human Resources of any criminal drug statute conviction for a violation occurring in the workplace within, and no later than, five business days after such conviction. *Reference: Alcohol and Other Drug Policy and Prevention Programming, Board Policy 304.02*

Alcohol and Tobacco Use

All Mid employees, vendors, contractors, and guests are required to comply with all federal, state and local laws regarding the distribution, possession, and use of alcohol and tobacco products. Mid prohibits the use, possession, consumption, sale, and distribution of alcohol and drugs including the unlawful manufacture of illegal drugs, narcotics or controlled substances on Mid's campuses, while conducting College business or as part of College-sponsored activities or events. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by Mid's Board of Trustees.

Mid is a smoke and tobacco-free campus. No designated areas will be provided by the College for smoking or the use of tobacco products, vapor or e-cigarettes. Students, faculty, staff, and visitors may smoke and/or use tobacco products, vapor or e-cigarettes in their personal vehicles when attending class, working, or visiting any Mid campus locations. For complete information view our Alcohol and Other Drug Policy. *References: Board Policies 304.01, 304.02, 304.08.*

Children in the Workplace

Employees shall not bring minor children to the workplace during the employee's workday. If an emergency exists, employees should take leave from work as provided, rather than bring a minor child in the employee's care to work. In general, occasional visits by children are acceptable to the extent the visits or pattern of visits does not interfere with the employee's duties at the college. This policy does not apply to college-sponsored activities or events where children are encouraged to attend or participate.

Reporting Suspected Acts of Child Abuse and Neglect

Mid works to establish an environment that is safe and secure for all members of the campus community, including minor children. A variety of interactions with minor children occur every day on campus when children are present with guests, visitors, or prospective/enrolled students. Children also actively participate in programs and activities hosted by the College or third parties. As such, all members of the College community (including students, faculty, and staff) have an obligation to protect the welfare of minor children and should report suspected acts of child abuse or neglect. Pursuant to the Michigan Child Protection Act 238 of 1975 (MCL 722.623), only certain types of individuals (e.g. school administrators, teachers, law enforcement, child care workers) that have information or reasonable cause to suspect that a child under the age of 18 is being abused, neglected or exploited, are required to file an immediate report. In Michigan these individuals are referred to as 'Mandated Reporters.' Although these Reporters are specifically designated, the College encourages **any** individual that suspects acts of child abuse or neglect to report the information by using the processes outlined in the College's Reporting Suspected Acts of Child Abuse and Neglect statement available on the College's website. *References: Children on Campus and Reporting Acts of Child Abuse and Neglect statements*.

Accidents/Workers Compensation

An accident is any occurrence that results in the bodily injury to a student, member of the general public or college employee. Any employee witnessing an accident or the first employee on site after an accident has occurred should judge the seriousness of any injury sustained and call either/both 911 or Mid's Security Office at 989-339-4204 in Harrison or 989-339-7323 in Mt. Pleasant.

If the accident involves an employee of the college, Workers Compensation documentation must be completed and submitted to the Human Resources office. Please notify the Human Resources office as soon as possible (ASAP) regarding any employee injury. Information regarding Workers Compensation Claims for a Mid Employee can be found under the Worker's Comp tab of the Human Resources website. Information for Edustaff Workers Compensation Claims can be found under the Edustaff box of the Human Resources website.

If the accident involves a student or community member, a report must be submitted to the Safety Operations and Security office.

All accidents on or off campus involving a college vehicle or equipment must be reported to the Director of Purchasing or the Vice President of Finance and Administration.

Weapons on Campus

Mid prohibits any weapons on property that is owned, leased or otherwise under the control of the College. Any staff member found on the College premises possessing any pistol, firearm, dangerous weapon or other device that is purposed to inflict bodily harm, shall be subject to corrective action up to and including termination of employment. This applies to all College

premises, in College vehicles, or on property being used by the College for College purposes. Anyone who violates the Weapons Policy may also be subject to criminal sanctions as provided for by law. This prohibition also applies to staff members who may be licensed to possess firearms, have a concealed weapon permit, or may otherwise engage in the open carry of a weapon. This restriction is not applicable to sworn federal, state, or local law enforcement officers who are required to carry firearms during the course of their employment or to those individuals who receive a written waiver of this prohibition from the President or their designee.

Exceptions to this policy may include for specific instructional purposes. Please refer to the full list of exceptions by clicking on the Weapons Policy link below.

If an individual witness or becomes aware of someone that is in possession of or is operating a dangerous weapon, it should be immediately reported to Campus Security. Security should also be notified in the event of any threat, act of violence, or disruptive behavior. Security may be contacted at: Harrison Campus, (989) 339-4204; Mt. Pleasant Campus (989) 339-7323 or by using the online Safety and Security Report Form available on the Mid Cares webpage. *Reference: Weapons Policy, Board Policy 304.09*

Employee Nondiscriminatory Harassment Procedures

Mid is committed to maintaining a healthy and safe working, learning, and social environment where every individual is treated with civility, dignity and respect. As such, Mid prohibits acts of nondiscriminatory harassment (commonly referred to as bullying) against all members of the campus community, including staff, faculty, and student workers. The College strongly encourages anyone who is a victim of or observes such behavior in the context of College employment or activities to promptly report it to Human Resources or the Office of College Compliance and Ethics. The College has a responsibility to promptly address reports of nondiscriminatory harassment/bullying behavior and will respond promptly and effectively, to prevent, correct and discipline behavior that violates these guidelines. *Reference: Employee Nondiscriminatory Harassment Procedure.*

Hazing

Mid, in its continued commitment to ensure a work and learning environment that is positive and safe prohibits any acts of hazing by any student, student organization (including clubs/groups and athletics), or employee (including Mid Paid, those on assignment with Edustaff and third-party contractors). In accordance with the Stop Campus Hazing Act signed into federal law on December 23, 2024, Mid has established the Anti-Hazing Policy, which is intended to underscore the College's zero tolerance for acts of hazing, provide policy enforcement procedures and options available for reporting violations, and define violation investigations. It also offers information on intervention and prevention strategies designed to raise awareness about hazing and how to prevent its occurrence, as well as steps the college will take to comply with the Stop Campus Hazing Act. *Reference: Anti-Hazing Policy*

College Complaint and Grievances

The college supports good employee relations and harmonious working conditions. However, in any healthy environment, it is unavoidable that from time to time, complaints, disputes or concerns may arise between individuals or the College itself. These are due to misunderstandings, missed communication, unanswered questions, or perceived injustices. Communication should always be the first recourse. Exchanging information in a respectful and effectual manner is the foundation on which good human relations are built and it helps the College function as a cohesive community to meet objectives.

While there are times when effective communication has brought forth concerns that need to be addressed, there are times when constructive communication is not possible or fails in its attempt. For this reason, the College has developed policies and procedures which outline community expectations and provide redress when expectations are not met.

