



2017-2018

Employee Handbook

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DISCLAIMER

PURSUANT TO 41-1-110 OF THE SOUTH CAROLINA CODE OF LAWS (1976, AS AMENDED) NOTHING IN THIS EMPLOYEE HANDBOOK, IS INTENDED TO CREATE, NOR SHALL IT BE INTERPRETED TO CREATE, A CONTRACT OR AGREEMENT OF EMPLOYMENT, OR ANY PART OF A CONTRACT OR AGREEMENT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED. THE RELATIONSHIP BETWEEN CLINTON COLLEGE AND ITS EMPLOYEES IS STRICTLY THAT OF EMPLOYMENT AT- WILL.

I ACKNOWLEDGE MY RECEIPT AND UNDERSTANDING OF THE FOREGOING DISCLAIMER. I FURTHER ACKNOWLEDGE THAT ALL PREVIOUSLY ISSUED EMPLOYEE HANDBOOKS ARE WITHDRAWN BY CLINTON COLLEGE AND ARE OF NO FURTHER FORCE OR LEGAL EFFECT.

Name of Employee

Date

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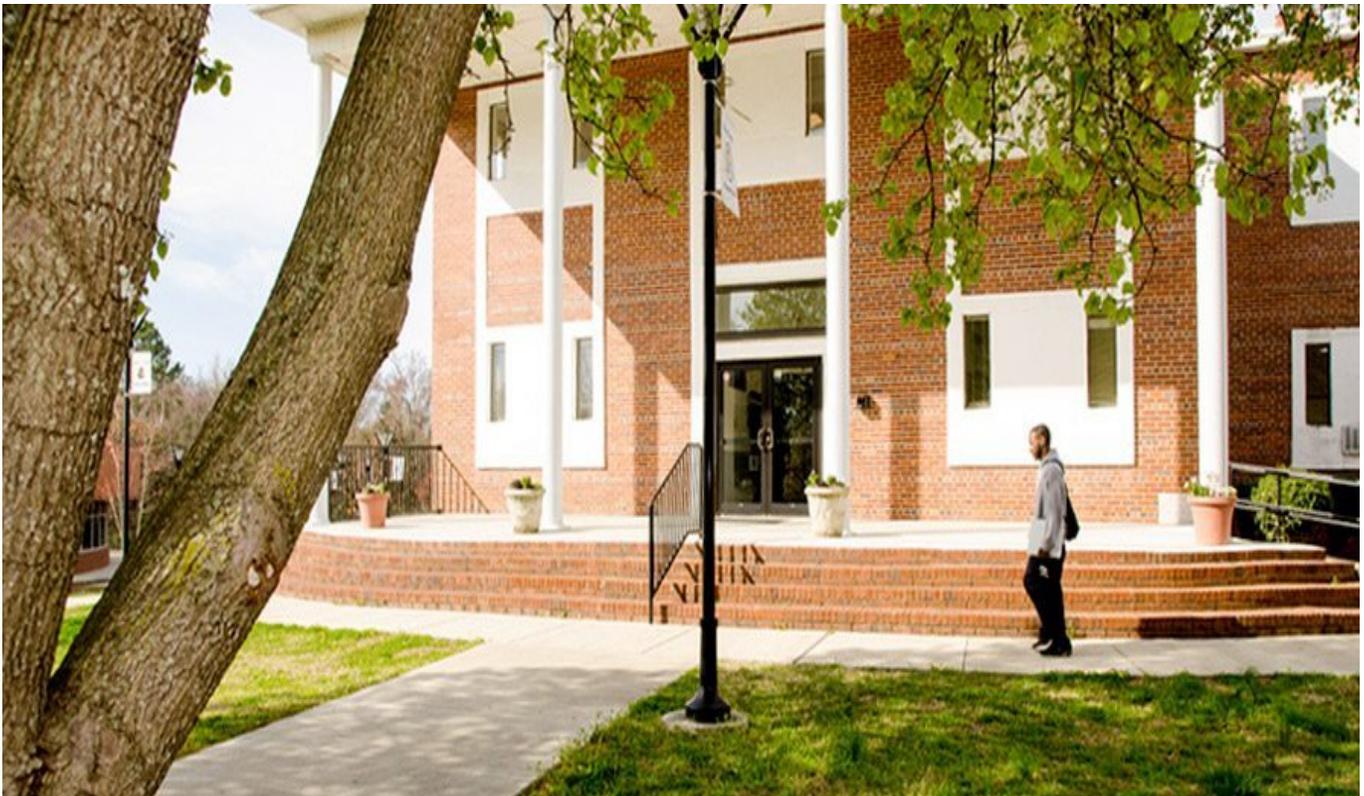
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INTRODUCTION

This employee handbook has been created to assist the employees of Clinton College in matters relating to some of the issues associated with employment with the College. It should be noted that employment is not for any definite period of time, and that nothing in this handbook in any way creates an express or implied contract of employment or warranty of any benefits. Further, this handbook is only a brief summary of benefits currently offered by the College and an overview of some of the work rules and practices. It should be understood that any and all of the rules, policies, and benefits referred to in this handbook may be unilaterally amended, modified, increased, reduced or discontinued at any time by the College, in its judgment and discretion. Either the College or the employee may terminate the employment relationship on an “at-will” basis at any time, with or without cause or notice.



ACCREDITATION

Clinton College is a member of the Transnational Association of Christian Colleges and Schools (TRACS). On April 23, 2003, Clinton College was awarded accredited status a Category I college by the TRACS Accreditation Commission. This status was effective for a period of five years. The College was reaffirmed as a Category I college in 2008 for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council of Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

The Transnational Association of Christian Colleges and Schools (TRACS) is recognized by both the United States Department of Education (USDE) http://www.ed.gov/NLE/USNEI/us/accred-recog_associations.html and the Council for Higher Education Accreditation (CHEA) <http://www.chea.org/Directories/index.asp> as a national accrediting body for Christian colleges, colleges, universities and seminaries. TRACS is voluntary, non-profit, self-governing organization that provides accreditation to the Christian postsecondary colleges offering certificates, diplomas, and/or degrees through the doctorate. The geographic territory of TRACS currently consists of the United States and its territories.

Memberships/Affiliations

NAFEO-National Association for Equal Opportunity in Higher Education

CHEA-Council of Higher Education Accreditation

ACE-American Council on Education

SCCEOPP-South Carolina Council Educational Opportunity Program

Personnel

CACRAO-Carolina Association of Collegiate Registrars and Admissions

Officers

SAEOPP- Southeastern Association Educational Opportunity Program Personnel

NJCAA- National Junior College Athletic Association

National Alliance Black Student Government Associations

NON-DISCRIMINATION POLICY

Clinton College does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, national origin, age, disability or veteran's status and prohibits such discrimination by its students, faculty and staff. Students, faculty and staff are assured of participation in College programs and in use of facilities without such discrimination. The College complies with all applicable federal and South Carolina statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty, and staff are expected to comply with this policy. Everyone can and should report any suspected discrimination without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

WELCOME

We welcome you as a new employee of Clinton College. It is our sincere hope that you will find your employment here enjoyable and rewarding. As a valued member of the faculty or staff, you are not just an employee of a college of higher education, but you are an integral part of an organization that is engaged in an important mission.

