



**DELTA COLLEGE**  
**Workforce Strategies**  
**Employees on Assignment**  
**Employee Handbook**

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# CONTENTS

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## **INTRODUCING WORKFORCE STRATEGIES**

Purpose and Scope  
Contractual Disclaimer

### **1.00 EQUAL EMPLOYMENT OPPORTUNITY**

1.01 Equal Opportunity Statement  
1.02 Disability Accommodation Statement  
1.03 Anti-Harassment and Complaint Process  
1.04 Conflict Resolution & Grievance Procedure

### **2.00 EMPLOYEE CLASSIFICATION, WAGE/ SALARY AND EMPLOYMENT ADMINISTRATION**

2.01 Employee Classifications  
2.02 Workforce Strategies Office Hours  
2.03 Employee Orientation, Education, and Training  
2.04 Time, Attendance, and Leave Records/Reports  
2.05 Overtime – Non-Exempt Employees  
2.06 Payroll Administration  
2.07 Pay at Time of Separation from Employment  
2.08 Meal Periods  
2.09 Flexible Work Schedules  
2.10 Personnel Files  
2.11 Performance Appraisals  
2.12 Salary Adjustments- Compensation and Advancement  
2.13 Reporting of Absences  
2.14 Inquiries Regarding Employment Records  
2.15 Special Assignments and Projects  
2.16 Job Description Analysis  
2.17 Code of Ethical Conduct  
2.18 Regulations and Rules of Conduct

### **3.00 VACANCIES, PROMOTIONS, AND TRANSFERS**

3.01 Workforce Strategies Position Vacancies  
3.02 Transfers and Promotions  
3.03 Layoff and Recall

<b>4.00</b>	<b>EMPLOYEE BENEFITS</b>
4.01	Employee Benefits Overview
4.02	Vacation - Excused Absence with Pay –Non-Exempt Employees
4.03	Vacation - Excused Absence with Pay –Exempt Employees
4.04	Sick Leave – Regular Full-Time and Part-Time Employees & Paid Medical Leave
4.05	Personal Business Leave – Regular Full-Time Non-Exempt Employees
4.06	Personal Time – Regular Full-Time Exempt Employees
4.07	Workers’ Compensation
4.08	Continuation of Health Care Insurance Coverage
<b>5.00</b>	<b>LEAVES</b>
5.01	Family and Medical Leave Act Leave
5.02	Military Leave
5.03	Funeral / Bereavement Leave - Regular Full-Time and Part-Time Employees
5.04	Jury Duty / Subpoena Court Appearances - Regular Full-Time and Part-Time Employees
5.05	Discretionary Leaves of Absence Without Pay
<b>6.00</b>	<b>GENERAL INFORMATION</b>
6.01	Tools and Property
6.02	Non-Solicitation and Distribution
6.03	Tobacco Free/No-Smoking Policy
6.04	Use of Computers, Telephones, and Other Electronic Equipment
6.05	Improper Payments, Bribes and Kickbacks
6.06	Nepotism Policy
6.07	Voting
6.08	Non-Work Related Assignments/Projects and Outside Employment
6.09	Consensual Romantic Relationships
6.10	Dress Standard
6.11	Expense Reports
6.12	Social Security Number Privacy Act
6.13	Copyright
6.14	Terms of Employment
6.15	Policies Subject to Change
6.18	Complaint Process
<b>7.00</b>	<b>EMERGENCY/SAFETY PROCEDURES</b>
7.01	Safety Policy
7.02	Injury/Accident Reporting Procedure
7.03	Fires, Tornados, and Use of Emergency Equipment
7.04	Adverse Weather Policy
7.05	Anti-Workplace Violence Policy
7.06	No Weapons/Search Policy

7.07 Drug and Alcohol Free Workplace Policy

8.00 **DISCIPLINE PROCEDURE**

8.01 Disciplinary Action

9.00 **TERMINATION – SEPARATION**

9.01 Termination of Employment

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## **PURPOSE AND SCOPE**

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Delta College Workforce Strategies recognizes that the well-being of its employees is essential to the maintenance of a high standard of operation.

If you have any questions on any matter pertaining to employment, contact your supervisor and/or Human Resources who will either answer the questions or get the answers for you.

This Employee Handbook is a guide to all terms and conditions of employment with Delta College for individuals who are classified as employees on assignment in the unit of Workforce Strategies.

You should read this Employee Handbook carefully as it contains important information concerning several aspects of your employment. Moreover, you will be held accountable for complying with its provisions.

As a practical matter, this Employee Handbook cannot contain every rule or policy of Workforce Strategies Delta College. Therefore, you may be given additional materials from time to time regarding Workforce Strategies rules and policies. This Employee Handbook will be updated as necessary to incorporate new or revised policies and procedures. In the event a rule or policy is not included in the Workforce Strategies Employee on Assignment Employee Handbook, it reverts to Delta College's Procedures and Policies.

If you would like more information concerning any of the matters discussed in this Employee Handbook, or if you would like to have any portion of the Employee Handbook explained further, please do not hesitate to contact your supervisor or the Director of Human Resources for assistance.

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## **CONTRACTUAL DISCLAIMER**

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Unless otherwise stated within the specific provisions of this Employee Handbook and/or in any independent agreements, mutually signed by the parties, this Employee Handbook is not intended to be a contract of employment and that no contract of employment other than “at-will” has been expressed or implied. This Employee Handbook is intended as a general reference guide to procedures that must be followed at Workforce Strategies and the rules and practices governing your employment. This Employee Handbook supersedes all prior practices and policies of Workforce Strategies, oral or written, pertaining to those items covered in this Employee Handbook and rescinds prior policies, procedures, handbooks or general Workforce Strategies’ rules previously in effect that pertain to these policies.

All statements and policies herein are subject to unilateral change in whole or in part by Workforce Strategies at any time. Workforce Strategies retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or procedures of Workforce Strategies without advance notice, in its sole discretion, without having to give cause or justification for consideration to any employee. Recognition of these rights and prerogatives of Workforce Strategies is a term and condition of employment and of continued employment.

The terms of the employment relationship and any provisions of this Employee Handbook may not be revised by oral statements made by supervisors. Modifications to the terms of the employment relationship can only be made by the President of Delta College or his/her designee and those modifications, to be effective, must be in writing and signed by both the employee and the President of Delta College or his/her designee.