The College has developed a robust reporting structure that allows reparation to individuals through means of various channels, depending on the nature of the report and the governing policy. As a general rule, dispute resolutions will be available in two formats: the informal/mediation resolution and the formal/administrative investigation. The preponderance of the evidence standard is used for determination in resolving grievances. For a full description and understanding of processes, individuals should refer to whichever Policy is being referenced due to minor variations. *Reference: College Complaint and Grievance Procedure, Board Policy 403.02,* bargaining unit agreements

Solicitation

The College President or their designee shall authorize any solicitation of funds, professional services, advertising, door prizes or any other type of financial support for any college-related purpose by a college employee, student or organization. Employees of the college shall not be solicited for any commercial purpose during regular working hours. Commercial purpose shall include but is not limited to products or services.

Gifts, free samples or products exceeding $25 in value are not to be accepted from vendors by employees. Any gift exceeding $25 must be turned over to the Business Office. *Reference: Board Policy 304.07*

Confidentiality

Employees of Mid may have access to information that must be kept confidential. Such information may include: student data, Human Resources records and personnel matters, payroll data, financial data, and proprietary information. Such information is to remain confidential and not be disclosed or shared with co-workers who have no need to know or to students or any persons outside the workplace.

Employees have a responsibility to protect the security of confidential information. All confidential information will be kept in locked files when not in use and measures must be in place to protect the security of computer files that contain confidential information.

At initial employment, employees sign a confidentiality document agreeing to not disclose confidential information.

Inclement Weather

The responsibility for the College closure or cancellation of College classes rests with the President, in consultation with members of the Inclement Weather team. If the President is not available, then the decision rests with the Vice President of Finance and Administration. The responsibility for cancellation of clinical classes shall rest with the Dean of Health Sciences.

As a general rule, the Harrison and Mt. Pleasant campus will be open and classes in session except when the MOST EXTREME WEATHER conditions exist. It is each person's responsibility, however, to exercise good judgement in regard to their personal safety.

- Class cancellations will be posted on Mid's Message Alert System, on the Mid website and over Mid's public address system.
- When it does become necessary to cancel DAYTIME classes, every effort will be made to announce the closing by 6:00 a.m. to the following radio and TV stations:

Radio/TV Station	City
WWTV TV 9 & 10	Cadillac
WNEM TV 5	Saginaw
TV 7& 4	Traverse City
WCFX FM 95.3	Mt. Pleasant
WQBX 104.9	Alma
WUPS 98.5	Mt. Pleasant/Houghton Lake
ABC-12	Flint/Saginaw/Bay City

- In the event that EVENING classes are to be cancelled, every effort will be made to get the announcement on our message alert system, website, public address system, and on the air by 4:00 p.m. If weather conditions worsen to a point that classes are to be cancelled during evening hours, the security guard or Senior Administrator will make every attempt to immediately inform all students and staff that classes are cancelled and suggest that students leave campus. It is the student's responsibility to exercise good judgement in regard to their personal safety.
- The person making the closure decision shall immediately notify the Clare-Gladwin Regional Educational Service District (RESD) when college class cancellations will affect Career Tech courses.
- Classes held on site at business or industry locations shall be cancelled only in the event that the business or industry in which the class is located is closed due to weather conditions.

The closing or cancellation of classes will be determined by the college, and may be different than what the K-12 school systems do. Dual enrollment classes located in area schools will be cancelled if the area school is cancelled.

ALL HEALTH RELATED & CLINICAL COURSES:

The following procedure will be put into effect if it becomes necessary to cancel Health Related Clinical classes outside of regular college times:

> Classes will be cancelled at the discretion of the Dean of Health Sciences, who will notify the appropriate director of each health program. The Dean of Health Sciences will immediately notify the Provost once the decision has been made to cancel clinical classes. Instructors will then initiate a chain-phone system to students at home or in their classes.

Acceptable Use for Technology

Mid provides computers, networks, email, and Internet access to support the educational mission of the College and to enhance the curriculum and learning opportunities for students, faculty, and staff. In exchange for access to these computers, networks, email, and Internet providers, students, faculty and staff – known as "users" – agree to adhere to the rules and regulations set forth by the College.

All hardware, software, network, email systems and accounts, and Internet access provided by Mid should be used for college purposes only. Any unauthorized use is expressly forbidden.

All computers, networks, email systems and accounts, and Internet access provided by Mid remain under the control, custody, and supervision of the College. Mid reserves the right to monitor all computer and Internet activity to the extent it occurs on hardware, systems, or accounts provided by the College to ensure compliance with this policy, other College policies, and federal, state, and local laws, and to the extent permitted by federal, state, and local law. Users have no expectation of privacy in their use of such hardware, systems, or accounts provided by the College.

Users are expected to comply with all copyright and intellectual property laws. Users will not use unlicensed copyrighted material, make illegal copies of copyrighted software, store such copies on Mid systems or networks, or transmit such copies over Mid systems or networks.

The use of Mid computers, networks, email systems and accounts, and Internet access, is a privilege which may be revoked by the administrators of the system at any time for unauthorized use, for a violation of this policy, or for abusive conduct. Abusive conduct includes, but is not limited to, placing of unlawful information on the system, harassment of others via email, the internet, or otherwise, and the use of obscene, abusive, or otherwise objectionable language or conduct that embarrasses, harms, or in any way distracts from the good reputation of the College and its operators and sponsors.

Mid reserves the right to review any electronic correspondence and any material stored in files to which users' access, and will edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive, a violation of the policy, or otherwise objectionable.

Mid's network/data systems do NOT warrant that the functions will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or liability to use the system.

To preserve the integrity of the networks and systems, users may not download software or applications without permission from the College. Users also may not open or forward emails or email attachments from unknown or questionable sources, as such emails or attachments may contain viruses. Proliferation of unsolicited email, such as chain letters and spam, is prohibited.

A Mid user account is assigned specifically to a person and cannot be transferred to any other person, loaned, or otherwise made available for use by another. Unauthorized viewing or accessing of another user's computer files, programs, account, or data is prohibited.

An employee may not change any component of their Mid assigned email address. Upon separation from the College, the employee will no longer have access to their Mid email.

User accounts: Student accounts will be disabled two (2) years after the last course completion. Employee accounts will be disabled upon separation from the College.

Mid reserves the right to change the Acceptable Use Policy at the College's discretion.

By using Mid's network/data systems, employees agree to release the operators and sponsors, Mid and its faculty and staff, and all organizations, groups and institutions with which Mid's network/data systems are affiliated from any and all claims of any nature arising from use, or inability to use, the Mid network/data systems.

Employees who violate this policy may be subject to disciplinary action up to and including separation of employment. *Reference: Acceptable Use Policy*

Personally Identifiable Information (PII) Process

PII is information that can be used to distinguish or trace someone's identity. It is information about an individual maintained by Mid. PII includes, but it not limited to, educational, financial, medical, criminal, or employment records.