For over a century, Clinton College has been a sentinel against illiteracy not only for South Carolina and for the African Methodist Episcopal Zion Church but for the broader society. This College was bought with the quarters and nickels of our ancestors.

As members of the Clinton College Family, we must be true to the principles on which this College was founded. We must understand how we impact and transform lives. Clinton College has a great legacy. And we are responsible for its continued success, the success of our students, and its success in this community.

In order to achieve the goals that we have established, we have selected the finest to serve as members of the faculty, administration and staff. This employee handbook provides information that is important to our functioning as an educational college. As a new employee, you will want to get acquainted, not only with your job and co-workers, but also with procedures, policies, and programs. This handbook will assist you in learning your responsibilities as an employee. It is important that you review it and remember our mission as you carry out your duties.

This handbook is not an official rule book, employment contract, or legal document. It is an introduction and guide designed to help make a smooth adjustment to your job. If you have any questions or concerns regarding your employment and/or about this handbook, please do not hesitate to contact our Human Resources Department.

Congratulations on your new job! We hope your employment with Clinton College will be a satisfying and productive experience and we appreciate your willingness to serve this College in this important manner.

MISSION STATEMENT

Clinton College was founded in 1894 by the African Methodist Episcopal (AME) Zion Church as a private liberal arts institution. The College is committed to facilitating students' academic achievement, moral and spiritual growth, leadership development, and citizenship in a global society.

(Revised March 7, 2013)



HISTORY

In order to eradicate illiteracy among the freedmen, it was the endeavor of the A.M.E. Zion Church to establish colleges of learning in the South during the Reconstruction. In South Carolina, it was resolved to have a school in each Presiding Elder's District. The denomination later proposed a school in each Bishop's District. Some of these schools were short lived, but a few survived. Today, the denomination supports six colleges: Clinton College, Rock Hill, South Carolina; Livingstone College and Hood Theological Seminary both located in Salisbury, North Carolina; Lomax-Hannon College located in Greenville, Alabama; Hoods-Speaks Theological Seminary located in Akwa Ibom State, Nigeria; and A.M.E. Zion University in Monrovia, Liberia in West Africa.

Rev. Nero A. Crockett, Presiding Elder of the Yorkville District, and Reverent W. M. Robinson, pastor of Clinton Chapel A.M.E. Zion Church in York, SC also of the Yorkville District, founded the Clinton Institute in 1894. When the Institute first opened its doors, it had twenty-five pupils and one teacher. Its major focuses were Secondary Education, Industrial Skills, Teacher Training and Religious Studies. It has always occupied the site on Crawford Road, where Captain W.L. Roddey and Captain L.M. Davis each gave two acres of land for a campus. These parcels of land were deeded to the Board of Trustees for the Methodist Institute. The College was later named for Bishop Caleb Isom Clinton, the presiding Bishop in the Palmetto State at the time of the school's founding. The College was incorporated as a Connectional Institution under the auspice of the African Methodist Episcopal Zion Church, as Clinton Normal and Industrial Institute in June 22, 1909. At that time, it was authorized to grant state teacher certificates. Nine presidents have presided over the early beginnings of the College and by the late 1940's, student bodies were averaging 225, the College occupied approximately twenty-one acres, was comprised of several buildings, and equipment was valued at a quarter of a million dollars.

In September of 2005 during Fall Convocation a new library was dedicated to enhance the educational and research opportunities for our students and faculty as well as the local community. This building is valued at over three million dollars.

The road for Clinton College has not been an easy one. The College has had peaks, valleys, joys, and struggles, but we continue to survive and our doors have remained opened for 116 years. At Clinton College, we continue to stress the importance of a Liberal Arts education. We recognize the importance of a well rounded education, one that prepares the whole person. Presently, the College offers Associates Degrees in Liberal Arts, Business Administration, Early Childhood Education, Religious Studies, and Science and Bachelor Degrees in Business Administration and Religious Studies. Special attention is paid to basic skill acquisition and retention. Nearly 85 percent of our students matriculate to four year colleges after completing the Associates Degree. Our core curriculum includes courses in English, mathematics, the natural and social sciences, music, religion, and computer literacy. We stress the importance of research experiences and encourage our students to think critically and to also understand the importance of serving the community and the society. It is our belief that we are preparing students to successfully complete at least a Bachelor's Degree and providing them with the foundation to be meaningful contributors to the global society in which we now live. In keeping with its rich 116 year tradition, Clinton College offers an academic environment that promotes not only intellectual growth but fosters positive moral, ethical, and spiritual values. It has a proud history of achievers; active, participating citizens; and has been a good steward of our society. The College was accredited by the Transnational Association of Christian Colleges and Schools in April 2003. Accreditation allowed the College to enter an era of academic improvement and enhanced fiscal management and administration. The College was granted authority to enroll international students in 2004.

POLICIES AND PROCEDURES

Equal Employment Policy

Clinton College has established commitment to the principle of equal employment opportunity. It is our policy to recruit, hire, train, discipline, and promotes individuals without regard to race, color, religion, creed, age, sex, nationality, veteran's status, or disability, in accordance with applicable laws. Our College will not tolerate any unlawful discrimination and any such conduct is prohibited.

Policy on Harassment

Clinton College does not condone or tolerate any type of harassment, including sexual harassment, of our employees. Prohibited acts of harassment can take a variety of forms ranging from subtle or overt pressure for sexual activity or favors, physical contact, offensive language or explicit visual displays. We will not permit any situation where an employee's submission to such harassment is made either explicitly or implicitly a term or condition of that individual's employment, where submission to or rejection of such harassment is used as a basis for employment decisions, or where such harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. In this connection, all employees need to recognize that some behavior that is acceptable in some social settings may not be appropriate in the workplace. We will not tolerate or condone such harassment of our employees by their supervisors, their coworkers, or third parties on our premises over which we have control. Harassment is considered to be a major violation of our institutional policy and will be dealt with accordingly by disciplinary action, up to and including suspension or termination. It is the intent of our College to provide a work environment free from verbal, physical, and visual forms of harassment. All employees are asked to be sensitive to the individual rights of their co-workers.

If an employee believes that he or she has been harassed in violation of this policy or has observed such harassment, he or she has the responsibility to report it immediately to his or her supervisor or the Office of the President. No one working for the College is authorized to tell you (or even suggest to you) not to report a violation of this policy, and any attempt to discourage an employee from reporting

a violation will subject the offender to disciplinary action, up to and including immediate termination of employment.

The Office of the President will conduct a comprehensive investigation of the allegations and the President will render a decision. Every reasonable effort shall be made to keep all matters related to the investigation and any prepared report confidential, and investigations will be designed to protect the privacy of the parties concerned to the extent reasonably possible. Should the College conclude that an employee has been harassed, appropriate disciplinary action will be taken, up to and including suspension or termination.

The College will not in any way retaliate against an individual who reports in good faith a violation of this policy, nor will the College permit any of its employees to retaliate against an individual who makes such a report or participates in the complaint or investigation process. Retaliation is a serious violation of this harassment policy and must be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action, up to and including immediate termination of employment.

Bulletin Boards/Notices

There is an official bulletin board located in the Slade–Moreland Administration and Academic Building. The purpose of this board is to communicate College announcements regarding operational matters, personnel matters, government notices, and other information of concern. This bulletin board is to be used only for these purposes of the College. Review the bulletin board regularly and comply with instructions posted there.