Workforce Strategies may set rules and regulations governing the conduct of employees. The rules, however, are not intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party. Workforce Strategies has sole discretion and control of all work for all employees including, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, demote and discharge.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *1.00 – EQUAL EMPLOYMENT OPPORTUNITY*

#### *Section 1.01 – Equal Opportunity Statement*

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### **1.01 Equal Opportunity Statement**

Delta College embraces equal opportunity as a core value: we actively promote, advocate, respect and value differences, and we foster a welcoming environment of openness and appreciation for all. Delta prohibits discrimination in accordance with, and as defined by, applicable federal, state, and local law, particularly non-discrimination in employment, education, public accommodation, or public service on the basis of age, arrest record, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, and weight. Direct inquiries to the Equity/Compliance Officer, Delta College, Office A093, 1961 Delta Rd., University Center, MI 48710, telephone 989-686-9547, or email [equityoffice@delta.edu](mailto:equityoffice@delta.edu).

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *1.00 – EQUAL EMPLOYMENT OPPORTUNITY*

#### *Section 1.02 – Disability Accommodation Statement*

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### **1.02 Disability Accommodation Statement**

Under Michigan law, any employee or applicant for employment who believes that he or she requires an accommodation in order to perform the essential functions of the job for which an applicant has applied or the employee has been assigned must notify the Human Resources Director in writing, within 182 days after the need for accommodation is known. A Disability/Reasonable Accommodations Request form can be located on the Human Resources Portal page under “Forms”. Federal law does not require an accommodation request within any specified time.



### **1.03 Anti-Harassment and Complaint Process for Equal Opportunities/Equity Issues**

Workforce Strategies is governed by the Delta College Grievance/Complaint Procedure for Equal Opportunities/Equity Concerns.

The full process is posted on [www.delta.edu](http://www.delta.edu) on the Board Approved Policies web page at <https://www.delta.edu/employees/board-approved-policies/index.html>.

#### **A. Policy Against Harassment**

Workforce Strategies expressly prohibits any form of unlawful employee harassment based on age, arrest record, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, weight, or status in any group protected by state or federal law. A fundamental policy of Workforce Strategies is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the business of Workforce Strategies. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial or religious remarks, animosity, or other such conduct, does not belong in our workplace. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, and slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings) and innuendo based upon a legally protected class.

Harassment prohibited by this policy applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, an employee toward a non-employee who has a business relationship with Workforce Strategies, or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, including discharge.

Any employee who has a complaint of harassment by anyone involved in the business relationship, including supervisors, co-workers, clients, vendors, or visitors, must bring the matter to the attention of Workforce Strategies officials. Employees may bring their complaint to their supervisor, Human Resources, to any Director of Workforce Strategies or to Delta College's Equity Officer. If the complaint involves someone in the employee's direct line of command or if the employee is uncomfortable discussing the matter with his or her direct supervisor, the employee must go to another supervisor or to any corporate officer with the complaint.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *1.00 – EQUAL EMPLOYMENT OPPORTUNITY*

#### *Section 1.03 Anti-Harassment and Complaint Process*

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#### **B. Sexual Harassment Policy**

Workforce Strategies strongly disapproves of and does not tolerate sexual harassment. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

Workforce Strategies' policy prohibits (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature made to an employee or non-employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

Sexual harassment prohibited by these policies applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward a non-employee or an applicant for employment. Sexual harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, including discharge.

#### **C. Reporting a Violation of the Equal Employment Opportunities or Harassment Policies/No Retaliation**

Any employee who believes that he or she has been subjected to unlawful age, arrest record, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, and weight. or any form of discrimination or harassment protected by law and prohibited within these policies, including sexual harassment, or any employee who has observed others being subjected to discrimination or harassment, **must** notify their manager, supervisor, or the Director of Human Resources, or any Director of Workforce Strategies.

Unlawful harassment and employment discrimination will not be tolerated. Human Resources will actively investigate every complaint of unlawful discrimination and harassment alleged to have been committed by anyone, including any manager, supervisor, employee, client, vendor or visitor. It is the duty of every Workforce Strategies employee to cooperate in any such investigation, and it would constitute a serious infraction of Workforce Strategies' policy to retaliate against or

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *1.00 – EQUAL EMPLOYMENT OPPORTUNITY*

#### *Section 1.03 Anti-Harassment and Complaint Process*

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penalize an employee for asserting a claim of unlawful discrimination or harassment or for providing witness testimony. Any employee found to have unlawfully harassed or discriminated against another employee, or non-employee with a business relationship with Workforce Strategies, or to have retaliated against an employee or others for making a complaint of discrimination or harassment or for providing witness testimony will be subject to discipline, up to and including discharge. Any employee found to knowingly have made a bad faith complaint of harassment or discrimination of any kind will be subject to discipline up to and including discharge. Workforce Strategies will keep all investigations confidential to the extent possible under the circumstances. Information will be shared on a need to know basis and facts may need to be disclosed as a part of the investigation and discussions with witnesses.

## **1.04 – Conflict Resolution / Grievance Procedure**

The Conflict Resolution / Grievance Procedure is intended for real disputes that can be adjusted through specific action by the College. Disagreements between staff members that are of a personal nature should be resolved in a different forum.

NOTE: Grievant should be aware that in cases involving possible discrimination, they also have access to the Grievance Procedure for Affirmative Action/Equal Employment Opportunity. Grievant may file under either policy but not both. If a grievance involves possible discrimination, staff members are advised to consult with the Delta Equity Officer, Director of Workforce Strategies or the Human Resources Office in deciding which procedure to use.

### **Preliminaries**

Any grievance a staff member or group of staff members (hereafter called the grievant) may have in relations to workload, compensation, promotion procedure, other working conditions at Workforce Strategies or arising from an application or interpretation of the Workforce Strategies' Handbook, will be adjusted as stated in this procedure. Unlawful discrimination with regard to any of these examples or others would be grievable under this procedure. Any adjustment must be consistent with the policies of the Workforce Strategies' Handbook.

Staff members are encouraged to speak to the appropriate supervisor or Human Resources or Equity Officer regarding any grievance they may have in regard to their treatment or conditions of work over which the administration might be expected to have some control. All formal grievances must be filed with fourteen (14) calendar days after occurrence or circumstances on which said grievance is based. The grievance filed will enumerate the occurrence in dispute and will suggest a remedy.