It can include information such as (but not limited to):

- Social Security Number
- Username and Password to Mid Account
- Passport Number
- Mother's Maiden Name
- Driver's License or State ID #

- Health Insurance ID#
- Credit Card Number
- Banking Information
- Criminal, Medical, and Financial Records
- Educational Records
- Photos, Video, or audio recordings including any of the items above

PII is often found on:

- Office personnel lists
- Medical records
- Rolodex cards, or
- Electronic-based systems (i.e. SMART, Colleague, etc.)

Even if the individual pieces of information seem harmless, one or two pieces of information can be combined with other information to compromise someone's identity. For example, the social security number, if associated with other PII, can create a high risk to the identity protection of an individual.

PII is a subset of sensitive information. If you handle PII, you are the first line of defense in preventing identity theft. It is your responsibility to protect any PII entrusted to you. All of us at Mid have the responsibility of protecting PII and mitigating the damage when PII is lost or stolen.

Reasonable steps must be taken to minimize the risk of access to PII by unauthorized personnel.

Here are some reasonable steps used to minimize risk:

- When you step away from your computer for any reason, lock your computer.
    - You can do this by clicking on the Windows key and the L key on your keyboard at the same time.

- Always use two-factor authentication for account access when available.
- If you receive a call/walk in asking for specific information, (i.e. student record, employee record, etc.) ensure to ask the caller to verify at least two (2) pieces of identifying information (ex. Social security number, birth date, address/former address, etc.). The type of information may differ by department based on access to specific systems.

    - If at any time you feel unsure that the person you are speaking with is actually the owner of the information, politely inform them that the information they have provided cannot be verified and continue asking verifying questions.
        - If verification over the phone cannot be confirmed, inform the individual they will need to physically come to the campus. If there is a reason (i.e. online student and lives 3 hours away, physically unable to travel, etc.) that a student cannot physically come to the campus, you may offer a zoom session with them where they would need to show you physical documentation (i.e. driver's license, state ID, passport, etc.) for you to validate their identity.
- Never share PII over email
    - If you receive a request via email and need to verify the identity of the individual, explain this to them and ask that they call to verify their information over the phone so that it is not in writing within an email
- When meeting with students, make sure that your desk and the computer screen is free and clear of all PII information pertaining to another student.
- PII Maintenance
    - All PII must be shredded in accordance with Mid's retention policy
    - Any physical PII that is not part of a physical file that is in a locked cabinet must be shredded
    - Ensure all physical files containing PII are secured in a locked cabinet when not in use

Employees ensure when they are away from their workstation that the area is free of physical documents that contain PII and their computer is locked. If you are working with physical documents that contain PII and need to leave your workstation for a short period of time, please take reasonable steps (ex. if in an office, locking the documents while you are out of the room; putting PII documents into a drawer; etc.) to minimize the risk of access to the information

PERSONNEL POLICIES

Personnel Files

Employees have a right to examine their own personnel files by appointment with the Human Resources department. Appointments may be scheduled during normal business hours at a time that does not interfere with the employee's assigned duties. An employee who wishes to obtain a copy of their personnel files, must submit a written request to the Human Resources department.

Generally, employee personnel files will not be disclosed to persons outside the Human Resources office. Human Resources will maintain your file confidentially within its office. If Human Resources is asked to disclose a disciplinary report to a third party not employed by Mid (or by the collective bargaining Uniserv), the employee will receive notice of that disclosure, subject to the exceptions in the Bullard-Plawecki Employee Right to Know Act.

Employees may add pertinent items related to their position at Mid into their personnel files (i.e. copies of awards, certifications, etc.) with the authorization of the Associate VP of Human Resources.

If there is a disagreement with information contained in a personnel record, removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining the employee's position. The statement shall not exceed 5 sheets of 8 ½ -inch by 11-inch paper and shall be included when the information is divulged to a third party and as long as the original information is a part of the file. If either the employer or employee knowingly places in the personnel record information which is false, then the employer or employee, whichever is appropriate, shall have remedy through legal action to have that information expunged. *Reference: Bullard-Plawecki Employee Right to Know Act 423.505*

Performance Evaluations

Performance evaluations will occur annually for employees unless specified differently in a Collective Bargaining Agreement. Evaluations are intended to measure the quality and quantity of the work performed, effort, attitude, and ability to work with others, and are linked to Mid's Core Values. Goal achievements from previous years and goal setting for future year(s) are also assessed. While evaluations are not tied to pay increases, they may be considered together with other factors in looking at internal job movement or advances. *Reference: Board Policy 405.* Full-time faculty and hourly employees, please refer to your respective bargaining unit agreements for details.

Job Openings

In order to ensure a competitive hiring process and to give employees the opportunity to be considered for upward career progression, open positions are posted on the Jobs at Mid web page. Interested employees are encouraged to apply for any job for which they meet the required

qualifications. Full-time hourly positions will be posted per the requirements of the collective bargaining unit agreement.

Candidate Reimbursement

Mid shall reimburse necessary traveling expenses for those candidates who have traveled 250 miles or more one way from their residence to the campus location in which the interview is scheduled. All full-time position candidates will be eligible for this reimbursement. Mid shall reimburse up to a total of $500 for actual and necessary travel expenses associated with the applicant's interview. Any expenses exceeding this amount shall be the applicant's responsibility.

Travel may be by air, private or rented automobile, bus, or rail. Expenses for lodging, meals, parking, and incidental expenses such as cab fare shall be considered appropriate expenses. Expenses for lodging and meals are subject to approval by the Associate Vice President of Human Resources. It is expected, however, that airline tickets will be booked at coach or tourist class rates.

Miles for using one's own car shall be reimbursed at the College milage rate, not to exceed what it would have cost for air fare.

Reimbursement is limited to the expenditures incurred by the applicant on behalf of themselves only.

The total number of travel days for which lodging and meal expenses may be claimed will normally be limited to one day prior and one day following the interview depending on the distance to be traveled and the time of the interview. Exceptions will be determined by the Associate Vice President of Human Resources in consultation with the appropriate hiring managers. Please refer to the HR web page for reimbursement instructions and the form. *Reference: HR Policy Candidate Reimbursement*

New Employees

All new employees attend the New Employee Orientation (NEO) as provided by the Human Resources team. NEO provides the new employee an overview of Mid, the culture, policies, and procedures. In addition, departments are responsible for the onboarding training pertinent to the department.

Non-Provision of Relocation Allowance

Mid does not provide relocation allowances for new employees. This policy is established to ensure transparency and consistency in our hiring practices and to communicate clearly to all prospective employees regarding their responsibilities for relocation expenses. This policy applies to all new hires at Mid Michigan College, including full-time and part-time positions across all departments and levels within the institution.

1. **Relocation Expenses**:
    - Mid Michigan College does not cover any relocation expenses for new employees. This includes, but is not limited to, costs associated with moving services, transportation, temporary housing, and any incidental expenses related to relocating.
2. **Communication**:

- Offer letters and employment contracts will explicitly state that Mid does not provide relocation allowances.