Open Door Policy

The Office of the President is open to all employees. If an employee does not get a satisfactory answer to a problem in a timely manner, he or she is free to schedule an appointment with the President to address the problem directly with her.

Accident Reports

Any injury or illness that an employee suffers on the job must be reported immediately to his or her supervisor. If the condition requires the employee to leave his or her position for an extended period of time, he or she must present an

authorized written statement from a physician to return to work. This statement should state that the employee is able to resume his or her duties. It must be presented to the supervisor before the employee can return to work, and it is subject, at the discretion of the College, to verification by a physician selected and paid for by the College.

Bad Weather Plan

The President of the College or designee has the sole authority for declaration of the Inclement Weather Shut Down or Delay Plan. He or she will inform all personnel as to when “the Plan” is in effect and when it is lifted. If in doubt as to whether the College will operate on schedule or operate on a delayed basis, go to www.clintoncollege.edu to get an inclement weather update. In addition, you may tune in to WRHI (1340 am) radio station, WSOC Channel 9 or Channel 36 (Charlotte) for announcements regarding these issues. You can also call the main office number 803-327-7402, extension 8149 to hear instructions on delays or closings.

Fire Procedures

In case of fire, you should sound the alarm immediately, and calmly exit the building through the designated escape routes. The first consideration is the safety of the students, employees and visitors. Attention will then be given to fighting the fire and protecting College property.

EMPLOYMENT REQUIREMENTS

Medical Examinations

The College reserves the right for the health, safety, productivity, security of persons, property, and facilities at our discretion to the extent permitted by applicable law to require applicants for employment (post-offer) and employees to consent in writing and submit to medical or physical examinations by a physician designated by or approved by the College.

Security Checks

In order to ensure that contraband, drugs, weapons, and other unauthorized illegal substances or materials as well as substances and material that can be used for illegal purposes do not enter the premises, the College reserves the right, in its discretion, to question, inspect, and search any employee, student, and any other persons before they enter or leave the College premises. This policy also applies to any employee while on College business, whether or not on the campus, including packages or any items that the employee may be carrying. All vehicles, lockers, containers, briefcases, handbags, parcels and personal belongings of an employee are subject to inspection and search by the College's designated representative.

Background Checks

All prospective employees must consent to and undergo an appropriate background check before employment by the College. A background check is required to ensure the safety of all students, faculty, administrators, and staff.

EMPLOYEE CLASSIFICATIONS

Throughout this handbook, you will reference to the following employee classifications.

A. Staff

1. **New Hires**: Employees who have not successfully completed three months of probationary or continuous service.
2. **Full time**: Employees who are scheduled to work forty (40) hours per week and have successfully completed their probationary period and are eligible for benefits outlined in this handbook.
3. **Part-Time Employees**: Employees who are classified as non-faculty, regularly scheduled to work more than twenty hours, but less than 40 hours per week, and have successfully completed their three month probationary period. They will receive partial benefits on a pro-rata basis established by the College that is offered to full-time employees.
4. **Temporary Employees**: Those non-faculty employees who are employed for a specific project and/or for a period not to exceed six months per calendar year whose employment will terminate no later than the completion of that project or period of time. These employees are not eligible for any employee benefits.

B. Faculty

1. **Full-time**: Employees who are teaching professionals that carry a teaching assignment of at least fifteen (15) academic hours per semester.
2. **Part-time/Adjunct Faculty**: Employees who are teaching professionals that carry a teaching assignment of more than six (6) academic hours but less than fifteen (15) academic hours.

C. Exempt or Non-Exempt:

All employees who classified as “exempt” or “non-exempt” for purposes of overtime pay under the Fair Labor Standard Act. “Non-exempt” employees are paid at the rates outlined later in this handbook for all overtime hours worked. “Exempt” employees are not eligible for overtime pay.

HUMAN RESOURCES

New Hire Period

All employees are classified as “New Hire” employees when they first join Clinton College. Under the new hire classification, each employee works on normal assignments for a three (3) month probationary period. This is the formal time that the employee and the College analyze each other to determine if the employment decision was in the best interest of both parties. During this time either party may decide that continued employment with the College is not desired, and thus either party may terminate the employment relationship in its or his/her sole discretion and without notice.

Working Hours (Academic Non-Faculty Personnel and Hourly Auxiliary Personnel)

Work schedules are determined by the College to meet the needs of our College. Supervisors will advise each employee of his or her regular work schedule, meal periods, and arrangements for personal breaks. Every employee is expected to be at the job location at his/her scheduled time prepared to begin work.

A normal workday (during the school year) consists of eight (8) consecutive hours, including a sixty (60) minute paid meal period, as scheduled by your supervisor. The normal work hours are Monday through Friday from 8:30 am until 4:30 pm. The summer work hours are Monday through Thursday from 9:00 A.M. until 4:00 P.M.

A normal work week (during the school year) for most employees consists of forty (40) hours of work within the work week with two (2) days (Saturday and Sunday) off per week.

Hourly workers must complete time sheets and other paperwork designated by their supervisors. The pay practices, procedures, and records are the basis for establishing the number of hours worked by each employee and govern questions pertaining to hours worked, overtime, and all other pay issues. Nothing in this handbook is a guarantee by the College of hours of work per day, per week, per year or on any specific work schedule.

Overtime Work

Nonexempt employees will be paid one and one-half times their regular rate for all hours they are required to work in excess of forty (40) hours in a work week. The amount of overtime and the employees assigned to work overtime is established by the College. Such overtime will usually be offered first to qualified employees within the unit in which the work occurs. Should this procedure fail to promptly provide sufficient volunteers to perform the work, or in an emergency situation, when the College determines there is not sufficient time to follow this procedure, we may obtain the necessary coverage by requiring employees to work overtime.

Payroll Information

The payroll service is outsourced to ADP. Paychecks are received on the last working day of each month, unless that particular day is a holiday. In such cases, employees will receive their paycheck on the last working day preceding the holiday. All employees will receive their payroll through their designated direct deposit. The College is required by law to withhold state, federal, and social security taxes (FICA).

An employee may voluntarily authorize in writing to have additional deductions from their pay for contributions to the benefit plans, insurance, retirement, meals, or for the charitable contributions.

Performance Reviews

Periodically, the college will review each employee's job performance and discuss work-related concerns and career goals. We also want to identify and discuss each employee's strengths as well as areas that need improvement. Moreover, we take into consideration the results of job performance evaluations when making decisions on merit pay increases.

During each employee's first year of employment, he or she will receive performance appraisals by the College after approximately six (6) months of employment and at about the years end. Thereafter, each employee receives a review on an annual basis. Performance reviews may be conducted more or less frequently at any time, depending on the College's judgment as to its business needs.

Performance will be rated by the College in its discretion, as either "outstanding", "satisfactory," "needs improvement," or "unsatisfactory." Our performance appraisal form provides a space for each employee to make comments about the evaluation. The College's appraisal and evaluation is binding on the employee as a condition of employment.

Expectations

Whenever a group of people work together, there must be standards of conduct and regular attendance for common guidance and efficiency. It is impossible to define in detail every standard for every circumstance and the College tries to keep necessary rules to a minimum. Common sense should guide each employee as to the proper action to take in most cases. Included here are a few specifics regarding the College's expectations for all employees. This should not be regarded as an all-inclusive list of our expectations or standards.