#### **1. Informal Grievance Procedures**

The staff member should first discuss the concern with the immediate supervisor, If, for any reason, this proves unsatisfactory or inadequate, the staff member may take the complaint to the Director of Workforce Strategies or the Human Resources Director. If these avenues leave the staff member still feeling s/he has justifiable cause for complaint, the staff member may institute a formal written request for further review of the issue.

#### **2. Formal Grievance Procedures**

- a. The staff member will submit the complaint and request for review in writing to the immediate supervisor, the Director of Workforce Strategies and the Human Resources Office.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *1.00 – EQUAL EMPLOYMENT OPPORTUNITY*

#### *Section 1.04 Conflict Resolution Services Process*

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- b. Within ten (10) working days, the Human Resources Office will hold a meeting with the immediate supervisor and Director of Workforce Strategies.
- c. Within ten (10) working days of this meeting, the staff member will be given a written disposition of the case including the reason for the decision reached.
- d. If this formal meeting has not resolved the complaint to the staff member's satisfaction within ten (10) working days, or if no written disposition has been received, the staff member may request the Human Resources Office, in writing, to schedule a similar meeting with the Director of Workforce Strategies. This request must be made no later than twenty (20) working days following the meeting held under Step b.
- e. The Director of Workforce Strategies will hold the meeting not later than ten (10) working days following receipt of the request for such a meeting. The decision of the Director will be made in writing.
- f. If the staff member is not satisfied with the decision made by the Director, or if no decision is communicated within ten (10) working days after the meeting held under Step e, the staff member may, within twenty (20) working days, request the Human Resources Office, in writing, to schedule a similar meeting with the President of Delta College.
- g. The President or a representative designated by the College President will hold the meeting no later than ten (10) working days following receipt of such a meeting. The decision by the President will be made in writing and will be final and binding on the parties within the College.
- h. Failure of the grievant to proceed to the next step of the procedure within the specified number of days will be construed as acceptance of the resolution at the step of the procedure.
- i. Time limits provided in this procedure may be extended by mutual agreement in writing.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION, WAGE/ SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.01 –Employee Classifications*

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### **2.01 – Employee Classifications**

Workforce Strategies classifies employees for purposes of pay and benefits and as required by law.

#### Workforce Strategies Full Time Employees on Assignment at Great Lakes Bay Michigan Works!

Employees regularly scheduled to work a minimum of thirty (30) hours per week for a continuous and indefinite period of time at a client location are considered Full Time Employees on Assignment at Great Lakes Bay Michigan Works! for all pay and benefit purposes. (Revised 2015)

#### Workforce Strategies Part Time Employees on Assignment at Great Lakes Bay Michigan Works!

Employees regularly scheduled to work twenty-nine (29) or fewer hours per week for a continuous and indefinite period of time at a client location are considered Part Time Employees on Assignment at Great Lakes Bay Michigan Works! for all pay and benefit purposes. (Revised 2013)

All employee positions are also classified as exempt (generally salaried) or non-exempt (generally hourly) from the minimum wage and overtime provisions of applicable law. Workforce Strategies follows legal guidelines when determining whether a position meets the requirements for exempt status.

**DELTA COLLEGE WORKFORCE STRATEGIES**

*2.00 EMPLOYEE CLASSIFICATION, WAGE/ SALARY AND EMPLOYMENT  
ADMINISTRATION*

*Section 2.02 – Workforce Strategies Office Hours*

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**2.02 – Workforce Strategies Office Hours**

**Client Sites:**

Workforce Strategies daily operational hours at client sites will be the same as the hours established by the client. Supervisors may assign work outside of the core office hours to meet the demands of Workforce Strategies and/or the client.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION, WAGE/ SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.03 –Employee Orientation, Education, and Training*

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### **2.03 – Employee Orientation, Education, and Training**

#### **New Employees:**

Human Resources offers orientation information to the employee related to job description, salary and benefits as applicable to the employee group status/classification.

Orientation continues at the employee’s Workforce Strategies place of employment.

1. Purpose of services provided by Workforce Strategies
2. Description of work to be performed
3. Tour of immediate facilities and introduction to supervisors and other employees.

The Workforce Strategies supervisor or his/her designee will have the responsibility for the on-the-job training that allows the new employee to adjust to the particulars of the position in Workforce Strategies.

#### **Incumbent Employees:**

Workforce Strategies employees have the responsibility to keep their skills and knowledge current, and have responsibility for the development of their own careers. Workforce Strategies is committed to the principle of training for all of its employees. Training for employees may be provided by Workforce Strategies through special on-the-job training programs or approved off-the-job educational courses and training seminars conducted by professional organizations and associations. Workforce Strategies managers and Human Resources staff may recommend/initiate new courses, seminars, etc., that will improve the working effectiveness of Workforce Strategies personnel. Training compensation shall be in accordance with administrative regulations and/or state or federal laws. The employee receiving the training must provide official documentation verifying the status and/or satisfactory completion of the training.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION, WAGE/ SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.04 –Time, Attendance, and Leave Records/Reports*

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### **2.04 – Time, Attendance, and Leave Records/Reports**

All employees are required to complete bi weekly timesheets using the Delta College electronic timesheet system.

The Human Resources Office is responsible for keeping accurate, up-to-date attendance and leave records for employees. Current balances are available by accessing Self Service for Employees on-line.

All attendance records are compiled based on information reported on web time sheets and are subject to supervisory review. Detailed leave reports can be created using information submitted via web time entry.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.05 – Overtime – Non-Exempt Employees*

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### **2.05 – Overtime - Non-Exempt Employees**

Workforce Strategies will pay non-exempt employees for scheduled overtime over forty (40) hours worked in the workweek, in accordance with the following:

- A. All overtime must have prior approval of the immediate supervisor or a designee. Payments will comply with Department of Labor requirements.
  
- B. Actual hours worked over forty (40) hours worked per week will be reported on the Time Sheet.
  - 1. A weekly overtime premium of one and one-half (1½) times the employee's regular rate will be paid for all hours worked in excess of forty (40) hours worked per week, excluding any non-work time for which the employee has been paid.
  - 2. Official holidays will be treated as days worked in computing overtime.
  - 3. All other paid time off, including, but not limited to paid sick leave, long-term disability, workers' compensation, vacation, bereavement, jury duty, military leave, and personal days will be treated as days not worked in computing weekly overtime.
  - 4. If an employee is requested to work by his/her supervisor and works on any of the Workforce Strategies' observed holidays, payment will be made at the rate of one and one-half (1½) times the employee's regular rate.