3. **Responsibility of New Employees**:
   - Prospective employees must consider relocation costs as part of their decision to accept a position at Mid. They are encouraged to evaluate these costs thoroughly and plan accordingly.
4. **Exceptions**:
   - Generally, no exceptions will be made to this policy. Any exceptions due to extraordinary circumstances must be approved by the President of the College or an authorized representative. Such approvals are rare and will require substantial justification.
5. **Support and Resources**:
   - Although financial assistance is not provided, Mid offers informational support to assist new employees in their transition. This includes providing resources about local housing, transportation options, and community amenities. *Reference: HR Policy Non-Provision of Relocation Allowance*

Drug Screens and Physicals

Any employee hired to work within the custodial or maintenance teams will be provided a drug screen and physical at the time of employment offer. *Reference: HR Policy Drug Screens and Physicals*

New Hire Background Checks

Upon hire, new full-time employees and coaches will have a national federal and state background check administered. This background check will include felony and misdemeanor convictions at the state and federal levels.

New part-time employees, adjunct instructors, student workers, and interns (including all Edustaff appointed employees) will have a check administered through the State of Michigan ICHAT system which includes any felony or misdemeanor convictions.

An employee with misdemeanor or felony convictions involving sexual misconduct that relates to the employee having to register for the State or National Sex Offender Registry will not be considered for employment at Mid.

Upon hire an employee with misdemeanor or felony conviction(s) involving violent acts (assault, battery, domestic violence, etc.) or convictions involving sexual misconduct that relate to the employee having to register for the State or National Sex Offender Registry on their initial background check will not be considered for employment. *Reference: HR Policy New Hire Background Checks*

Current Employee Background Checks

To continually verify and validate an employee's background check in regards to any criminal convictions, current full-time employees, part-time employees, adjunct instructors, coaches,

student workers, and interns employed directly through Mid will have a background check administered through the State of Michigan ICHAT system every 3 years, or sooner should extenuating circumstances occur. Triannual background checks will initially be completed during the Summer 2025 semester, and during the Summer Semester every three (3) years thereafter.

During the triannual background check if a current employee is found to have a misdemeanor or felony conviction involving violent acts (assault, battery, domestic violence, etc.) or convictions involving sexual misconduct that relate to the employee having to register for the State or National Sex Offender Registry they may not be considered for promotion or transfer at Mid, and may be subject to disciplinary action, and/or termination of employment.
Reference: HR Policy: Background Check Policy for Current Employees

Official Transcripts
Designated positions at Mid require the employee to provide an official transcript as proof of education required for the position.

Definition of Official Transcript:

As provided by the Michigan Association of Collegiate Registrars and Admissions Officers, an official transcript is one that has been received from a secure authenticated designated party or the issuing institution. It must bear an institutional validation (such as seal, logo, or watermark), date, and appropriate signature. Transcripts received that do not meet these requirements should not be considered official. The college will determine whether the document is "official".

New Hire:

Mid will accept unofficial transcript copies as part of the application and interview process. Upon hire, new employees are requested to submit official transcripts to Human Resources, within 30 days of hire, for their personnel file. An official transcript is required for any positions which require a degree beyond a high school diploma or GED. The college will accept official transcripts from the college, university, or learning institution which are sent directly to Human Resources via mail or email.

Once the official transcripts are received and reviewed, they are entered into Colleague in the IASU screen. The transcripts are then compared to the copies submitted during the application process. If they contain the same information, the copy is removed from the file and the official is placed in the file.

Full-time Faculty New Degree Level:

When a current full-time faculty member receives a new degree or earns sufficient additional credits from a fully accredited college or university directly pertaining to their subject matter of employment, they will advance to the new salary level, e.g. MA+30 or PhD, when the faculty

member submits an official transcript to Human Resources. Once the official transcript is received and verified, Human Resources will process the salary change to the new scale. The effective date of the salary change will be the beginning of the fall or winter semester following the conferred date of the degree.

Adjunct Faculty Transcripts:

Adjunct faculty who don't provide an official transcript by the end of their first semester of teaching, may not be scheduled for classes the following semester, and/or be paid at the lowest rate of pay on the adjunct pay schedule, if permitted by qualifications required for the course by the Higher Learning Commission (HLC).

The adjunct pay scale is based on level of degree completion. In the event an adjunct instructor completes a degree that would constitute a pay increase to the next level they must provide Human Resources a copy of their official transcript. *Reference: HR Policy Official Transcripts*

False Information and Employment

An applicant for employment is expected to provide complete and accurate information regarding their background, employment history, credentials and qualifications for employment. If, following employment, Mid learns that an employee provided false or misleading information, or omitted pertinent information regarding essential background, employment history, credentials or qualifications for employment, or in any document provided to secure employment or advance employment, Mid may discipline the employee, change the employee's employment status, reassign the employee, or terminate the employee, regardless of the time elapsed before the discovery.

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

Position Titles

All positions are designated by titles on all official records, payroll records, and official communications. No position will carry an official title that has not been approved by the Associate Vice President of Human Resources or the respective bargaining unit agreement.

Breaks in Service

Employees who separate employment and return to Mid or Edustaff more than 30 calendar days from their separation date, whether in the same position title or a different position title, will be treated as a new hire for placement, compensation, benefits and years of service at Mid.

Notice of Reduction in Staff/Recall

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

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

If an employee is restored to duty after being laid off for a period of 180 days or less, that employee shall retain their original hire date for the sick, vacation and personal days. On July 1 (fiscal year) following the date the employee is restored to duty, sick, vacation, and personal time will be prorated according to the actual time worked. An employee who is restored after 180 days will be eligible for sick, vacation and personal time based on their new re-hire date.

Full-time faculty and hourly employees please refer to your respective bargaining unit agreements for specific details.

Exit Interviews

Employees who separate employment with Mid are provided an opportunity to participate in an exit interview. An in-person interview will be at a time that is mutually agreed upon by the employee and the Human Resources team member. An employee will also have an option to complete an Exit Interview Form instead of an in-person meeting.

The confidential, final in-person interview or form gives the employee an opportunity to comment in private on the reasons for leaving. Human Resources uses the information provided in data metrics to assist in continuous improvement of the working environment(s) of Mid.

Unexcused Absences

An unexcused absence occurs when an employee fails to properly notify their immediate supervisor of the need and rationale of the absence. If an employee is absent from work because of an emergency, the employee must notify their supervisor as soon as possible on the first day of the absence.

An absence of three consecutive days without notification to their supervisor is job abandonment and is considered self-termination.

PROFESSIONAL CONSIDERATIONS

Employment of Relatives/Nepotism

Mid wants to ensure that College practices do not create situations such as conflict of interest or favoritism based on the employment of relatives. This extends to practices that involve employee hiring, promotion, and transfer.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting/supervisory responsibility to each other. Close relatives are defined as the following: spouse, husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives and cousins.