If you have any questions about these standards of conduct and attendance, or about what to do or not to do in a situation, please contact your supervisor.

When employee misconduct occurs, measures must be taken to correct the situation and to curtail further occurrences for the good of us all. The approach taken to discipline may vary depending on the situation. Factors that may influence the disciplinary action taken include but are not limited to: the severity of the offense, the circumstances under which it occurred, the employee's duties, length of service (seniority) with the College, and the employee's overall record, including any prior misconduct.

Confidential Information

Any information concerning the business of the College, its students, suppliers, subcontractors, dealers, employees, or personnel associated with the College is confidential and restricted. Employees may not reveal any such information except under the written direction of your supervisor. If an employee is not sure about whether particular information is subject to this confidentiality procedure, he or she should refer all questions or inquires to his or her supervisor.

Personal Phone Calls

While personal phone calls are permitted, they must be kept to a minimum. Calls should be made or received only when necessary and should be as brief as possible. Personal long distance calls are not to be charged to the College.

Meals and Rest Periods

If employees are scheduled to work a regular eight (8) hour shift, they are allowed one sixty (60) minute meal period. If employees are scheduled to work more than four (4) continuous but less than eight (8), they will receive a paid fifteen (15) minute rest period and one unpaid thirty (30) minute meal period. Rest periods are scheduled when working conditions warrant them and are determined by the supervisor, who also schedules meal periods. These periods will not be scheduled at the beginning or the end of the work period. If the demand for service is constantly heavy, then the supervisor may allow an employee to merge the rest periods into an unpaid 45 to 60 minute period at their discretion.

Workers' Compensation

If an employee is injured or becomes ill as a result of work, he or she may be eligible to receive insurance benefits as provided under the State's Workers' Compensation Act. The College pays all of the costs of providing this protection. It is important that every employee immediately report any accident or injury that occurs on the job or that he or she believes is job-related to his or her supervisor.

Unemployment Compensation

Under the State Unemployment Compensation Act the College contributes to insurance funds that may provide an employee with income in the event that he or she becomes laid off and unemployed through no fault of his or her own. Employees pay no part of the fund that provides this benefit. The entire cost for this protection is paid by the College.

EMPLOYEE BENEFITS

The terms and conditions of all benefit plans are controlled by the applicable plan documents. The benefit plans are subject to change at any time, without prior notice, in accordance with applicable law.

Social Security

Social Security is a benefit to all employees with responsibility for contributions shared equally by the College and the employee. The employee share is deducted from wages each pay period. These deductions are sent directly by ADP to the District Director of the Internal Revenue Service. Social Security payments are not taxed prior to being sent.

Tax Deferred Retirement Plan

Currently, the College participates in the Teachers Insurance Annuity Association (TIAA) College Retirement Equity Fund (CREF). The Board of Trustees approved this program in 2002. Contributions to this plan are made in sections 403(b) and 403(b), (7) of the Internal Revenue Code (the Code) and are invested at the direction of the participant, in one or more of the accounts available under the plan. All full-time employees (those who work at least 1,000 hours) are eligible to participate and must contribute at least the institutional match which is now five (5) percent of their salary. All other employees may participate but are not eligible for the institutional match.

Eligibility and Participation

In order to be eligible for retirement benefits, an employee must have worked at the College at least one year or have been previously employed in an educational setting. Once an employee becomes available, they will begin participation in the retirement program on the first day of next pay period of eligibility. Participation is voluntary. Contributions cannot be made to an account after termination of employment. To receive the College's match described above, an employee must contribute at least five (5) percent of their annual salary and must be employed at Clinton College and/or an educational organization for at least one year prior to participation.

Contributions

Part-time and Adjunct employees as a group are not eligible for the five (5) percent match from the College. However, they may make personal contribution to the Supplement Retirement Plan with TIAA/CREF. To participate in this plan, an employee must complete the necessary enrollment forms and return it to the Business Office. Each participant is responsible for making decisions regarding the possible benefits or tax consequences under the plan. The employee may terminate contributions under the plan at any time completing the necessary revocation form and filing it. Participation is subject to the rules of the Internal Revenue Service.

Health Insurance

Health insurance is available to all full-time employees after the probationary period of three (3) months has been completed. The College currently pays sixty (60) percent of the cost of medical insurance and the employee pays forty (40) percent. The level of coverage is explained in the insurance information found in the Office of Business and Finance.

All employees can also receive supplemental coverage through AFLAC and/or Washington National. If the employee elects supplemental coverage, upon the request of the employee, the College will deduct payments to the supplemental insurance company from the employee's pay; however, the college does not cover the cost of this supplemental insurance. The cost of AFLAC coverage is covered 100% by the employee.

Food Service

All employees are eligible for the meal purchase plan. Several meal plans are available and may be purchased by completing the meal service forms with the Office of Business and Finance. This benefit will be deducted once per month.

Vacations

All full-time (12 month employment) employees receive time off with pay during the Christmas, Fall and Spring breaks. Full-time employees are also eligible for two weeks of additional paid vacation after successfully completing one (1) year of service with the College. Vacation time does not accumulate. Seasonal employees

(9-month employment) receive 1 week of paid vacation and are also eligible for 1 week of unpaid vacation. All vacation time must be approved by supervisor.

Paid Holidays

All regular full-time and part-time employees who have successfully completed their new hire period of employment are eligible for eight (8) hours of holiday pay at their regular base pay for each of the following holidays: Dr. Martin Luther King's Birthday, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving and one day during the Easter Season as determined by the College.

Jury Duty

Time off for jury duty is granted to all employees in accordance with applicable law. If you are not required to serve as a juror on a particular day, please inform your supervisor as soon as possible to determine if you are needed by the College to work. Your pay during the time spent as a juror will be based on the number of hours you normally would be scheduled to work that you are required to be absent. No overtime or holiday wages will be paid. All compensation received from the court, including travel expenses will be that of the employee. In no event will an employee be entitled to jury pay under this policy for more than eighty (80) hours within any year unless required by law.

Funeral Leave

Once an employee has successfully completed the probationary period of employment, he/she becomes eligible for a paid leave of three (3) regularly scheduled work days due to death in the immediate family. Immediate family is defined as spouse, parents, brother, sister, children, grandchildren, grandparents, and in-laws or step relatives of the same degree. Funeral leave must be taken during the period between the day of death and the day following the burial, both inclusive. Compensation will be based on the number of hours one normally would be scheduled to work on the days of absences. If additional time is needed due to travel outside of the local area, a request for an extension may be provided without pay. In the event that the death occurs during the time when the employee is not scheduled to work such as during scheduled time off, illness, holiday, vacation, breaks, or layoff, then no payment will be made for bereavement during that time period.

Family and Medical Leave

An eligible employee can take up to 12 weeks, or a combined total of 26 weeks in the case of a service member family leave, of unpaid leave within a 12-month period pursuant to the Family and Medical leave Act (FMLA). To be eligible for FMLA leave, the employee must have been employed by the College for at least 12 months and worked at least 1,250 hours in the last twelve months.