Employees should direct questions about overtime pay to their supervisor and/or the Human Resources Office.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.07 – Pay At Time of Separation from Employment*

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## **2.06 – Payroll Administration**

### **Checks and Deductions from Payroll Checks:**

- A. Delta College offers an electronic method of payment through Direct Deposit to the bank of your choosing or, if you prefer, a Money Network debit card. You will have access to an electronic earnings statement through Self-Service detailing your gross pay, taxes, deductions and net pay deposited into your account.
- B. Deductions will be made from each employee's paycheck as required by law (including federal and state withholding taxes, and each employee's portion of Social Security contributions as well as any garnishments, or any other deductions required by law) or, where applicable, when an employee elects to contribute to a Workforce Strategies' insurance or retirement program for which he/she is eligible, or for any other employee authorized reason.
- C. Employee's payroll deductions will be itemized on their pay advice. Employees should review their pay advice carefully each payday. If, at any time, an employee has any questions about the amounts shown on their paycheck, or how they are calculated, the employee should contact the Payroll Office.
- D. Immediately upon employment, all employees will be given appropriate forms along with insurance forms to complete. Tax withholding is based on the number of dependents an employee claims on the W-4 form that they complete when hired. Each employee is responsible for the accuracy of that form and for updating the information when necessary. To change withholding status, an employee must complete appropriate withholding allowance/exemption documents. The appropriate forms are available from the Payroll Office.

Employees should direct any questions regarding their paycheck to their immediate supervisor or to the Payroll Office.

### **Direct Deposit of Pay:**

- A. The Payroll Office makes direct deposits to employees' accounts on Friday of the payroll week. Employees should not withdraw against their direct deposit funds until the actual payroll date to avoid being overdrawn in their account.

### **Errors in Pay:**

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.07 – Pay At Time of Separation from Employment*

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Every precaution is taken to ensure that employees are paid correctly. If an employee believes there is an error, he/she should notify his/her supervisor and/or the Payroll Office. If there is an error, Workforce Strategies will make every attempt to adjust the error immediately and no later than the next pay period.

#### **Inadvertent/Improper Pay Deductions:**

Subject to certain exceptions, exempt employees paid on a salary basis must regularly receive a pre-determined amount constituting all or part of the employee's compensation for the work week, which is not subject to reduction due to variations in the quality or quantity of work performed. If an exempt employee believes that he or she has had improper pay deductions taken from his or her salary, the employee must immediately bring the matter to the attention of the Payroll Office for proper resolution. Workforce Strategies is committed to proper administration of all aspects of wage and hour law.

#### **Garnishments:**

State laws require Workforce Strategies to honor garnishments of employee wages as a court or other legal judgment may instruct, including child support. The law also provides for an administrative fee to be charged when a garnishment occurs. Employees will be notified when their pay is subject to court ordered or other legal judgment garnishment.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.07 – Pay At Time of Separation from Employment*

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### **2.07 – Pay at Time of Separation from Employment**

All Workforce Strategies employees are at-will, unless they have a written employment agreement for a definite term that specifies otherwise. (Refer to 6.21, Terms of Employment.) Accordingly, either Workforce Strategies or the employee may terminate the employment relationship at any time, with or without notice and with or without cause. At the time of separation from employment, Workforce Strategies will determine if the employee has any outstanding debt owed to Workforce Strategies and whether the employee has in his/her possession any Workforce Strategies/Delta College tools, equipment or property. After there is a timely and full accounting of the employee's and Workforce Strategies' accounts, as determined by Workforce Strategies, the final paycheck will be issued to the employee on the regular payday in accordance with state and federal law. The Employee will be asked to sign an Employee Consent for any Deductions from his/her Final Paycheck. Upon separation, all employees should consult the Human Resources Office for possible conversion of their group health insurance, and to clarify any financial questions.

- A. The Human Resources Office will process separation with the Finance Office for the purpose of budget and payroll.
- B. Unused sick time will not be paid upon separation of employment. If the employee returns to employment with Workforce Strategies within six (6) months, the forfeited sick time will be reinstated.
- C. Personal time will not be paid upon separation from employment
- D. Unused Vacation hours will be paid out upon separation from employment.

In accordance with the Michigan Employment Security Act (MESA) Administrative Rule #302, any accrued vacation days will be designated at the time of separation. This designation of days renders one ineligible for the period of time specified.

**DELTA COLLEGE WORKFORCE STRATEGIES**

*2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT  
ADMINISTRATION*

*Section 2.08 – Meal Periods and Rest Periods*

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**2.08 – Meal Periods**

Full-time employees of Workforce Strategies shall receive a (30) minute unpaid meal period during the course of the work day. Employees are responsible for submitting accurate web time reporting and should not produce any work during the unpaid meal period. The employee's supervisor is required to schedule meal periods for each employee so that Workforce Strategies functions are maintained and are not adversely affected and may adjust meal periods as needed.

Employees on assignment shall follow the client's meal period schedules as directed.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.09 – Flexible Work Schedules*

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### **2.09 – Flexible Work Schedules**

Workforce Strategies will consider the use of flexible schedules that improve service to our clients and enhance Workforce Strategies' productivity. Requests for flexible schedules to accommodate personal needs will be considered, consistent with the effective functioning of the office during core business hours.

A. Non-Exempt Employees:

1. Employees may not work a flexible work schedule without prior approval of their supervisor.
2. Any hours worked while in an off-site location utilizing flex time must be approved by the employee's supervisor and clearly documented to the supervisor and submitted via web time entry.
3. Any hours worked over forty (40) hours worked per week are paid at the overtime rate. A supervisor must authorize non-exempt employees to work overtime prior to the work being performed.
4. Requesting a flexible work schedule for an extended time may be requested for a minimum of one (1) month and a maximum of twelve (12) months.
5. Requests should be submitted thirty (30) days in advance of the starting date requested.
6. Flexible work schedules are defined as flexible hours.
7. A copy of the request/approval must be forwarded to the Human Resources Office.
8. Workforce Strategies maintains the right to deny or modify flexible schedule requests when business or customer demands require.