Consensual Relationships

When a romantic and/or sexual relationship is consented between two parties it is determined to be consensual. Mid recognizes that personal consensual relationships do exist and the majority of these relationships do not have an impact on either the learning environment or the workplace. However, certain consensual or close personal relationships do have the potential to negatively impact the learning environment and workplace for the following reasons:

- Such a relationship may pose an apparent or actual conflict of interest if one of the parties in the relationship has the responsibility for supervising, evaluating, directing or overseeing the other, or has the power to directly influence the other person's educational, employment or contractual status;
- Such relationships may result in complaints or concerns of favoritism which may undermine morale, security, or campus safety; this would impede the College's educational mission;
- Violations of College policy, state or federal anti-discrimination laws, complaints of sexual harassment and a hostile environment may emanate from such relationships

For these aforementioned reasons, Mid prohibits all employees from having romantic, sexual or other close personal relationships with students over whom they have educational evaluation, advisory or supervisory responsibility regardless of whether the relationship was entered into with the consent of both parties. Further, any romantic or sexual relationships between any employee of the College who is a supervisor or has the authority to influence the appointment, employment or promotional status of the other involved employee should be avoided regardless of whether the relationship was entered into with the consent of both parties. Such relationships are inconsistent with the appropriate role of an instructor, administrator, manager, or supervisor and conflict with the College's Core Values; these are susceptible to perceptions of favoritism, unprofessional behavior, and conflicts of interest. In the event that an instructor, administrator, manager, or supervisor is placed in a position that would require them to assume educational instruction, evaluation or supervisory authority over a person with whom they have/had a romantic or sexual relationship, or in situations where a supervisory employee becomes

romantically or sexually involved with a subordinate, the situation should immediately be disclosed to their immediate supervisor/dean and the Associate Vice President of Human Resources. The direct report/authority work alliance should be immediately reassigned. The Associate Vice President (AVP) of Human Resources (HR), Supervisor and/or Dean shall work with the parties to address and mitigate any potential conflicts. Any employee or student who obtains knowledge of such a romantic or sexual relationship between an employee/student or a supervisor/subordinate should disclose it to the AVP of HR for appropriate mitigation. *Reference: Campus Non-Discrimination, Harassment and Sexual Misconduct Policy*

Dress Code

Employees contribute to the Mid culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with students, fellow staff, community members, and other customers. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include articles of clothing such as shorts, tank tops, halter tops, low-cut tops or clothing that is imprinted with illustrations or messages that are profane or obscene. Leggings may be worn under dresses or long shirts that come down to Mid-thigh.

Although it is impossible and undesirable to establish an absolute dress and appearance code, different departments may have different expectations for safety or occupational reasons.

Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with their direct supervisor.

If a supervisor deems that an employee's dress or appearance is not appropriate, they may require the employee to leave the work area and make the necessary changes to comply with the dress code expectations. Reference: *HR Policy Dress Code*

Business Casual Friday

Following the same guidelines as outlined in the Dress Code, with the exception of jeans (in good condition and no holes) casual attire will be allowed on Fridays.

TIME OFF ALLOWANCES/LEAVES

Bereavement

Bereavement time because of death in an employee's immediate family is authorized for full-time employees. Full-time administrators, please refer to Board Policy 407.08. Full-time faculty and hourly employees, please refer to your respective bargaining unit agreements for details.

Sick Leave

Full-time employees receive allocated sick days. Full-time administrators, please refer to Board Policy 407.06. Full-time faculty and hourly employees, please refer to your respective bargaining unit agreements for details.

*Sick leave can only be used for the intended employee and may not be gifted or donated to any other employee.

Vacation Time

Full-time Administrators and hourly employees are allocated vacation days. Administrators, please refer to Board Policy 407.07. Full-time hourly employees, please refer to your bargaining unit agreement for details.

*Vacation time may be gifted or donated to other employees. The recipient of the donation may not receive more than 240 hours of donated time. Employees donating time may donate up to 80 hours within a fiscal year. If you wish to donate vacation time, please submit a written request, annotating who is to receive the donation and how much time will be donated, to the Payroll Technician.

Personal Leave

Each full-time employee is entitled to personal leave days. Administrators, please refer to Board Policy 407.04. Full-time faculty and hourly employees, please refer to your bargaining unit agreement for details.

*Personal leave can only be used for the intended employee and may not be gifted or donated to any other employee.

Family Medical Leave Act (FMLA)

Employees who have been employed by Mid for at least twelve (12) months, and have worked a minimum of 1250 hours during the preceding twelve (12) month period are eligible for a Family Medical Leave.

Employees must apply for leave under the Family Medical Leave Act (FMLA) and are entitled to a leave of up to twelve (12) work weeks during any twelve (12) month period of time. The twelve (12) month period is calculated from the date an employee first uses the Family Medical Leave.

Employees must apply for the Family Medical Leave for the following reasons:

- For the birth of a son or daughter, and to bond with the newborn child;

- For the placement with the employee of a child for adoption or foster care, and to bond with that child;
- To care for an immediate family member (spouse, child, or parent-but not a parent "in-law") with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition; or
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status as a member of the National Guard, Reserves or Regular Armed Forces.

Concurrent with the FMLA, the College requires that an employee will use any leave time while on Family Medical. Leave will be used in the following order: 1) sick; 2) personnel; 3) vacation. Once all leave time is used, the remaining leave covered under the FMLA will be unpaid.

Employees who work for another employer while on FMLA leave may forfeit their protection of the FMLA policy.

Additional information and forms regarding FMLA can be found on the Human Resources web page under the Forms tab.

Administrators, please refer *to Board Policy 407.01*. Full-time faculty and hourly employees, please refer to your bargaining unit agreement for details.

Military

Employees who actively serve in a branch of the Armed Forces of the United States, National Guard or Reserves, shall be granted military leave consistent with State and Federal Laws under the Uniformed Services Employment and Reemployment Right Act (USERRA).

Employees in the Uniformed Services who receive official government orders for trainings and/or active duty during their regularly assigned work year, will be paid the difference between their straight time daily rate (to include shift differentials) at the College (based on an 8-hour work day) and their Basic Pay earned for the period of duty. The differential pay will be paid for leave up to 52 consecutive weeks. If the military pay is greater than the employee's regular pay from the College, no differential pay is due to the employee.

Dependent tuition benefit shall continue for any eligible dependents during the time the employee is assigned to military leave.

Military leave covers any unpaid period up to the length of training, enlistment or conscription. The College will comply with the requirements of USERRA for the granting of certain benefits during a military leave of absence.

Employees who serve in the military Reserve or National Guard will be allowed to access their vacation and personal leave or take time without pay when serving on duty.

Employees are required to provide a copy of their Leave and Earning Statement (LES) to the Human Resources Office at the completion of their training. The differential pay amount will be processed and paid with the next available payroll. *Reference: Board Policy 407.03*

Sabbatical Leave

Full-time administrators and faculty are eligible for a sabbatical leave. Administrators, please reference *Board Policy 407.05* and faculty please refer to your bargaining unit agreement for details.