Reasons for Leave. An employee may take FMLA leave for any of the following reasons:

1. The birth of a child and to care for the newborn child.
2. The placement of a child with you for adoption or foster care.
3. To care for a spouse, child, or parent ("covered relation") with a serious health condition.
4. Due to the employee's own serious health condition if the employee is unable to perform the functions of his position.
5. Due to a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or an order to active duty) in the National Guard or Reserves in support of a contingency operation.
6. To care for a service member who is the employee's spouse, child, parent or of whom the employee is the next of kin, if the service member is recovering from a serious illness or injuries sustained in the line of duty while actively deployed in the United States Armed Forces, including active duty members of the National Guard or Reserves.

Leave due to reasons (1) or (2) must be completed in a single consecutive block of time within the 12-month period beginning on the date of birth or placement.

Leave due to reason (6) provides eligible family members with up to 26 weeks of combined unpaid, annual FMLA leave during a single 12-month period.

Notice of Leave. If the need for FMLA leave is foreseeable, the employee must give the College at least 30 days prior written notice. If 30 days notice is not

practical, absent unusual circumstances, an employee's notice of FMLA leave must be as soon as practicable and comply with the College's usual and customary call-in procedures for reporting absences. Failure to provide such notice or to comply with these procedures may be grounds for delay or denial of approved leave.

Rolling Calendar. The College uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave to calculate FMLA leave eligibility.

Medical Certification. If the employee is requesting FMLA leave because of his/her own or a covered relative's serious health condition, the employee must complete a FMLA leave request form and also supply the necessary medical documents from the relevant healthcare provider to confirm the medical condition and the need for time off. The required forms are available in the Human Resources Department. This required information must be returned within 15 days after the leave is requested. Failure to provide requested medical certification in a timely manner may result in denial of leave.

If an employee submits a medical documentation that is incomplete or insufficient the College will advise the employee in writing as to what additional information is needed and give the employee 7 calendar days (or a longer period if the employee acts diligently but is unsuccessful in obtaining the information) to complete and return the information. Documentation will be considered insufficient if it contains information that is vague, ambiguous or nonresponsive. If such information is not clarified, FMLA leave may be denied.

The College, at its own expense, may request a second medical opinion if it feels it is warranted. If the second health care provider's opinion conflicts with the original medical certification, the College may, at its own expense, require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Failure to cooperate, including authorizing the release of relevant medical information pertaining to the condition for which leave is being sought if so requested by that health provider, may result in denial of leave.

The College may also require periodic medical re-certification of the medical condition at reasonable intervals, but not more often than every 30 days, unless:

- (a) the employee requests a leave extension,

- (b) there are changed circumstances relating to the illness or the injury, and/or
- (c) the College receives information that casts doubt on the continuing validity of the most recent certification.

Extension of Leave. If leave needs to be extended beyond the original request period, the request should be made in advance, in writing, using an FMLA Leave Request Form.

Exhaustion of Paid Leave. The Company requires an employee to exhaust any accrued vacation time to which he/she is entitled concurrently with FMLA leave. Any such vacation time will be paid in accordance with the Company's vacation policy.

Intermittent Leave. Leave because of a serious health condition or a qualifying exigency related to a call to active duty may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. Examples would include chemotherapy or physical therapy.

An employee must consult with his/her supervisor when scheduling intermittent or reduced leave. The employee is required to make reasonable efforts to schedule time off so as not to disrupt unduly the operations of business.

If leave is unpaid, salary will be paid pro-rata based on the number of hours actually worked.

In connection with intermittent or reduced leave that is foreseeable due to planned medical treatment, the College may temporarily transfer the employee to an available alternative position that better accommodates that person's recurring leave and which has equivalent pay and benefits.

Medical and Other Benefits. During an approved FMLA leave, the College will maintain the employee's health benefits, as if the employee continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, the College will deduct the employee's portion of the health plan premium as a regular payroll deduction.

If the leave is unpaid, the employee is responsible for continuing to make his/her monthly contributions. Payments may be submitted as follows:

- On a monthly basis, the employee will send a certified check for the required contribution to the College. The contribution must be received by the 25th of each month for coverage for the following month.
- Healthcare coverage will cease if the premium payment is more than 30 days late.

An employee who fails to return to work due to some reason other than the employee's own serious health condition or other circumstance beyond the employee's control may be required to reimburse the College for premiums paid during the employee's FMLA leave.

Vesting for pension and vacation benefits will continue to accrue for an employee's approved FMLA leave provided he or she returns to active employment at the end of the approved leave of absence.

Return from Leave. Employees who take leave due to their own serious health condition are required to provide medical certification that will certify that they are fit to resume work. An employee who fails to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Paid/Sick Leave

Clinton College has established a paid sick leave policy for full time & part-time employees. This Sick Leave Policy provides for continued pay for specific time periods to eligible employees who are sick or injured and unable to work.

Eligibility: This leave applies to all faculty and staff employees who are classified as regular full-time or part-time/seasonal. Adjunct part-time faculty, temporary staff and student employees, full-time and part-time, are not eligible.

Sick Leave Accrual and Payment: Full-time employees, who have worked more than one year of continuous employment with Clinton College, may obtain up to 30 days paid sick leave. Part-time/Seasonal employees, who have worked more than one year of continuous employment with Clinton College, may obtain up to 15 days paid sick leave. New full time employees may obtain up to 10 days of sick leave

during their first year of employment. New part time/seasonal employees may obtain up to 5 days of sick leave during their first year of employment. **All sick leave is contingent upon supervisor approval.**

Qualification: Sick leave may be used if the employee is unable to work due to his or her own sickness, disability, or medical/dental appointments. At the supervisor's discretion, employees who use their sick leave may be required to obtain a medical certificate providing proof of the illness or injury. Under all circumstances, if the sick leave period extends to five consecutive working days, the employee must provide medical certification regarding the illness or injury. If the sick leave period extends to ten consecutive working days, the employee must provide additional documentation stating medical clearance to return to work.

Unpaid Leave of Absence

On occasion, an employee may desire to take time off for personal reasons. Depending upon all of the circumstances, including but not limited to the Colleges' needs, job performance, length of service, and the reason for the requested needed time off, an unpaid leave of absence for a limited period may be granted at the discretion of the College. A written request for a leave of absence must be presented to the immediate supervisor who will forward the requested leave information to the Office of Business and Finance for further consideration. To allow for advanced planning, any request for a leave of absence must be submitted at the earliest time an employee has reason to believe that there will be a future need for such a leave. The requested leave must have an anticipated length of time for the leave, with the date and the circumstances that prompted the request. A leave of absence may be extended beyond the date of the initial request with prior approval.

Military Leaves Absence

Military leave is granted by the College in accordance with applicable law.

Voluntary Termination

As a higher education institution, the College must plan for its future personnel needs if it is to operate efficiently. If an employee decides to leave the College, he/she must notify the immediate supervisor at least two (2) weeks in advance of

the final day of work. Failure to do so will mean forfeiture by you of any accrued unused vacation time.

On the last day worked, employees must return all College property charged to them such as tools, books, electronic equipment, keys, and other items that are the property of the College. Clearing oneself of these personal accountabilities will expedite disbursement of the employee's final paycheck. Before an employee departs, the supervisor will conduct an exit interview. He/she will welcome frank opinions on how to improve the College.

Parking

Where possible, the College has provided free parking to all employees; however, all employees are required to receive a faculty/staff parking pass which must be displayed at all times while on the campus. Employees are requested to exercise caution when parking cars and when entering and leaving the parking areas to prevent personal injury to the employee and others or damage to parked automobiles. The Security Guard enforces parking regulations. The College is not responsible for damage or theft to cars or property left in cars while in the campus parking lot.