B. Exempt Employees are expected to fulfill the requirements of the position with no overtime paid for hours worked over forty (40) per week.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT*

#### *ADMINISTRATION*

#### *Section 2.10 – Personnel Files*

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### **2.10 – Personnel Files**

Each employee is responsible for providing updated personnel information to the Human Resources Office in writing when there is a change in address, telephone number, marital status, emergency contact or number and names of dependents.

The Director of Human Resources will be responsible for maintaining and securing personnel files.

- a. Workforce Strategies will maintain one complete personnel file for all Workforce Strategies employees. All such files will be maintained in the Human Resources Office.
- b. An employee seeking to examine his/her personnel file must make his/her request in writing to the Human Resources Office. A Request to Review Personnel File form is available on the Human Resources web site. In accordance with applicable state law, generally, employees may review their personnel file, at a mutually agreeable time and date, up to two (2) times per year.
- c. An employee shall have access to his/her official personnel file, the only exclusion being confidential pre-employment references/recommendations or medical records that an employee may access from their health care provider (although it is acceptable to allow review of medical records, but it is not required). This may be done during regular office hours, provided there will be no undue interference with the normal routine of the office. Under no circumstances shall the official personnel file be removed from the Human Resources Office by the employee. The employee's access to the file shall be only in the presence of the Human Resources Director or his/her designee in the Human Resources Office.
- d. An employee shall have the right to initiate responses to the material contained in the official personnel file, i.e., added educational experience or letters of commendation as he/she shall deem necessary, but he/she shall not have the right to remove material from the file.
- e. At an employee's request after review of the employee's official personnel file, the Human Resources Office shall reproduce any material in his/her personnel file except confidential pre-employment credentials, statements and inquiries. A fee shall be charged, but the fee shall be limited to the actual cost of duplicating the information at Delta College's rate per page.
- f. Neither anonymous material nor written disciplinary notices will be placed in an employee's personnel file unless the employee is provided a copy in person, or via email, or facsimile, or sent via US mail to the employee's last known address. Sending the employee a copy via any standard means will serve as providing a copy to the



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.10 – Personnel Files*

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- employee whether or not actual receipt occurs.
- g. Personnel material is shared within Workforce Strategies on a confidential need-to-know basis only. In addition to the individual employee, access to official personnel files shall be open only to supervisors, Human Resources Office personnel, others whose specific functions require such access, and to supervisors from a different area or department only where the employee has applied for another position. No one else, except as allowed or required by law, shall have access to the official personnel file of an employee without the express written approval of the employee.
  - h. Each employee will be notified if his/her official personnel file is duly subpoenaed in accordance with applicable law.
  - i. All requests for personnel information, including but not limited to, verification of employment for mortgage processing, or as references for new employment, must be in writing by the employee and accompanied by a signed release from the employee. This does not apply where state or federal law otherwise allows or requires release.
  - j. The Human Resources Office will be responsible for reviewing these guidelines periodically and making appropriate recommendations for their updating.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.11 – Performance Appraisals*

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### **2.11 – Performance Appraisals**

All employees are expected to work efficiently and harmoniously and to meet the requirements and standards of their position. A performance appraisal system is established for use by supervisors to evaluate employee work performance. The quality of service rendered by an employee will receive consideration in personnel matters such as promotions, transfers, demotions, terminations, and salary adjustments. Employees are evaluated daily on an informal basis.

Annually, supervisors formally evaluate their employees on or around the end of Workforce Strategies' fiscal year. Supervisors may formally evaluate employee performance at any time, in their sole discretion, to facilitate employee improvement or for any other business reason. Upon completion of the appraisal report, the supervisor will meet with the employee to discuss and review the evaluation and to plan for future performance goals.

Employee evaluations will become a permanent record in the respective Workforce Strategies employee's personnel file.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.12 – Salary Adjustments – Compensation and Advancement*

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### **2.12 – Salary Adjustments – Compensation and Advancement**

Promotions are based on qualifications for the position and past performance history.

Each role has a wage established by Human Resources. The wage range is approved by the granting source who ensures there are available funds to provide the wage.

New employees are hired in at the pay grade commiserate with experience and education.

Employees on Assignment receive annual increases if approved by the Board of Trustees and by the grant funding source. Existing employees receive additional compensation at the five and fifteen year of service marks.

Employees who are serving on an active performance improvement plan are not eligible for any wage increase.

Employees should contact their supervisor or the Human Resources Office for additional information about salary adjustments and/or current salary schedule information.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.13 – Reporting of Absences*

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### **2.13 – Reporting of Absences**

- A. Workforce Strategies expects employees to report to work regularly and on time according to their scheduled work hours. If an employee is going to be late or absent, the employee must contact his/her immediate supervisor to report an absence and to state the reason for the absence as soon as possible, but not later than one (1) hour before the normal report time. Should circumstances make contact with the supervisor one (1) hour before normal report time impossible, the contact should be made as soon thereafter as possible, with complete information explaining the delay. Absent employees are expected to call in every day of their absence, unless they have previously notified their immediate supervisor in writing of the exact duration of their absence and the absence has been approved.
- B. Schedule changes and/or leave time should be submitted for review and final approval by the appropriate supervisor(s).
- C. Regular attendance is expected. Chronic absenteeism will be evaluated and reviewed for appropriate applicable discipline and/or termination.
- D. Each employee upon returning to work after four (4) or more consecutive days of absence due to illness, or after being released from a hospital, must submit a statement to the Human Resources Office indicating full release to return to work without restrictions, or indicating specific restrictions under which employment could be resumed. Workforce Strategies retains the right to request a doctor's justification for an absence at any time allowable by law when attendance is an issue.
- E. Except under unusual circumstances, an absence of more than four (4) consecutive days without notification from the employee will be considered a voluntary termination of employment. Reconsideration may be requested where the employee can demonstrate that notification was not possible.
- F. Workforce Strategies expects its employees to plan their absences in advance, whenever possible, so that the work flow may continue without interruption. All planned absences, such as vacations, medical and dental appointments, important personal business, etc., must be approved in advance by the employee's immediate supervisor. Whenever possible, employees must schedule personal appointments outside of their scheduled work hours.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.14 – Inquiries Regarding Employment Records*

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### **2.14 – Inquiries Regarding Employment Records**

The Human Resources Office shall maintain complete employment information on all Workforce Strategies employees. Inquiries which are to be answered in the name of Workforce Strategies will be referred to the Human Resources Office for disposition.

