

Forward

The Policy Manual serves as a guide for students, faculty, and staff of Stillman seeking information about the governance of campus life as defined by regulations established by the leadership of the institution. As such, policies are fluid and may change from time to time as needed. Language in other campus documents may reflect some variance from what is contained in this document while attending the same principles.

For specific interpretation of policy, contact the Institutional Compliance Officer, Cresandra Smothers, at 366-8886 or via email at csmothers@stillman.edu. For specific information regarding procedures, contact the relevant vice president.

COLLEGE POLICIES

A

Absent Without Leave

All employees of the College are entitled to certain leaves that may take the form of holidays, vacation, and other sanctioned absences. The specific nature of such time away is dependent on employment status, i.e. faculty, staff, hourly, etc. In each instance, there are established protocols for notice or approval for time away from work. Persons who fail to use the appropriate protocol for absences may be reported as absent without leave with an accompanying loss of pay.

Academic Freedom

Faculty are free to present relevant materials in the classroom without fear of censorship but should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty enjoy full freedom in research and publication of results, subject to the adequate performance of their other academic duties and to the requirements of individual research contracts and copyright limitations.

Faculty may speak freely as private citizens but should make clear that they are voicing personal opinions and are not speaking for the College. In expressing opinions in public, faculty should realize that both the profession and the College may be judged on the basis of their statements and, accordingly, should exercise appropriate restraint.

Faculty are expected to exercise their freedoms in a manner that is consistent with the nature of the College as a historically black, Christian institution.

Academic Honesty

Faculty members are responsible for fostering academic honesty and intellectual honesty. Examinations are not conducted on the honor system. This means that a faculty member or an authorized representative, approved by the Vice President for Academic Affairs, must proctor all examinations and take every precaution to eliminate the possibility of student dishonesty. Any case involving cheating may result in an "F" in the course and possible expulsion from the institution.

Alcohol and Controlled Substances in the Drug-Free Workplace

A. Alcohol

The unauthorized consumption of alcohol by any employee of Stillman on College premises is prohibited. No employees will report to work assignments on or off campus while under the influence of alcohol. The responsible consumption of alcohol may be authorized at certain approved social functions, conferences, special activities or occasions.

B. Controlled Substances

The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance by any employee of Stillman College while he or she is working for the College, whether on College premises or at any other site where the employee is carrying out assigned duties, is prohibited. Medications prescribed specifically for the user by a licensed physician are excluded from this provision as long as they are used according to the prescribed medical instructions.

C. Sanctions

Violation of either policy shall result in the prompt imposition of sanctions. Such sanctions may range from requiring satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency to termination of employment. Any necessary sanctions taken against faculty, administrators, and staff will be carried out in accordance with current personnel policies published in appropriate employee handbooks.

Special Policies and Provisions for Employees Working on Federal Grants and Contracts

All persons who perform work at any time on federal grants or contracts are advised by being given a copy of this policy statement, that as a condition of said employment, they are obligated to (1) abide by the policy stated herein and (2) notify their supervisors in writing within five days of their criminal conviction for violating any drug statute when such violation occurs in the workplace. Failure to notify supervisors of such convictions will result in the immediate imposition of sanctions that may include suspension or termination of employment.

Upon receiving notice of a reportable conviction from an employee, the College shall (1) notify the granting or contracting agency of the conviction within ten days and (2) implement, within 30 days, the steps necessary for an appropriate sanction as required by the General Policy, described above in paragraph C.

Attendance Policy (Class Attendance)

Principle – Except when officially exempted, students and faculty are expected to attend all classes for which they are registered and assigned. Similarly, faculty and students are expected to meet classes at the scheduled time and to participate for the full period. Frequent tardies (3 or more) by students and early departures may lead to the assignment of an unexcused absence. Students may be allowed as many unexcused absences as a course bears credit. Instructors should report excess absences to the Vice President for Student Affairs. Absence from class for any cause is a loss to students and may be harmful to the grades earned for the semester.