Jury Duty

Each full-time employee is entitled to leave time for Jury Duty. Administrators, please refer to *Board Policy 407.02*. Full-time faculty and hourly employees, please refer to your bargaining unit agreement for details.

Leave Time Accrual

Employees on an unpaid leave of absence are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits from a source other than Mid payroll such as: long-term disability or workers' compensation.

Employees on an unpaid military leave of absence and leave under the Family Medical Leave Act (FMLA) are also not eligible for accruals of paid leave. Reference: *HR Policy Leave Time Accrual*

Leave Request Form

Full time exempt employees must request leave time via Colleague Self Service Leave. The supervisor must approve the leave request and any leave taken will be deducted from the employee's respective leave bank (if applicable). Non-exempt hourly employees must also request leave time via Colleague Self Service Leave, if in advance, and then record the respective leave on their Colleague Self Service timecard. Faculty and part-time employees with leave benefits must use the Jotform leave request form until the transition has been made to Colleague Self Service Leave. The transition, with instructions, will be communicated at that time.

Holidays

Paid holidays are annually scheduled and approved by the Board of Trustees. The Board of Trustees approve the following as paid holidays:

- Easter Sunday (for those employees scheduled to work)
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

Holiday Pay

Employees who work or utilize leave time the day before and after a holiday will receive appropriate holiday pay. *Reference: HR Policy Holiday Pay*

EMPLOYMENT BASICS

Hours of Operation

Mid's business hours of operation at both Mt. Pleasant and Harrison campuses are Monday – Friday 8:00am – 4:30pm. Summer work days and hours may be adjusted at the discretion of the President and the Board of Trustees.

Dual Employment

Employees are expected to fulfill the duties and responsibilities of the primary position for which the employee was hired.

Non-exempt (full-time hourly) employees: may not work in any additional positions within Mid. The exception to this may be as an adjunct instructor if the Dean of the department deems it a critical need.

Exempt (full-time administrative & Faculty): may work in any other position within the college as long as the position does not overlap or conflict with the regular schedule of the primary position. Exempt employees may submit an exception request to their supervisor to adjust the primary position schedule in order to work in another position for the college.

Out of State Employees

Any positions filled at Mid by a candidate who lives out of the state of Michigan will be required to obtain employment through Edustaff, LLC and be placed on assignment at Mid. *Reference: HR Policy Out of State Employees*

PAYROLL PRACTICES

Non-Exempt (Hourly) Regular, Full-Time

An employee who is hired to work on a regular rather than temporary basis and who works a minimum of thirty (30) hours each week is considered to be full-time and is eligible to receive fringe benefits subject to applicable eligibility requirements.

Non-Exempt (Hourly) Regular, Part-Time

An employee who is hired to work part-time and who works twenty-nine (29) or less hours per week is considered to be a part-time employee. Part-time employees are not eligible for fringe benefits except as required by law, or as specifically described in the Benefits section of this Handbook.

Non-Exempt (Hourly) Wage Provisions

A non-exempt employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). This applies to any employee paid at an hourly rate.

Non-Exempt (Hourly) Reporting of Time

It is the non-exempt employee's responsibility to complete and submit their timecard to certify the accuracy of all time recorded. The supervisor of the position reviews and then approves the timecard to submit it for payroll processing. If an error arises with the reporting of time, the error must be reported to payroll immediately. Falsifying or altering timecards may result in disciplinary action, up to and including termination of employment.

- The employee is the only person authorized to complete their personal timecard.
- Timecards for hourly employees must record the actual hours worked (time in and time out).
- Hours of time worked should not be recorded in advance, with the exception of hours leading up to the College closure for winter/holiday break, as requested by the Payroll Department. Paid leave hours such as holiday, vacation, sick, personal, comp, and bereavement may be recorded in advance.

Mid must keep an accurate record of time worked in order to follow Department of Labor (DOL) regulations. State and federal laws require that timecards for hourly employees must reflect actual hours worked.

Exempt Employees (Administrators and Full-time Faculty)

An exempt employee is exempt from the overtime provisions of the FLSA and therefore is not eligible for overtime pay. This would apply to Administrators and Full-Time Faculty members.

Adjunct Faculty

Adjunct faculty members are paid based upon the semester course assignments. The Dean is responsible for ensuring the accuracy of the assignments and the employee's pay. Adjunct faculty do not report time worked or leave taken on a timesheet.

The adjunct pay scale is based on levels of degree completion. In the event an adjunct instructor completes a degree that would constitute a pay increase to the next level they must provide Human Resources a copy of their official transcript. An official transcript must be received by Human Resources within 30 calendar days of the conferred degree in order to process for the current semester. If the transcript is received within the 30 calendar days and the semester has already started the increased hourly rate will be pro-rated back to the start of the current semester.

If the official transcript is received 31 or more calendar days from the conferred date, the increased hourly rate will go into effect at the start of the semester following when Human Resources received the transcript. *Reference: HR Policy Adjunct Instructor Degree Completions*

Work from Home

The College does not offer any positions that are fully remote or with a set schedule remote work option. However, exempt (salaried) employees, with written approval from their supervisor, may be allowed to work remotely on occasion for project-based work (no more than 2 consecutive days per month) or other reasonable requests. It is the responsibility of the Supervisor and/or Employee to contact the IT department to obtain the appropriate VPN and/or MiCollab access to ensure full scope of their work can be completed from a remote capacity. An exception for remote work due to a medical accommodation must be submitted, in writing, and approved by Human Resources.

Non-exempt (hourly) employees are not permitted to perform work from home unless an exception is requested due to a medical accommodation and authorized by Human Resources.

Conference/Training Time

Employee attendance at lectures, conferences, seminars, and training programs (off-campus) during a scheduled work day will be considered paid hours of work. A Travel Authorization must be submitted to the immediate supervisor and then to the Director of Accounting for approval prior to the conference/training dates. *Reference: Department of Labor-Wage & Hour Division*

Payday

Employees are paid on a bi-weekly basis. Payday is Friday, except when the payday falls on a Federal bank holiday, in which case payday is the previous working day.

Separated employees will not be paid in advance of the pay day on which they otherwise would receive their pay for the pay period worked.

Direct deposit or pay cards are the two options to receive bi-weekly pay. Changes to bank accounts or pay options must be made through the myMid Self-Service portal.

Pay advices can be found electronically in the myMid Self Service portal.

Overtime/Compensatory Time

Non-exempt employees are eligible for overtime pay or compensatory time. Full-time hourly employees, please refer to your bargaining unit agreement for details.

Overpayment/Underpayment of Wages

If an overpayment or underpayment is discovered, restitution will be made based upon the amount overpaid over the last two (2) years. In the case of the overpayment, the employee will be notified by the Human Resources department and recoupment of funds will be pursuant to Michigan's Department of Licensing and Regulatory Affairs (LARA) Public Act 390 of 1978.