Where any Workforce Strategies employee chooses to respond to a direct inquiry for information or for a letter of recommendation, that employee should check first with the Human Resources Office before responding, and should clearly indicate that the response comes from him/her personally and is not an official statement for Workforce Strategies or Delta College. In such instances where it is a personal reference, Workforce Strategies stationery or e-mail account must not be used.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.15 – Special Assignments and Projects*

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### **2.15 – Special Assignments and Projects**

If an employee is assigned a special project above and beyond their regular position duties, the employee may request that his/her immediate supervisor submit a request for additional compensation to the Human Resources Office. The request will be reviewed and discussed with the immediate supervisor and Director of that area and a determination will be made as to whether additional compensation is warranted. If warranted and approved, the Human Resources Office will follow applicable procedures with payroll for compensating the employee.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT ADMINISTRATION*

#### *Section 2.16 – Job Description Analysis*

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## **2.16 – Job Description Analysis**

### **A. Classification of Positions**

All positions will be classified on the basis of duties and responsibilities in accordance with standards established by the Human Resources Office and applicable law.

### **B. Establishing a New Job Description**

The Human Resources Office, in conjunction with the appropriate director or manager, will analyze the requirements, essential functions, and responsibilities of the job, compared to other existing jobs within Workforce Strategies and/or external benchmarking. The analysis will determine the relative value of the job within Workforce Strategies and ensure that all jobs are compensated equitably.

Jobs will be described as they exist and are being performed and will be aligned with applicable factors determined for success.

Changes in a job will be incorporated into the job description when they have been in operation for a period of time sufficient to permit a factual and realistic analysis; however, unusual circumstances may require activation of a job on a temporary prospective basis prior to Human Resources' formal job analysis.

Each job will be assigned an appropriate title and pay grade by the Human Resources Office, in conjunction with the appropriate director or manager, and will be submitted to the Director or designee for final approval.

### **C. Job Description Review**

Each employee's job description is reviewed annually as part of her/his annual performance appraisal review.

Supervisors will have the responsibility for notifying the Human Resources Office in writing if significant changes in a job occur during the year so that a review may be scheduled.

Employees may initiate a request for review through the same channels.

When the review indicates a substantial change in the duties, the job will be treated in the same manner as a new or revised job and final approval of the revised job description from the Director and the Human Resources Office will be required.

**DELTA COLLEGE WORKFORCE STRATEGIES**

*2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT  
ADMINISTRATION*

*Section 2.17 - Code of Ethical Conduct*

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**2.17 – Code of Ethical Conduct**

All Workforce Strategies employees are expected to be aware of and follow the Delta College Code of Ethical Conduct.

The current version of the [Code of Ethical Conduct](#) is posted on the Delta College employees' web site.



**DELTA COLLEGE WORKFORCE STRATEGIES**

*2.00 EMPLOYEE CLASSIFICATION WAGE – SALARY AND EMPLOYMENT  
ADMINISTRATION*

*Section 2.18 – Regulations and Rules of Conduct*

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**2.18 – Regulations and Rules of Conduct**

All Workforce Strategies employees are expected to be aware of and follow the Delta College Regulations and Rules of Conduct.

The current version of the Regulations and Rules of Conduct is posted on the Delta College employees' web site in the [Delta College Procedures Manual](#).

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *3.00 VACANCIES, PROMOTIONS, AND TRANSFERS*

#### *Section 3.01 – Workforce Strategies Position Vacancies*

#### *Section 3.02 – Transfers and Promotions*

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### **3.01 - Workforce Strategies Position Vacancies**

Workforce Strategies leadership and the Human Resources Office are responsible for the consistent handling of all recruitment and appointments to Workforce Strategies in accordance with applicable laws and Workforce Strategies procedures.

New or vacant positions will be posted under the Delta College web site. Employees are responsible for following vacancy notices and for monitoring notices listed on applicable websites and/or other announcements. Only applications through the public website will be considered.

### **3.02 – Transfers and Promotions**

#### **Transfers**

Workforce Strategies has the right to transfer or reassign an employee involuntarily to a different position to meet business and/or client needs (e.g. reorganization or restructuring).

Client contracts may limit the rights for Workforce Strategies employees to transfer to or rehire for other positions within Workforce Strategies and Delta College.

#### **Promotions**

Workforce Strategies has the right to promote an employee when his/her job responsibilities change significantly. Also see Job Description Review (section C) in 2.17 – Job Description Analysis. This may result in a change in title and/or pay grade for the employee.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *3.00 – VACANCIES, PROMOTIONS, AND TRANSFERS*

#### *Section 3.03 – Layoff and Recall*

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### **3.03 – Layoff and Recall**

A layoff shall be understood as meaning a total cessation of work by the employee for Workforce Strategies. Should a layoff be due to a business necessity, Workforce Strategies will make layoff decisions based on a number of considerations such as, but not limited to, ability to perform the remaining or another job's duties, attitude, team work, attendance, work ethic, disciplinary record, length of service with Workforce Strategies and/or within the department, productivity, etc. If a decision is made to recall employees following a layoff, recalls will be made within each separate classification on the reverse basis of layoffs, or as business necessity otherwise requires.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.01 – Employee Benefits Overview*

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### **4.01 – Employee Benefits Overview**

Workforce Strategies provides a number of benefits for eligible employees depending on Employee Classification (outlined in Section 2.01). See 4.12 Benefits at a Glance.

Workforce Strategies reserves the right to amend, modify, alter or terminate any or all of these plans at any time at Workforce Strategies' discretion. If an employee has questions with respect to his/her benefits and/or the benefits offered to Workforce Strategies employees, the Human Resources Office should be contacted.

Benefit Summary documents are available on-line on the Delta College web site at <https://www.delta.edu/employment/benefits-compensation.html>

Employees are encouraged to contact the Human Resources Office for additional information about benefits offered.

Delta College Workforce Strategies reserves the right to provide different benefits to different employee groups. The Delta College portal for employee posts current benefit summary sheets and additional information regarding each benefit. It is a great resource for employees and all are encouraged to use it. Specific questions regarding benefits can be addressed by Human Resources.