Unexcused Absences – Unexcused absences exceeding the number of credit hours for a course can automatically suspend a student from a course. Where courses meet in 80- to 90-minute blocks, two unexcused absences are allowed for a three-credit course. Double absences may be changed for unexcused absences that occur on the day before or following a holiday. When a student is suspended from a class for excessive unexcused absences, he/she may be reinstated by the Vice President for Student Affairs after a conference or counseling session with designated College staff.

Excused Absences – Students may obtain an official excuse by presenting the appropriate documentation to the Vice President for Student Affairs. The excuse must be endorsed by the Vice President for Academic Affairs before it becomes official. Officially excused absences are permissible so long as such absences do not destroy the ability of a student to master course requirements.

Presenting Excuses – Official excuses must be presented by the student to the concerned instructor within seven days of the student's return to class. The presentation of a timely excuse will entitle the student to an opportunity to perform all class assignments missed. Seven additional days, following the return to a class, are allowed for the student (and the instructor) to execute make-up work.

Exceptions – Upperclassmen (65 hours towards the degree) with earned Stillman GPA's of 3.00 or higher and in good standing with the College are exempted from the regulations.

Standards Governing Excused Absences

1. Grounds for Issuing Excuses
 - a. Illness of student
 - b. Serious illness or death of a family member of a student
 - c. Authorized representation of the College
 - d. Legally required court appearance

2. Documentation Required

- a. Excuses based upon illness require a statement by a physician or the College nurse which spells out the exact times for which an excused absence is recommended.
- b. Excuses based upon death of a family member will require verification by a news account, funeral program, or statement from the funeral director involved. A written statement from a parent, mailed to the Vice President for Student Affairs, may be used as proof of a family illness.
- c. Excuses based upon authorized representation of the College should be verified by a published schedule or written statement from the President, Vice President for Student Affairs, or Vice President for Academic Affairs, depending upon the source of authorization.
- d. Excuses based upon legally required court appearances should be verified by a copy of the document requiring such appearance.

C

Chapel Attendance

A part of the Stillman Family tradition is regular attendance at chapel services. Students are required to attend chapel for course credit the first three years of enrollment. Faculty and staff are expected to attend chapel and all campuswide convocations. In chapel, members of the campus community have the privilege of hearing guest speakers and ministers from the local community, minister members of the College, faculty, staff, and students.

Children on Campus

While the needs of students always claim high priorities at Stillman, the College is not prepared to assume responsibility and/or liability for the care, health, and safety of children. Childcare and babysitting services disrupt the educational process and infringe upon the rights of others.

The use of classrooms for childcare and baby-sitting purposes is strictly prohibited. Consequently, students who bring children to classes will be directed by faculty members to leave the classroom and make other childcare arrangements.

Childcare and babysitting services in residence halls and other College facilities, also, are prohibited. Children who are accompanied by a non-student adult may visit briefly in residence hall lounges only. Children may not visit residents' rooms or loiter in hallways, however, except by permission of the

residence director. Under no circumstances will a student be permitted to reside in a residence hall with her child.

The College will assume no responsibility for children who sustain injuries while visiting the campus in violation of this policy. Accordingly, violations of this policy by students will be considered serious infractions and will be subject to sanctions.

Civil Leave with Pay (Jury Duty)

The College grants civil leave with pay when an employee is called to jury duty or receives a subpoena to serve as a witness in a court case in which the employee is not a party.

Civil Leave without Pay (Poll Workers)

The College grants employees permission to work in voting activities as poll workers when required.

Compensation from Externally-Funded Grants

Each request for compensation from external sources must be approved by the department chair, division dean, and Vice President for Academic Affairs. Each request for compensation in the form of release time cannot exceed one course per semester. In addition, a faculty member cannot receive more than the equivalent of 2.5 months of salary per year from all externally-funded grants.

Computer Usage

Viewing of pornographic materials on College property or at functions sponsored or supervised by the College or one of its organizations is prohibited. The transmission of pornographic information across the Internet is a violation of Alabama State Law and is strictly prohibited. Additionally, no member of the College community may, under any circumstances, use Stillman computers or networks to libel, slander, or harass any other person.

Finally, limited recreational usage and game playing that is not part of an authorized and assigned research or instructional activity may be allowed within the parameters of each computer laboratory's rules. Stillman computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in any of the computer labs must give up that seat when others need to use the computer or facility for academic or research purposes.