Usage of College Vans/Cars

The use of the College vehicles is available to eligible employees who are authorized to operate the vehicles. All employees must be licensed and eligible to be insured under the insurance policy of the College. If an individual is not an employee of the College, he/she is not eligible to be covered under the College's vehicle insurance policy. Prior to the use of College vehicles, eligible employees must reserve and sign the vehicle out. During basketball season, the Athletic Department will have priority in reserving and using the vehicles. The procedure list below must be followed. Failure to comply with these procedures may result in revocation of an employee's authorization to operate College vehicles.

1. All reservations must be made with the front office manager. To ensure availability, the vehicle must be reserved at least 24 hours in advance, to ensure that the vehicle can be properly serviced prior to use.
2. A packet containing the key, a mileage log, data and insurance information will be issued at the time the vehicle is signed out by the

employee. After each use, the employee must record mileage and gas reserve and return the packet to the office. Any mechanical problems or damage observed during usage should be reported on the log by the driver. An employee from facilities will check the log daily for any needed repairs.

3. Gas should be put in the vehicles after each extended trip. Please do not return the vehicle to campus with the gas indicator registering empty. Receipts for gas should be turned in to the Office of Business and Finance immediately upon return.
4. All trash must be removed by the operator after each use.

Travel

All faculty, administration and staff who travel for the College are expected to complete travel vouchers once they return. Those who need cash advances should make these requests at least one (1) week (seven days) prior to the trip. This request must be approved by the immediate supervisor. The College has a per diem for meals of \$59.00 for a full day (\$12.00 for breakfast, \$20.00 for lunch & \$27.00 for dinner). Travelers who use personal transportation will be reimbursed at the college's standard rate for mileage reimbursement. Receipts, including air travel, lodging, and ground transportation, must be attached to the travel vouchers for any expense of more than \$10.00. These forms are located on the shared work folder filed provided by the Office of Business and Finance. Forms must indicate what account (Student Support Services, HEEEP, Title III and/or Operations) is to be charged for travel.

Professional and Career Development

Workshops and Seminars

Training and development can be beneficial for the employee and the College. Some funds are available to support professional and career development. Employees interested in benefitting from this resource should make the request through their supervisor.

Faculty Scholarly Activities

Funds are available to the faculty for scholarly activities. Faculty must submit a request to attend a professional conference, to present scholarly papers and for other workshops and seminars. Such requests must be approved by the Vice President for Academic Affairs. If there is confirmation of the attendance at the conference, workshop or seminar, full or partial support may be granted depending on the availability of funds. If there are financial limitations at the time of the request, priority will be given to the faculty member or members who will most benefit from the experience in terms of the needs of the College. The procedures listed below should be followed in order to receive funds:

1. Submit a written request to the Vice-President for Academic Affairs with supporting documentation.
2. If approval is granted, a travel request form must be completed and submitted to the Office of Business and Finance.
3. All requests should be made seven days prior to travel. Special travel circumstances may be approved, but cash advances will not be made under any circumstances.
4. Faculty will be refunded for their travel after the event, when the travel voucher has been completed and approved by the Office of Business and Finance. All requests and travel vouchers must be submitted through the Office of Academic Affairs for review and approval.

CODE OF CONDUCT

Standards of Conduct

Employees should be aware that there are certain major offenses that may result in immediate probation, suspension, or discharge, without any prior counseling. In other words, if you commit a major offense, all or part of our progressive counseling procedure may be omitted in the College's discretion. The following list contains examples of behaviors that may result in immediate suspension or termination. This list is not intended to include all behaviors that may result in termination but merely provides examples of some major offenses.

1. Failure or refusal to carry out orders or instructions
2. Unsatisfactory work performance
3. Failure to fulfill the responsibilities of the job that might or does cause injury to a person, damage to, or loss of machinery, equipment, facilities or other property of the College
4. Violation of a safety, fire prevention, health or security rule, policy or practice
5. False, fraudulent, misleading or harmful statements actions, or omissions involving another employee or student at the College
6. False, fraudulent, misleading, or harmful statements, actions or omissions related to an employee application or any other information provided to or requested by the College
7. Unauthorized use, removal, theft, or damage (threatened or actual) to the property of the College, another employee, an independent contractor, or a student
8. The use of profane or abusive language
9. Carrying any weapon while on College business, premises, or property.

10. Violation of any of the provisions of the College's Drug and Alcohol Abuse Policy
11. Organized gambling, disorderly or immoral conduct while on College business or premises
12. Conducting or attempting to conduct any outside business while on the College's premises or business
13. Chronic, habitual, or excessive lateness or absenteeism of any type, early departure from work and/or other violations of the College's Standards of Attendance
14. Harassment of another employee of a sexual nature or otherwise, including but not limited to, verbal or physical conduct, or unwelcomed advances with regard to or on the basis of race, color, religion, creed, age, national origin, ancestry, marital status, status as a disabled Vietnam era veteran, or disabled person
15. A criminal conviction of any employee, depending on the particular circumstances and the offense involved, based on the College's judgment as to the potential risk to safety and health of employees, the security of College's premises, property and/or the reputation of the College

Computer, Telephone, Voicemail, Electronic Mail and Internet Usage

Computers. Employees are expressly prohibited from changing any hardware settings or configurations on College computers or monitors, and from installing any software or programs on College computers without specific written authorization from the designated representative overseeing College technology systems. Authorizations for system changes, modifications, and Internet use must come from the designated College representative. College uses voicemail and electronic mail (e-mail) systems that allow employees to send and receive messages through computer networks. In addition, some employees have been given access to the Internet. Employees are expected to use the voicemail, e-mail, and other computer network systems, including the Internet, primarily for work-related activities. Excessive use of these systems for personal matters is prohibited. Employees may not use these systems for solicitation, including but not limited to soliciting for

religious, political, social or educational causes, outside organizations, commercial ventures or other non-job-related solicitations.

Appropriate Use. Employees are also prohibited from using the College's voicemail, e-mail or other computer network systems, including the Internet, in any way that may be disruptive or offensive to others. This includes, but is not limited to, the transmission of sexually explicit pictures, cartoons, jokes or text, ethnic or racial jokes or slurs, or anything that is fraudulent, or anything that may be construed as harassment or disparagement of others.

Voicemail and E-mail Privacy. Although employees may have personal access codes to voicemail, e-mail and other computer network systems, the College maintains access to these systems at all times. Employees should not expect privacy in voicemail, e-mail or use of other computer network systems. The College owns the computers and software that comprise the voicemail, e-mail and other computer network systems. All messages sent or received through the College's voicemail, e-mail and other computer network systems are and remain the property of College. In no way should employees consider these tools as their private property.

The College reserves the right to retrieve, read, review, audit, intercept, access or disclose any and all messages sent or received through the College's voicemail, e-mail or other computer network systems. The College's voicemail, e-mail or other computer network systems may be monitored at any time.

Although the College has the ability and the right to access all communications through the voicemail, e-mail or other computer network systems, such messages should be treated as confidential by all employees. Employees are not to access or attempt to access any other employee's voicemail or e-mail without the express permission of that employee or a manager.