Deductions from Pay

All deductions from an employee's pay shall be made in accordance with applicable law, and when required, the employee's consent. Deductions will be made from employee's wages in the following order with amounts owed to the:

1. IRS levies
2. Federal and State taxes
3. Authorized garnishments and deductions (child support, garnishment, and assignment of wages as requested by the employee or Court Order)
4. The College

When an employee's pay is to be garnished in accordance with a Court Order or State Law, the employee will be notified of the fact that the garnishment has been received and the effective start date. To terminate any garnishment, the employee is responsible for ensuring that the appropriate paperwork is submitted to the Payroll Technician. When a garnishment is received from more than one source, the funds will be paid (to the extent that they are available) to each of the creditors in the order in which notification was received.

Employees must consent to the following deductions: payment of health insurance premiums, contributions to another voluntary approved investment fund (403b), charitable donations, repayment of payroll advances/overpayments or payments to a third party.

If an employee separates employment owing the college funds, the employee may not be re-hired until the obligation has been cleared.

Separation or Retirement and Final Pay

It is an employee's responsibility upon their last day work at Mid to return all assigned items such as: Laptop, iPad, ID badge, keys, etc. If all assigned items are not returned the employee's final pay will be held and not released until items are returned. ***Assigned items must be returned to HR or if HR is not available the IT Helpdesk, prior to the end of the employees final working day.***

GROUP INSURANCE, RETIREMENT, AND OTHER BENEFITS

Medical Insurance

Full-time employees are eligible for medical insurance coverage effective on their first working day.

Spouses who are both employed by Mid have the option of having separate medical plans or both spouses can be covered under one plan. If spouses are covered under one plan, the employee who is not the plan holder will not receive the annual medical opt-out payment.

Full-time employees (who are not covered by a spouse under Mid's health care plan) who elect to opt-out of Mid's medical plan are eligible for an annual opt-out payment. The opt-out payment is provided to employees in equal payments within the bi-weekly pays during the calendar year.

Employees who separate from employment or who obtain Mid's medical coverage during the calendar year, please refer to the Health Savings Account (HSA) or Health Reimbursement Account (HRA) information. *Reference: HR Policy Medical Insurance*

Health Savings Account (HSA)

Full-time eligible employees who are covered by one of Mid's medical plans and meet the IRS guidelines for eligibility, will be provided a Health Savings Account (HSA). *Reference: HR Policy Health Savings Account*

Health Reimbursement Account (HRA)

Full-time employees who do not meet the IRS eligibility requirements for an HSA will be provided a Health Reimbursement Account (HRA). *Reference: HR Policy Health Reimbursement Account*

Flexible Spending/Dependent Care Account

Full-time employees may elect to voluntarily contribute to a Flexible Spending Account (FSA) or Dependent Care Account.

- Full-time employees that elect Mid's medical insurance and are covered by either the HSA or the HRA, will have access to a Limited Flex Plan, in which the funds can be used for dental, vision, or dependent care expenses.
- Full-time employees who opt-out of Mid's medical coverage, will have access to the full FSA plan in which funds can be used for medical, dental, vision, or dependent care expenses. *Reference: HR Policy Flexible Spending/Dependent Care Account*

Dental Insurance

Full-time employees are eligible for individual dental insurance coverage effective on their first working day. Full-time employees have an option to elect two-person or family vision coverage within thirty (30) calendar days of their employment date.

Spouses both employed by Mid have two (2) options regarding dental coverage:

- Each spouse could elect their own coverage. Any children could be covered only by one (1) spouse.
- One (1) spouse could carry the dental coverage for the other spouse and/or their dependent children. *Reference: HR Policy Dental Insurance*

Vision Insurance
Full-time employees are eligible for self-only vision insurance coverage effective on their first working day. Full-time employees have an option to elect two-person and family vision coverage at an additional premium cost. *Reference: HR Policy Vision Insurance*

Group Life Insurance, Long-Term Disability & Accidental Death
Full-time employees receive an employer paid group life insurance policy, long term disability benefit and accidental death & dismemberment coverage. *Reference: HR Policy Group Life, LTD & ADD*

Continuation of Benefits Coverage
Upon separation from the college, benefit eligible employees have an option to continue their health, vision and dental coverage under the terms of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). *Reference: HR Policy Benefits Continuation COBRA*

Retirement
Mid Michigan College employees are automatically enrolled in the Michigan Public School Employee's Retirement System (MPSERS) as required by law. MPSERS offers two plans for employees:

- **Pension Plus 2:** Includes both a pension component and a defined contribution component. *Reference: Michigan Office of Retirement Services Retirement Plan Election Guide*

- **Defined Contribution Plan:** Benefit consists of 401(k) and 457 investment accounts and a Personal Healthcare Fund for retiree healthcare costs. *Reference: Michigan Office of Retirement Services Retirement Plan Election Guide*

- Employees hired prior to February 1, 2018, please reference the About Your Plan website regarding your respective retirement plan.

Optional Retirement Plan (ORP): Full-time administrators and faculty members have a 75-day period from the initial start date of their full-time administrator or faculty position during which they can elect to legally opt-out of the MPSERS retirement and opt-in to an Optional Retirement Plan (ORP). Employees who transfer into full-time Administrative or Faculty positions may elect to change to the ORP within 90 days of their effective transfer date. The College's contribution to the ORP is 15% of gross salary. *Reference: Board Policy 408.01*

Full-time employees may be eligible for additional retirement incentives from Mid. Administrators, please refer to *Board Policy 408.03*. Full-time faculty and hourly employees, please refer to your respective bargaining unit agreement for details.

Educational Benefit – Mid Michigan College Classes for Credit

Full-time employees, spouse, and IRS dependents are eligible to enroll in courses provided by Mid and receive a tuition benefit. Administrators, please refer to *Board Policies 404.01.01 and 404.01.02*. Full-time faculty and hourly employees, please refer to your respective bargaining unit agreement for details. Adjunct instructors and part-time employees please refer to the Adjunct and Part-Time Tuition Grant Fund document for details.

Educational Benefit – Tuition Reimbursement from other Institutions

Full-time employees who have completed one (1) year of full-time service with the College are eligible for educational assistance. Administrators, please refer to *Board Policy 404.01.03*. Full-time faculty and hourly employees, please refer to your respective bargaining unit agreement for details.

Tax Sheltered Annuities (TSA)

All Mid employees may participate in the Tax-Sheltered Annuity Program. This program is a deferred-voluntary retirement tax arrangement. Under this provision, the amount deposited into the TSA is not taxed as current income. Taxes on earnings and deductions are deferred until a later date, usually retirement. The college utilizes TIAA Cref for voluntary retirement accounts.

Contributions to a TSA can be stopped at any time with written notice (signed document). Tax consequences and penalties may arise for early withdrawal. Contact the Payroll Technician for the list of current vendors and for further information.

Fitness Center

All employees of Mid have access to the Harrison and Mt. Pleasant fitness centers during fitness center operating hours at no cost.