This policy is strictly enforced. Failure to abide will result in disciplinary action and/or prosecution to the fullest extent of the law.

D

Disabilities

Stillman College complies with the Americans With Disabilities Act. Any employee or student with a disability is responsible for declaring the disability, documenting it, and requesting appropriate accommodations. Documentation must have been completed within three years of the student's entry date at Stillman.

The College reserves the right to request additional documentation and testing and to determine what accommodations will be made. For students, documentation of the disability must be on file with the Student Development Center before an accommodation will be considered. Employees who need to make a disability known should seek accommodations from the employing administrator. Students and employees should present documentation at least one month prior to requesting an accommodation from the College. Information obtained will be released to faculty, staff, and administrators involved in providing the necessary services.

Dress and Personal Appearance

Faculty, staff, and students should maintain clothing and personal appearance that is neat, becoming, and appropriate. The following is required specifically of all students at Stillman:

1. That appropriate distinctions be made between the proper attire for class, work, church, business and formal affairs, relaxation, and play.
2. That the following be considered inappropriate attire for public buildings: sheer garments without proper undergarments to obscure their transparency; micro-mini dresses that do not cover enough of the thighs while standing/sitting; halter tops; midriff blouses; T-shirts bearing profane language/indecent messages, cutout or torn jeans, hair rollers, baseball caps or bedroom slippers.
3. That neither males nor females show any visual display of underwear.
4. That males will not wear hats/caps, form-fitting shorts, or boxing shorts without proper support undergarments in public buildings. Stocking caps, skull caps, do rags and bandanas are banned from campus and College-sponsored events on and off the campus.

5. That appropriate attention be given to personal cleanliness and good grooming including hair; to present a clean, neat, and orderly appearance representative of the Stillman Man and the Stillman Woman and the College values and mission.

Note: Public buildings at the College include residence hall lobbies, buildings used for instruction and convocation, the Library, Birthright Auditorium (during classes and convocations), the Wynn Center, the Student Center including the cafeteria, the Dry Cleaners, the Bookstore, and the Food Court.

E

Educational Leave

Faculty and staff may enroll in one undergraduate or graduate course per semester during the regular school day and one course per semester after the regular school day and maintain their full-time position. Staff must receive approval from their unit leader and vice president. Faculty must receive approval from the department chairpersons, the division deans, and the Vice President for Academic Affairs. Faculty and staff may apply for financial assistance for an approved graduate program.

Electronic Devices

All communication devices (cell phones, beepers, body microphones, and other bodily communication devices) must be turned off while inside an academic building or outside during formal, school-sponsored occasions, such as commencement, chapel services, public prayers or ceremonies. Persons making or receiving calls using these devices will be subject to disciplinary action and asked to leave immediately and not return to that class session or event.

E-mail Policy

Stillman provides e-mail services for members of the College community for the execution of communications in keeping with each person's affiliation. Reasonable personal or social discourse via electronic mail is anticipated as a part of the fabric that makes for community. The use of the e-mail system for the distribution of chain letters and other broad-based unsolicited propaganda is not an approved use of the system. Disciplinary action, up to suspension or termination, may result from abuse of e-mail privileges.

Excused Leave

Excused leave is paid time off from regular duties for a short period, granted by special permission of the administration for emergencies or other unforeseen circumstance, performance of a special civic or professional function, or attendance at professional meetings/conferences.

F

Family and Medical Leave of Absence

Under the Family and Medical Leave Act of 1993, qualified employees are entitled to up to twelve weeks of unpaid leave per year for the birth, adoption or foster care placement of a child; to care for a spouse or an immediate family member with a serious health condition; or when the employee is unable to work because of a serious health condition. As required by the Act, Stillman maintains any pre-existing health insurance coverage during the leave of absence period (paying the same premiums for persons on family and medical leave of absence as for active employees). Further, the College is required to reinstate the employee to the same or equivalent position when the leave of absence is over.

This policy does not replace routine sick leave or emergency absences.