## DELTA COLLEGE WORKFORCE STRATEGIES

### 4.00 – EMPLOYEE BENEFITS

#### Section 4.02 – Holidays & Vacation

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### 4.02 –Holidays

Workforce Strategies employees located within a client’s facility will follow the client’s holiday schedule.

### Vacation – Excused Absence with Pay – Non-Exempt Employees

This policy applies for Non-Exempt Regular and Full-Time Employees. It also applies on a prorated basis for Non-Exempt Part-Time Employees. (Revised June 2013)

Workforce Strategies provides vacation leave to its eligible employees so that employees may use the time to rest from the daily requirements of their jobs. Vacation time may also be used for personal appointments or home and family needs.

Eligibility for vacation leave is as follows:

Fiscal Year of Employment	Vacation Days Available
1 <sup>st</sup> year	10 days (prorated based upon date of hire)
2 <sup>nd</sup> year	10
3 <sup>rd</sup> year	11
4 <sup>th</sup> year	12
5 <sup>th</sup> year	13
6 <sup>th</sup> year	14
7 <sup>th</sup> year	15
8 <sup>th</sup> year	16
9 <sup>th</sup> year	17
10 <sup>th</sup> year	18
11 <sup>th</sup> year	19
12 <sup>th</sup> year and each year thereafter	20

The following requirements also must be adhered to when scheduling vacation:

- A. Employees must schedule vacation leave with reasonable advance notice and the approval of their immediate supervisor according to operational needs of the administrative business.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.02 – Holidays & Vacation*

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- B. Excused absence for vacation will be reported for non-exempt employees electronically utilizing Daily Time Tracking and charged to the employee's vacation bank.
- C. A day of vacation equals eight (8) hours of pay at the employee's straight time hourly rate. A week of vacation is five (5), eight (8) hour days paid at the employee's regular straight time hourly rate, or as scheduled.
- D. Vacation time can be taken in increments of one (1) hour.
- E. If a Workforce Strategies recognized holiday occurs during an employee's vacation, the employee receives holiday pay if eligible and is not charged for vacation time for the day of the holiday.
- F. If an employee is on a scheduled vacation and Workforce Strategies is closed with the approval of the Director, this time is considered official leave with pay, not vacation.
- G. The vacation policy applies to all Workforce Strategies employees who are eligible for paid vacation. Vacation is exclusive of "paid holidays" or any special days off with pay that the Director designates.
- H. Vacation is credited bi-weekly (see vacation longevity charts). Credited vacation may be taken in accordance with Paragraph A.
- I. If during a scheduled vacation an employee becomes ill or disabled and is under the care of a licensed physician, the employee may request to have lost vacation rescheduled or charged to credited sick leave. A physician statement may be required.
- J. Workforce Strategies does not credit vacation time for employees that are on an extended leave of absence (beyond thirty (30) days) for whatever reason, unless required pursuant to applicable federal or state law.
- K. If a person is on a scheduled vacation and bereavement leave is justified, this time is considered as bereavement leave with pay, not as vacation.
- L. In Workforce Strategies' sole discretion, employees that leave Workforce Strategies after six (6) months of continuous service may be paid for credited unused vacation time at the time of separation in accordance with policy 9.01, Termination of Employment.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.02 – Holidays & Vacation*

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- M. Vacation records will be maintained on a fiscal year (July-June) basis.
- N. 40 hours of vacation carryover is permitted each fiscal year. Additional carryover vacation time can be approved by the Director.
- O. Employees can “borrow” vacation time upon the request to and approval of their immediate supervisor and the Director of Workforce Strategies. If approved, a signed agreement will be required. All “borrowed” vacation must be repaid at employment termination/resignation.
- P. Employees may not take payment in lieu of vacation time, unless Workforce Strategies requires or requests the employee to do so.

**NOTE:** In accordance with the Michigan Employment Security Act (MESA), Administrative Rule #302, any accrued vacation days will be designated at the time of separation. This designation of days may render one ineligible for the period of time specified.

## DELTA COLLEGE WORKFORCE STRATEGIES

### 4.00 – EMPLOYEE BENEFITS

#### Section 4.02 – Holidays & Vacation

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### Vacation – Excused Absence with Pay – Exempt Employees

This policy applies for Exempt Regular and Full-Time Employees. It also applies on a prorated basis for Exempt Regular Part-Time Employees. (Revised June 2013)

Workforce Strategies provides vacation leave to its eligible employees so that employees may use the time to rest from the daily requirements of their jobs. Vacation time may also be used for personal appointments or home and family needs.

Eligibility for vacation leave is as follows:

Fiscal Year of Employment	Vacation Days Available
1 <sup>st</sup> year	13 days (prorated based upon date of hire)
2 <sup>nd</sup> year	15
3 <sup>rd</sup> year	17
4 <sup>th</sup> year	17
5 <sup>th</sup> year	17
6 <sup>th</sup> year	18
7 <sup>th</sup> year	19
8 <sup>th</sup> year	20
9 <sup>th</sup> year	21
10 <sup>th</sup> year and each year thereafter	22

The following requirements also must be adhered to when scheduling vacation:

- A. Vacation time will be scheduled with the prior approval of the immediate supervisor and will be in accordance with operational needs of the administrative business.
- B. Excused absence for vacation will be reported for exempt employees electronically utilizing Daily Time Tracking and charged to the employee's vacation bank.
- C. A day of vacation equals eight (8) hours of pay at the employee's daily salary amount. A week of vacation is considered to be five (5) days paid at the employee's regular weekly base salary amount.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.02 – Holidays & Vacation*