Years of Service Recognition

Full-time and part-time employees are recognized for years of service in increments of 5 years (i.e. 5, 10, 15, 20, 25, 30, etc.). *Reference: HR Policy Years of Service Recognition*

Annual Employee Awards

Each year the Mid community comes together to recognize those team members who have gone above and beyond the previous year. Please view the Employee Recognition tab on the Human Resources webpage for details regarding each award.

Employee Emergency Fund

The Mid Foundation provides a donation of $2,500 for an employee emergency fund. This fund allows the college to assist Mid and Edustaff appointed employees who are experiencing hardships due to unexpected costs associated with dire or catastrophic circumstances.

The fund annually provides one-time grants per employee up to $500, at the discretion of the Human Resources Department.

Examples of grant application reasons involving dire or catastrophic hardships may include:

- Emergency Vehicle repair (unexpected/outside of what auto insurance covers)
- Home repairs that impact living conditions (ex. Water heater, furnace, burst pipes, etc.)
- Rent, mortgage, or utilities (to prevent eviction or shut-off)
- Excessive Out of Pocket Medical Expenses (only for employees who are not eligible for Mid's medical, dental, and vision benefits)
- Other (please specify) (moving and/or relocation costs are not accepted)

Employees may submit their grant request on the Employee Emergency Fund webpage of the Human Resources website.

Life Long Learning Class Grant

All Mid employees and contracted assigned employees are eligible to attend one (1) Lifelong Learning class per fiscal year free of charge.

The Community Outreach Department will be allocated funds to cover the cost for employees/assigned contracted employees to attend one (1) class per fiscal year.

There is no class cost minimum or maximum requirement.

Participants will need to email the Community Outreach Specialist, from their Mid email, their request to attend a specific class.
The Community Outreach Specialist will enroll the participant in the course and ensure they are logged appropriately for use of the class grant for the fiscal year used. *Reference: HR Policy Life Long Learning Class Grant*

Volunteerism Program

With the approval of their supervisor, the College will provide full-time hourly employees and full-time administrators up to eight (8) hours during their regular working schedule within each fiscal year for 501c3 or non-profit organization work (Ex. Habitat for Humanity, United Way, etc.), as long as no compensation is received from the other organization. This benefit can be used in hour increments and across multiple days throughout the fiscal year.

*Volunteer hours can only be approved for volunteer work conducted during the employees' regular work schedule.

It is recognized that many Mid employees participate as a director or board member for many non-profits or 501c3 entities within Mid's operating areas. This volunteerism policy is not intended to be used to attend regular board meetings, but to actively participate in a visible community event sponsored by the non-profit or 501c3 entity.

Full-time hourly employees and full-time administrators will submit a leave request through Self-Service using the code VOLT for the request.

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create the need for overtime, or cause conflicts with other employees' schedules. Multiple requests submitted for the same date/time by employees in the same department will be evaluated by the supervisor to ensure that adequate departmental services and coverage is maintained. Employees are reminded that they are representing Mid when conducting off-site volunteer work and to maintain respect and civility within that environment.

*All expenses incurred by the employee during their volunteer day are the responsibility of the employee. Mid will not pay for any food, materials, supplies or travel expenses. *Reference: HR Policy Volunteerism Program*

BUSINESS OFFICE

Mileage Reimbursement

Business mileage will be reimbursed at 80% of the IRS rate per mile to and from the destination by the most direct route from the employee's home campus, plus any related toll and/or parking fees. The home campus location is determined by the employee's supervisor.

When traveling from home on college business, employees will be reimbursed actual mileage incurred, less the number of miles for their daily commute.

Travel to and from Mid sites will not be reimbursed.

Request for Travel

Employees will be reimbursed for the following travel expenses, as well as any other purchases made on behalf of the College:

- Ground transportation (taxi, Uber, Lyft, bus, rental car, personal mileage, parking, tolls)
- Airfare and baggage fees (airfare must be arranged through Purchasing)
- Hotel
- Meals and limited entertainment
- Registration fees

Employees must first complete a travel request form and attach any supporting documentation such as a conference agenda, airfare quotes, hotel estimate (excluding sales tax if in Michigan), registration form, etc. The form should be signed by both the employee and immediate supervisor, then forwarded to the Business Office. Upon return from the travel, an employee reimbursement form should be completed, receipts attached, signed, approved, and forwarded to the Business Office.

Direct deposit of employee reimbursements is available and separate from Payroll direct deposit.

Reference: Business Office Travel Policy

College Vehicles

College vehicles are to be used by authorized College employees within the scope of their jobs for official College business. Personal use of college vehicles is prohibited. Exceptions are those vehicles which may be issued to individuals as a condition of employment. *Reference: Vehicle Use Policy*

Employees must provide an Authorization for Driver License History Check form to the Purchasing Manager to receive approval for use of College vehicles.

Purchasing

The Board of Trustees has established guidelines to ensure that legal, ethical, and responsible practices are maintained during the purchasing process.

Any purchase with an amount $1,000 and over requires a purchase order, requested through the Helpdesk ticket system.

Approvals and Monetary Limits

- Purchases of less than $2,000 for materials and supplies, and $5,000 for non-professional services, may be purchased at the discretion of the budget officer from qualified vendors. Quotes from three (3) vendors are required unless otherwise exempted.

- Purchases for materials and supplies greater than $2,000, and non-professional services greater than $5,000 require competitive quotations. This dollar range will require a minimum of three (3) written quotes from reputable vendors/contractors. Terms and conditions should all be clearly included as part of the written quote with any departure or exception to the specifications so noted.

Purchases greater than $50,000 require the issuance of an official solicitation (Invitation to Bid (ITB) or Request for Proposal (RFP). Contact the Purchasing Manager to initiate a formal solicitation. Generally, the lowest quote will be accepted unless there are mitigating circumstances.

Sales Tax

The College will not pay state sales tax within the State of Michigan. Mid is a tax-exempt institution. Please use the Michigan Sales and Use Tax Certificate of Exception form. Any questions on the use of the form please contact the Director of Accounting.

Sole Source Vendors

Requests for materials, supplies, or non- professional services where there may only be one vendor due to the unique product or service offered, must be accompanied by written rationale providing supporting details or technical specifications.

Personal Purchases

The College will not negotiate or purchase for the personal benefit of College employees.

Grant Purchases

The College will adhere to the appropriate federal, state or local purchasing guidelines whenever they are more stringent than college policies.

Emergency Purchases

In the event of an actual emergency that requires the immediate purchase of services or supplies, the VP of Finance and Administration shall be empowered by the President to authorize an agent to purchase at the lowest obtainable price, any supplies or contractual services needed to mitigate the emergency regardless of the expenditure. The agent will fully record and document the event and circumstances surrounding the emergency for submission to the Board of Trustees.

Purchases made by College employees for College purposes

When it is necessary for College employees to personally purchase and pay for goods or services, reimbursement will be made per the Employee Reimbursement form, providing all receipts and supporting documents are submitted.