Granting of family and medical leave of absence is not automatic. The staff member must apply for the leave through their unit leader using the appropriate documentation, including sufficient medical certification from a health care provider. Sufficient medical certification include:

1. the date on which the serious health condition commenced;
2. the probable duration of the condition;
3. appropriate medical facts regarding the condition;
4. (in the case of family related conditions) a statement that the employee is needed to care for a son, daughter, spouse, or parent; and
5. statement that employee is unable to work or requires a reduced schedule.

In the case of an employee's serious illness, the College reserves the right to require a second or third opinion (at the College's expense) and a fitness for duty report to return to work.

Leave will be approved for the length of time certified in writing by the health care professional or to a maximum of ninety (90) days.

Funeral Leave

The College grants funeral leave of three work days with pay following the death of a member of the immediate family or household. (Immediate family is defined as husband, wife, mother, father, son, daughter, sister, brother, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, or stepdaughter.)

The College grants funeral leave of one day with pay for the following relatives: grandfather, grandmother, grandchild, brother-in-law, sister-in-law, aunt, uncle, nephew, or niece.

G

Guidelines for Inviting Speakers

In accordance with its mission, Stillman College seeks to foster academic excellence and to provide high quality educational opportunities for its students. In so doing, the selection of speakers and other presenters on campus requires careful deliberation and purposeful selection. The following guidelines were established to assist in that process.

Speakers invited to present at Stillman must:

- Recognize we are an academic community; therefore, the content of the speech and the mode of delivery must be in concert with that reality.
- not be troubled philosophically or otherwise with the nature of the educated person.
- Have tolerance for diversity and not attack groups by gender, sexual preference, racial or ethnic identity, etc. However, this stipulation should not preclude an informed discussion about a topic or group that might be controversial. While it is appropriate to have speakers who disturb the intellectual comfort of the campus community, it is not acceptable to invite someone who would cater to the baseness of life.
- Have a position, profession, and/or credentials that would lead those extending the invitation to believe that the proposed presenter is not only intellectually suited but also temperamentally suited to speak on the campus.

H

Hazing

Hazing, as defined by Section 16-23, Code of Alabama (1975), and as such section as may be amended from time to time, is prohibited at Stillman College.

Additionally, for the purpose of this Code, hazing shall include any mental or physical requirement or obligation placed upon a person by a member of an organization, individual, or group of individuals, which would cause discomfort, pain, or injury including but not limited to, striking, laying open hand upon, treating with violence, intimidation, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature.

Further, hazing is any action taken or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or intimidation. Hazing also is considered to be the creation of a situation which results in, or might result in, mental or physical discomfort, embarrassment, harassment, ridicule, or intimidation, including involuntary servitude often called "personal favors", paddling in any form, creation of excessive fatigue, late work sessions which interfere with scholastic activities, any traditional form/expression of Fraternity/Sorority exhibitionism, and other activities which are not consistent with fraternal law, ritual, policy, or regulations of Stillman College. Both individuals and organizations may be held accountable for such activity, which could include expulsion.

Knowledge and failure of chapter, members, applicants, or candidates for membership to report immediately in writing any hazing violation by members, applicants, or candidates also may result in disciplinary action being taken against individuals and organizations.

The Office of Student Affairs enforces this policy and will not condone hazing of any student at the College. All members and individuals seeking membership in Greek-lettered organizations must sign a form refusing to engage in or allow himself/herself to be subject to hazing. The form is obtained in the Office of the Vice President for Student Affairs.

Chapter Presidents, Intake Educators and Alumnus/Alumnae Advisors must sign the form indicating that they have read and understand the Hazing Policy and Intake/Initiation Practices, and that their signatures attest that their organization follows and adheres to the Policy and all local, state, and federal laws.

HIV

Stillman College recognizes the seriousness of HIV (Human Immune Deficiency Virus) and AIDS (Acquired Immune Deficiency Syndrome) and does not discriminate against persons who are HIV positive or who have AIDS. Harassment of persons living with HIV/AIDS is prohibited.

The College adheres to guidelines proposed by the Centers for Disease Control and Prevention regarding handling blood and body fluids.

I

Identification Cards

Students must possess and present campus issued identification to faculty, staff, and other responsible parties upon request. Identification cards are required for use of food services and may also be required at sporting events and other institutional functions.