Internet. The policy for use of the College's voicemail, e-mail or other computer network systems also applies to the internet. Each employee is responsible for the content of all text, audio and images he or she places on or sends over the Internet. All messages communicated on the Internet must have the sender's name attached. No messages are to be transmitted under any assumed names. Users may not attempt to obscure the origins of any messages. The College will not tolerate employee abuse of this policy.

To avoid potential damage to the College's electronic communications systems from computer viruses, employees are prohibited from downloading software except when specifically authorized in writing by the designated representative overseeing the College's technology systems.

Copyright Laws. All copyright laws must be obeyed. Employees using personal or the College's communication devices while on the job (on or off the premises) are prohibited from using profane, discriminatory, harassing, threatening or derogatory language. Communications inconsistent with the College's charitable purpose, activities or status are strictly prohibited.

Outside Activities

Limiting an employee's involvement in certain outside activities is not attempting to interfere in your personal life but rather protecting the best interests of the College and all of our personnel. We cannot permit you to pursue activities that, in the judgment of the College, may be in conflict with the general welfare of the College or have the appearance of impropriety, or which might otherwise damage the College's reputation or interfere with our business or the proper performance of your duties.

There are certain activities that obviously are not proper for employees. These include, but are not limited to, the use of the College's time, facilities, or equipment to engage in another business or occupation and any outside activity that results in you losing time from work, being distracted from work, or otherwise performing unsatisfactory, or which could result in an appearance of conflict. You should consult with your supervisor before engaging in any activity that might be covered by this policy.

Solicitation and Distribution

No employee may solicit another employee for any purpose while either employee is on working time. The distribution of hand bills or other literature during working time or in any working area is prohibited.

Persons who are not employed by the College are prohibited from soliciting any employee or distributing literature on the College's premises at any time.

Standards of Attendance

The College's success depends on its efficient operation. Failure to meet these standards of attendance will result in disciplinary action up to and including suspension or termination. It is necessary, therefore, that all employees be at the job location ready to start work at the scheduled time and continue working until the scheduled hours of work are completed.

Moreover, it is each employee's obligation to notify his/her supervisor, as far as possible in advance of the scheduled work day, whenever he/she will be late or absent, to state the reason for such lateness or absence, and to advise when he/she will expect to arrive or return to work. If the supervisor is not available when he/she calls, he/she must leave a message with the front office. The message should include a telephone number where the employee can be reached. If he/she is physically unable to make a personal call, someone else must make the call for him/her. Obviously, following these steps does not excuse the absence. Remember also that attendance records are an important factor considered by the College in periodic performance reviews.

No absence is automatically considered to be "excused". Excessive absenteeism or lateness, as judged by the College, may result in disciplinary action up to and including probation, suspension or discharge. The following circumstances may result in disciplinary action:

1. Frequent short-term absences and/or tardiness in violation of the College's rules
2. Absence from work for two (2) consecutive scheduled work days without notifying the College during the absence of an illness or accident preventing you from working (as evidenced by written certification of a medical doctor, if requested by the College), or any other satisfactory reason for such absences, as determined by the College
3. Failure to return to work within two (2) consecutive scheduled work days after being released for work from a doctor, unless specifically requested not to do by your supervisor

4. Absence from work for any reason, including but not limited to illness, on or off-the-job injury, or leave of absence for a period in excess of twelve (12) consecutive months since your last day worked for the College, or for a period exceeding the length of your continuous service with the College, whichever is shorter

Drug and Alcohol Free Workplace

In order to protect the safety, health, and the productivity of all employees, students, and for the general welfare of the College, the following actions are considered by the College to be unacceptable conduct. A violation of any of these rules will be considered a major offense that, in the College's judgment, may result in probation, suspension, and/or termination.

1. Bringing onto the College's premises, property, or having possession of, having present in the body, being under the influence of using, consuming, distributing, or attempting to distribute, manufacturing or dispensing any form of a narcotic, depressant, stimulant, hallucinogen, or any kind of drug or controlled substance at any time during the hours between the beginning and end of your work day, whether or not on College business, premises, or property. (Excepting only the taking or possession of a prescription drug under the direction of a physician. To the extent it does not impair job performance or threaten safety, health, security, or property.)
2. Bringing onto the College's premises or property, having possession of, being under the influence of using, consuming, distributing, or attempting to distribute; manufacturing or dispensing any form of alcohol at any time during the hours between the beginning or the end of your work day, whether or not on College business, premises, or property.
3. Having possession or being under the influence of, using, consuming, distributing, or attempting to distribute, manufacturing, or dispensing drugs, alcohol, or any other mind or perception altering substance off the College premises, property, and outside of your working hours that could or does adversely affect your job performance, yours or other persons' safety, health, or property, or the College's reputation.

(Excepting only the taking of a prescription drug under the direction of a physician. To the extent it does not impair job performance or threaten safety, health, security, or property.)

4. Refusing to cooperate in or submit to questioning, medical or physical test, examinations, inspections or search when requested or conducted by the College or College designee.

Examination and Searches for Drugs and Alcohol

The College reserves the right, in its discretion to the extent permitted by law, to require all employees and applicants for positions to submit to physical examinations or test by a person or agency designated by the College at the College's expense. Such examinations can include but are not limited to blood, urine, breath, or other test for evidence of the presence of alcohol, drugs, and perception –altering or other substances in the body. The College also reserves the right to search employees' packages, vehicles, lockers, handbags, and similar items while on College property.

In particular, the College reserves the right, at its discretion to examine or test for the presence of alcohol and drugs (as stated above) in situations such as, but not limited to, the following in accordance with applicable law:

1. As part of pre-employment, post-offer physical examination
2. As part of a physical examination which the College may require employees to undergo on a regular basis, on a schedule to be determined by the College
3. Due to the safety or health risk or sensitive security duties of a specific job as determined by the College at any time
4. Following a safety infraction or work-related accident that does or might cause bodily injury or damage to property in the College's judgment
5. Specific employee behavior on the job which the College determines gives management reasonable suspicion that such behavior might be or is due to alcohol or drug use
6. As otherwise required or permitted by applicable law.

Smoking

In keeping with the College's intent to provide a safe and healthful work environment, smoking on Clinton College's property is prohibited.

Discharge Appeal Conference

If you are suspended subject to discharge or discharged for violation of the College's "standards of conduct" or "attendance" as provided in these sections, you may request an informal conference to discuss your suspension and/or termination. Your request must be made in writing to Human Resources/Business Affairs within 5 days from the time you are notified of the suspension or discharge. If the issue is not resolved, it may be referred to the Office of the President.

If you make a timely request for such a conference, it will be held promptly. Your immediate supervisor and any other College personnel deemed appropriate by the College will be present. You will remain in disciplinary status during this meeting, pending the College's review and decision on your appeal. No decision on the appeal is final until approved by our Chief Executive Officer or his/her representative designated for this purpose. The College's decision on your employment status will be given to you promptly and is final and binding.

FUNDRAISING POLICY

Fundraising Policy

Fundraising principles are consistent with the Statements of Beliefs of the school adopted by the Board of Trustees and published annually. Within these principles the College will seek private support from those individuals, corporations and foundations whose giving patterns fit the College's Statements of Beliefs. The following document was developed in February of 2008 and approved by the Board of Trustees in March 2008. All employees must abide by this policy and must not solicit any funds on behalf of the College without consultation with the Office of Institutional Development.