L

Laptops

In the classroom, laptops are to be used only for activities directed by the faculty in that classroom. Persons using computers for any other purpose, such as work for other classes, web surfing, game playing, or communicating with others, will be asked to close down the computer, leave the room, and not return to that class session. In computer labs, the College policy on computer use must be observed.

Leave Without Pay

The College may grant voluntary leave of absence without pay for further study and other activities, which contribute to the professional growth and enrichment of staff and faculty. A request for such leave should be filed at least three months prior to the leave period. Since such leaves may depend on the receipt of fellowships, scholarships, or other sources of funding, a staff member should keep unit administrators, department and division chairpersons, or vice presidents apprised of the intention to request voluntary leave.

Leave without pay includes civil leave (poll worker) and extended military leave.

M

Maternity Leave

The College may grant maternity leave upon request. A request for maternity must be filed at least three months prior to anticipated leave. An employee who receives maternity leave is paid through the number of remaining sick leave days. After that time, the employee is on leave without pay status.

Measles

It shall be the policy of Stillman College that no person born in or after 1957 may be enrolled as a student until such time as that person has presented the College documentation that he/she has:

1. had at least two (2) doses of live measles containing vaccines, or
2. previously had the measles disease, as diagnosed by a licensed physician, or
3. an immunity to the measles disease as verified by a licensed physician.

Effective Spring semester 1991, all students will be required to provide the College with documentation of their having had two (2) measles vaccinations.

Students failing to comply with the policy will not be permitted to enroll at the College, until the requirement is met. Students who present formal documentation of medical or religious exemption are excluded from the provisions of this policy

Military Leave With Pay (Short Period - 15 Days)

Stillman complies with the Statement of Support for the National Guard and Military Reserve that the Department of defense requests of all employers. The College agrees that: 1) it will not limit or reduce employees' career opportunities because of their military service, and 2) employees will be granted leave of absence for military training in the Guard or Reserve without sacrificing annual leave.

The College allows employees a maximum of fifteen working days in a calendar year to fulfill their training duty with the National Guard or the Reserve. Under this policy, the College will reduce an employee's pay by an amount equal to the military pay received during leave for training.

Military Leave Without Pay (Extended Periods)

The College will grant employees extended leave of absence without pay for military service under the Selective Service Act or through activation of their

Reserve or Guard unit. Upon completion of extended military service, employees are entitled to reinstatement of employment if they apply within ninety days of discharge from active duty or within one year if hospitalized.

Non-Discrimination

Stillman College fully subscribes to non-discriminatory employment and practices and is committed to equal opportunity in employment and education. The College does not discriminate on the basis of race, color, religion, national origin, sex, or age. Inquiries concerning this policy should be directed to the College Compliance Officer, Cresandra W. Smothers, at 366-8886 or via email at csmothers@stillman.edu.

O

Overtime

As a general policy, the College discourages the working of overtime by regular hourly staff employees. Certain salaried positions are exempt from overtime because of position requirements. The supervisor will inform the employee if the position is exempt from overtime. Any overtime work by a non-exempt staff employee must be authorized in advance by the employee's supervisor. Hourly workers receive time-and-a-half pay for work beyond the 40-hour work week.

P

Posters and Signs

The general policy governing posters and signs is as follows:

1. All posters, signs, pictures, and lettering of any kind must be displayed on bulletin boards. They may not be affixed to walls, windows, or doors.
2. The Office of the Director of the Hay College Center should approve all posters and signs displayed on Stillman College property.
3. Content of posters and signs must be neat, legible, spelled correctly, and in good taste. Any posters or signs considered inappropriate will be removed.
4. Posters and signs must bear the name of the sponsor(s).

5. Posters and signs should be removed within 24 hours after the event. Failure to do so may result in penalties including, but not limited to, non-approval of posters and signs submitted for approval in the future and Student Activity based fines.

Promotion and Transfer (Staff)

It is the policy of the College to encourage staff development and provide opportunities for personal growth when possible. Employees should check with the appropriate supervisor or vice president for these opportunities.

Transfers will be approved only when conditions are mutually agreed upon and are beneficial to the College and to the persons concerned. Only written requests will be considered. Staff who transfer from College-funded positions to grant-funded positions are eligible for benefits and pay increments according to the terms of the grant.

Purchasing

All budgets managers have access to the electronic requisitioning system and are provided paper requisition forms through which goods and services may be obtained. It is the responsibility of individuals requesting goods and/or services to accurately complete and submit all forms to the appropriate administrative director in a timely manner. No employee may obligate the College without prior approval from the appropriate administrator. Personnel are not to seek or accept gifts or gratuities from vendors that may be considered a conflict of interest. Acceptance will be cause for immediate dismissal.

R

Relationships

The College discourages intimate and financial relationships between its employees and students. Such relationships are expressly forbidden when the context for the relationship is instruction, coaching, employment, mentoring or other relationships wherein students are a captive audience. These regulations apply to opposite sex and same sex relationships. Appropriate sanctions will be taken against persons who violate this policy.

Employees should avoid contact or conversations with students that a reasonable person might construe as soliciting a prohibited relationship. A critical mass of such lapses in judgment may lead to censure or sanctions by the College.

Reporting Criminal Actions or Other Emergencies

It is the policy of the institution that all suspected or actual criminal acts be reported to campus security such that external law enforcement or emergency personnel and vehicles can be efficiently routed. Failure to employ this approach may subject the action to administrative penalties.

Restricted Funds

Grants and contracts are made or entered into by government agencies and other external entities to or with the College. While there is always a principal investigator (PI) or project administrator (PA) set out in the award notice or contract, the agreement exists between the funding authority and the College. The College bears ultimate responsibility for accounting for the funds and in insuring the implementation of the project or program as set out in the approved proposal or application. Administrative oversight for grant implementation resides in the same organizational structure as exists for the normal duties of the PI/PA. The College has the specific responsibility to exercise a regulatory management and control function for the restricted funds that are awarded.

Principal investigators and project administrators may not obligate or authorize the expenditure of restricted funds outside of the protocol and authority operational at the College. The exercise of this function may not exceed the fiduciary responsibility of the College, such that the freedom of the PI/PA to achieve the intended aims is compromised.

Retention or Modification of Tenure for Administrators

Non-academic, non-teaching administrators are not placed in tenure track positions nor subject to tenure. Academic administrators below the level of chief academic officer who maintain some teaching responsibility may be considered for tenure based on their full range of academic service to the College. Tenured faculty members appointed to administrative posts will retain their faculty tenure.

Review of Institutional Purpose

The Institutional Purpose shall be reviewed every five years by a broad base of the College's constituencies.

S

Senior Departmental Examinations

Prior to graduation, students must take and meet departmental standards on comprehensive examinations, in oral interviews, performance, or other ways of demonstrating proficiency in the declared major. Students must register to take the senior departmental examination at least one semester prior to their anticipated semester of graduation. Individual departments offering majors will determine the nature, content, and proficiency level students must obtain on the examinations.

Any case involving cheating on the Senior Departmental Examinations will result in the student's score being recorded as an automatic "Fail". Any student who fails the examination may take it again.

Sexual Assault

It is the policy of the College to develop and disseminate through bulletins, posters, brochures, and college staff and student newspapers, a sexual assault program which shall be aimed at the prevention of rape and other sexual offenses and provide procedures to follow if a rape or other sexual offense occurs.

If the rape or offense occurs on campus, notification should be made to on-campus security with students, faculty and staff having the option to be assisted by campus authorities in notifying other authorities if they so choose. Students, faculty and/or staff are encouraged to report offenses to residence hall directors, campus security personnel, counselors, and/or faculty members.

Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape or other sex offenses shall subject the offender to possible disciplinary action up to and including suspension or dismissal.

Sexual Harassment

The College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community. It is the policy of Stillman College to provide an environment that is free from sexual harassment because such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment.

The sexual harassment policy applies to all members of the College community, each of whom is encouraged to report promptly complaints about sexual harassment. Persons found to be in violation of the policy are subject to

disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal.

Sick Leave

From the beginning of the contract period, each twelve-month staff member is entitled to request up to twelve days of paid sick leave. Sick leave accrues at the rate of one paid sick leave day per month. Employees may accrue up to a maximum of 30 days of sick leave. Nine- through eleven-month staff members are entitled to request days of sick leave based on the number of months employed.