1. Solicitation of Gifts: Any informal solicitation of gifts for Clinton College will be made by authorized representatives, and staff of Clinton College only. All employees, representatives or friends of the College are required to refer any prospective donors to the College and not act independently while representing the College.
2. Conflict of Interest: The interests of the prospective donor shall be a primary concern with respect to any gift to the College. Pressure techniques shall be avoided and no program, agreement, trust, or contract shall be presented which would benefit the College at the expense of the donor's interests and charitable motivations.
3. Confidentiality: No confidential information shall be released to the general public without securing the prior permission of the donor.
4. Legal/Tax Counsel: Donors shall be requested to secure the advice of independent legal and tax counsel in all matters pertaining to a gift to Clinton College. The request will be in pertinent part as follows:

The information provided to you by the staff of Clinton College is available free of charge. We encourage you to have your attorney, financial advisor, insurance professional, and/or tax advisor review and approve any such information. Although we are unable to serve as your legal advisor in any capacity, we are willing to work with your

independent advisors to assist you in making your decision. If you do not have legal advice and request that we suggest any advisors, we will not suggest one, but suggest three or more. You may then make a selection independent of Clinton College.

In addition, the College will not seek or accept funds from entities who seek services or favors in return or quid pro quo arrangements.

The College will not seek or accept funds from distilleries, breweries, or companies that the College considers socially unacceptable. The College will not accept gifts from corporations who discriminated on the basis of age, race, religious affiliation, or national origin or from corporations that market products deemed unhealthy.

The College will not accept funds from investment of foreign countries that are not considered friendly to the United States in trade or human rights issues.

The College will not knowingly seek or accept funds from individuals who have felony convictions or business ties to an organization that has a record of organized involvement with agencies under or previously investigated by the court system.

The College will not collaborate with individuals or business entities on speculative financial gain in order to receive private support.

ETHICS AND BUSINESS CONDUCT POLICY

I. General Policy

Clinton College strives to conduct its business on the basis of expertise and ability. Employees are expected to keep the best interest of Clinton College in mind as they perform services for Clinton College. This Ethics and Business Conduct Policy applies to all trustees, officers, employees, and agents of Clinton College, who are collectively referred to as "Employee" for the purposes of the policy. Adherence to this policy is the responsibility of each employee of Clinton College and a condition of continued employment and association with Clinton College. The policy will be administered uniformly throughout Clinton College.

II. Conflicts of Interest

Every Clinton College Employee must avoid any situation or interest which might interfere with his or her loyalty to Clinton College. A conflict of interest can arise, for example, where an employee (a) has a financial interest which could adversely affect his or her judgment; (b) gains a personal advantage through access to confidential information; or (c) misuses his or her position with Clinton College for personal gain. Without limitation, the following personal financial and business interests are specifically prohibited.

1. Clinton College employees may not have any significant financial interest in or serve as an officer, director, manager, partner, employee, or consultant of any supplier of Clinton College.
2. Clinton College employees may not use Clinton College time, property, or facilities for personal purposes except in accordance with Clinton College policies that may permit minor or incidental personal use of Clinton College property or facilities.
3. Clinton College employees may not profit personally through commission, loans, expense reimbursements or other payments, from any organization seeking to do business with Clinton College.

If a member of an employee's immediate family has any financial or business interest described above, the employee must disclose such interest to Clinton College President or Board of Trustee Chairman and avoid any exercise of discretionary authority in Clinton College dealings with such other enterprise.

III. Supplier and Business Relations

1. Employees of Clinton College and their family members must not request or accept from, offer, promise, or give to any person or entity dealing or desiring to deal with Clinton College any payments, gifts, entertainment, services, travel, lodging or any other forms of compensation or personal benefit (including any favors which might be regarded as placing the employee under some obligation).
2. Employees should not request, accept from, offer, promise, or give any payment, gift, entertainment services, travel, lodging, or any other form of compensation or personal benefit to any government employee or official who deals in any official capacity with Clinton College.

For these purposes, a "gift" generally does not include articles of nominal value and "entertainment" does not include ordinary business meals or reasonable entertainment considered to be a normal part of a business relationship which is accepted only on an infrequent basis and which does not detract or have the appearance of detracting from the integrity of the relationship. In addition, giving or receiving any payment or gift in the nature of a bribe, kickback, other improper influence is absolutely prohibited.

IV. Accounting and Recordkeeping

Clinton College observes the most stringent standard in the keeping of its record and accounts. Clinton College's policy is to reflect accurately and completely all components of transactions in its records. It is the responsibility of each employee to uphold these standards and to prepare and maintain Clinton College records and accounts in accordance with all applicable laws. In addition, employees are expected to cooperate fully with Clinton College's auditors. Employees shall not destroy records except in accordance with applicable laws and Clinton College policies, and employees specifically shall not destroy records in the event there is a notice of governmental investigation, litigation, or the prospect of litigation.

VII. Reporting and Disclosure Requirements

A. New Hires

All new hires are required to sign this policy as a condition of employment.

B. Annual

On an annual basis, all trustees, officers, and managerial employees (supervisors and above) will be required to sign a statement acknowledging that they have read and intend to abide by this Ethics and Business Conduct Policy.

Clinton College encourages employees to ask questions about this Ethics and Business Policy and how it applies to particular situations. You do not have to suspect a violation to ask a question. A simple question often clarifies and avoids a troubling situation. Any questions should be directed to Clinton College's President or Board of Trustees Chairman.

If a Clinton College employee becomes aware of any past or ongoing violation, is requested to engage in any conduct or activity that is a violation, or suspects that proposed conduct may be in violation of a law, regulation, Clinton College policy, or this Ethics and Business Conduct Policy, he or she should promptly report the matter to Clinton College's President or Board of Trustees Chairman. To the extent practicable, Clinton College will not disclose the identity of the employee making the report. The failure to report violations of a law, regulations, or policy is in itself a violation of this policy. This section is not intended to preclude the reporting of known or suspected violations through other channels, such as to a supervisor and in the case of officers, to the President or Board of Trustees Chairman.

This Ethics and Business Conduct Policy is not intended to constitute an employment contract or any guarantee of continued employment and is not intended to alter the at-will employment relationship of any employee.

I hereby acknowledge that I have read this Ethics and Business Conduct Policy intend to abide by its contents.

Signature: _____ Date: _____

DISCLAIMER

PURSUANT TO 41-1-110 OF THE SOUTH CAROLINA CODE OF LAWS (1976) (AS AMENDED) NOTHING IN THIS EMPLOYEE HANDBOOK, IS INTENDED TO CREATE, NOR SHALL IT BE INTERPRETED TO CREATE, A CONTRACT OR AGREEMENT OF EMPLOYMENT, OR ANY PART OF A CONTRACT OR AGREEMENT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED. THE RELATIONSHIP BETWEEN CLINTON COLLEGE AND ITS EMPLOYEES IS STRICTLY THAT OF EMPLOYMENT AT- WILL.

I ACKNOWLEDGE MY RECEIPT AND UNDERSTANDING OF THE FOREGOING DISCLAIMER. I FURTHER ACKNOWLEDGE THAT ALL PREVIOUSLY ISSUED EMPLOYEE HANDBOOKS ARE WITHDRAWN BY CLINTON COLLEGE AND ARE OF NO FURTHER FORCE OR LEGAL EFFECT.

Name of Employee

Date