Sickness that necessitates absence from duties must be reported to the immediate supervisor. If illness exceeds three days an official documentation of illness may be requested by supervisors before paid leave is granted. Sickness that occurs during crucial periods of College activity, for example institutes, registration, etc., may be subject to documentation before paid leave is granted.

Sick leave is granted to prevent immediate financial loss due to absences based on illness and has no financial value.

Solicitation of Funds

No College employee or student may solicit funds in the name of the College without prior approval from appropriate personnel. Application to solicit should be made in writing at least 30 days prior to the time of solicitation.

Non-college representatives seeking to sell personal goods or services to College employees or students on campus must have the approval of the Vice President for Fiscal Affairs and/or the Vice President for Student Affairs.

Smoking

Stillman College recognizes the dangers of the use of tobacco and tobacco-related products and prohibits the use of it in all academic buildings and in the residence halls. In some instances, smoking at outdoor sport-related functions is also strongly discouraged. Failure to comply with expected norms may result in disciplinary action.

U

Unrelated Work Activities

Employees may not accept full-time employment or study while employed at Stillman. Department chairs may approve part-time work or study as

long as it neither affects employee attendance and work performance at the College nor creates a conflict of interest.

Unrestricted Funds

Unrestricted revenue for the College comes from the following resources: 1) student fees; 2) gifts; 3) the College funds; 4) the Presbyterian Church; 5) indirect cost; and 6) interest income. Using trend data in these areas and informed projections, a budget is prepared for the fiscal year. None of the funds in the budget is available at the start of the fiscal year but arrive throughout the twelve-month period. Budget obligations begin on July 1 and continue fairly uniformly through June 30.

Revenue and expenses are segmented into vice presidential divisions and the Office of the President. Unit budgets are further divided within the vice presidential divisions. Persons who wish to make purchases of goods or services must initiate the request at the departmental level. Decisions relative to the use of budgets ultimately reside with the vice presidents.

Persons granted budget authority are expected to make spending decisions that fall within the flow of revenue, or within the context of overarching programmatic needs. While the Business Office has no authority over budgets, it may act in concert with vice presidents to slow the processing of purchase orders to coincide with cash flow. Nothing in this policy should preclude anyone seeking goods and services at the time they are indispensable to programmatic success.

Unwed Pregnancy

Stillman College was founded on Christian beliefs and espouses those principles in its institutional purpose to serve students. As such, unwed pregnancy is antithetical to the mission of the institution and erodes the principles that undergird our aims to convey moral and educational values. Thus, depending upon the responsibilities of faculty and staff, unwed pregnancies may result in discontinuance of employment.

Also, unwed pregnant students are not permitted to reside in the residence halls. An unwed student who becomes pregnant must inform the Vice President for Student Affairs and arrange for off-campus housing immediately after the pregnancy is confirmed. The College retains the right to verify a student's physical condition in the event of suspected pregnancy.

Under no circumstances will a student be permitted to reside in a residence hall with her child. Failure to comply with the policy for unwed expectant mothers will result in withdrawal from the residence hall/College.

Use of Campus Facilities

Access to and use of campus facilities can only be made available by individuals with responsibility for the facilities in question. Organizations from outside the campus are welcome to use campus spaces and facilities but can only do so through established protocols. Forms for requesting use of campus facilities are available in the Office of Public Relations.

Use of College Name, Stationery, Seal

It is the policy of the College that its seal, stationery, emblems, and other trademarks will be used only for College-related purposes. Faculty, staff, and students may use neither the College's name nor seal for commercial, organizational, or personal gain and should seek approval from the Director of Public Relations if such use seems questionable.

W

Weapons

The unauthorized possession, use, or storage of any weapon on College premises or at College-sponsored activities is prohibited. The term "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, switchblades, bowie knives, daggers or similar knives, and chemicals such as mace or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon, which is used by a person to cause reasonable apprehension of harm or to assault another person, is expressly included within the meaning of weapon.

Violation of this policy will result in disciplinary action including dismissal. Outsiders will be subject to prosecution under existing local and state laws.