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- D. Vacations should be taken in increments of one (1) full week, but may be taken as separate full or half days.
- E. If a holiday, recognized by Workforce Strategies, occurs during an employee’s vacation, vacation time is not charged for the holiday.
- F. If an employee is on a scheduled vacation and Workforce Strategies is closed with the approval of the Director, this time is considered official leave with pay, not vacation.
- G. The vacation policy applies to all Workforce Strategies employees who are eligible for paid vacation. Vacation is exclusive of “paid holidays” or any special days off with pay, designated by the Director.
- H. Effective July 1, 2006, vacation time is credited bi-weekly (see vacation longevity charts). Credited vacation may be taken in accordance with Paragraph A.
- I. If during a scheduled vacation an employee becomes ill or disabled and is under the care of a licensed physician, the employee may request to have lost vacation rescheduled or charged to credited sick leave. A physician statement may be requested.
- J. Workforce Strategies does not credit vacation time for employees that are on an extended leave of absence (beyond thirty (30) days) for whatever reason, unless required pursuant to applicable federal or state law.
- K. If a person is on a scheduled vacation and bereavement leave is justified, this time is considered as bereavement leave with pay, not as vacation.
- L. In Workforce Strategies’ sole discretion, employees that leave Workforce Strategies after six (6) months of continuous service may be paid for credited unused vacation time at the time of separation in accordance with section 9.01, Termination-Separation.
- M. Vacation records will be maintained on a fiscal year (July-June) basis.
- Q. 40 hours of vacation carryover is permitted each fiscal year. Additional carryover vacation time can be approved by the Director.
- N. Employees may not take payment in lieu of vacation time, unless Workforce Strategies requires or request the employee to do so.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.02 – Holidays & Vacation*

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**NOTE:** In accordance with the Michigan Employment Security Act (MESA) Administrative Rule #302, any accrued vacation days will be designated at the time of separation. This designation of days may render one ineligible for the period of time specified.

## DELTA COLLEGE WORKFORCE STRATEGIES

### 4.00 – EMPLOYEE BENEFITS

#### Section 4.03 – Sick Leave

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### 4.03 – Sick Leave – Regular Full-Time and Part-Time Employees

All Regular Full-Time Employees and Regular Part-Time Employees are eligible for sick leave in conjunction with the following requirements: (Revised June 2013)

- A. Eligible employees accumulate sick leave in their sick leave account on a bi-weekly basis for a total of twelve (12) days per fiscal year (prorated as a percent of full-time for employees less than full-time).
- B. The account may be accumulated up to a total of one hundred sixty (160) days (1280 hours). In case of illness or accident, no sick leave charge will be made for Saturdays, Sundays, College holidays, and vacation periods (if applicable).
- C. Workforce Strategies does not accumulate sick time for employees that are on an extended leave of absence (beyond thirty (30) days) for whatever reason, unless required pursuant to applicable federal or state law.
- D. Employees who are absent from work must notify their supervisor within one (1) hour before their regularly scheduled starting time. The employee must also report the reason for the absence and its expected duration.
- E. Each employee upon returning to work after four (4) or more consecutive days of absence due to illness will be required to file with the Human Resources Office a physician's statement that the claim of absence for illness is bona fide. The employee must have been examined or treated during the period of absence by the physician certifying the absence. The health care provider certifying the absence must be one who regularly treats or provides care for the type of illness or condition that caused the absence.
- F. Workforce Strategies reserves the right to request a physician's statement for any absence(s) due to sickness. Workforce Strategies also reserves the right to have a physician designated by Workforce Strategies examine the employee.
- G. After an extended illness or release from the hospital, a physician's report must be submitted to the Human Resources Office indicating full release to return to work without restrictions or identifying restrictions under which employment could be resumed. See Section 2.14.
- H. Sick time may be taken in the following minimum increments:
  - 1. Non-exempt employees            one (1) hour increments
  - 2. Exempt employees                four (4) or eight (8) hour increments.

## DELTA COLLEGE WORKFORCE STRATEGIES

### 4.00 – EMPLOYEE BENEFITS

#### Section 4.03 – Sick Leave

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- I. In the event an employee does not have sick leave available to cover the period of leave, other available credited leave will be applied toward the leave, such as vacation and/or personal hours. Employees will not be able to “borrow” sick time.
- J. A physician’s statement indicating anticipated length of absence shall be submitted to the Human Resources Office prior to any foreseeable absence.
- K. Disciplinary action may be taken for falsification of a physician’s statement. Delay, denial, or disciplinary action up to and including dismissal may apply if adequate medical certification or other explanation does not account for the absence.
- L. Unused, sick time is not paid upon separation from employment.
- M. Non exempt employees who have been granted permission to adjunct at Delta college who are on sick leave must be released to their regular appointment before returning to supplemental teaching.
- N. Employees who are on sick leave will not receive supplemental pay until they have been released to their regular appointment. Any stipends that are currently in effect will be prorated and the courses reassigned.
- O. The Genetic Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."  
(29 CFR Section 1635.8(b)(1)(B): [pdf version](#))

#### P. Paid Medical Leave Act – for Non-Exempt Employees

**Summary:** Effective March 29, 2019 per Michigan’s Paid Medical Leave Act (PMLA), employers must provide one hour of leave for every 35 hours worked up to 40 hours annually for eligible employees to use for the qualifying reasons below.

#### **Procedures:**

Qualifying reasons:

## DELTA COLLEGE WORKFORCE STRATEGIES

### 4.00 – EMPLOYEE BENEFITS

#### Section 4.03 – Sick Leave

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1. For an employee or family member's mental or physical illness, injury or health condition, treatment for these and for preventive medical care.
2. If the eligible employee or family member is a victim of domestic violence or sexual assault. Additionally including:
  - a. For medical care or psychological or other counseling;
  - b. To receive services from a victim services organization;
  - c. To relocate;
  - d. To obtain legal services; or
  - e. To participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
3. For the closure of the eligible employee's primary workplace by order of a public official.
4. If an employee needs to care for a child because the school or place of care is closed by order of a public official.
5. If an employee or family member contracts a communicable disease and must stay isolated to avoid jeopardizing the health of others.

#### Qualifying family member:

6. A biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis.
7. A biological parent, foster parent, stepparent, adoptive parent or legal guardian of an eligible employee or employee's spouse. Also including an individual who stood in loco parentis when the eligible employee was a minor child.
8. An individual to whom the eligible employee is legally married to under the laws of any state.
9. A grandparent.
10. A grandchild.
11. A biological, foster or adopted sibling.

PMLA hours are not in addition to current paid leaves provided by the College.

PMLA hours will be provided in a lump sum annually to eligible employees and do not carry over from year to year.

Employees who are absent from work shall be responsible for notifying their supervisor immediately.

PMLA time must be used in no less than one-hour increments.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.03 – Sick Leave*

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Employees returning to work after four or more consecutive days off due to a serious illness, injury, health condition, diagnosis and/or treatment must submit a statement to the Human Resources Office indicating full release to return to work without restrictions, or indicating specific restrictions under which employment could be resumed.

An employee who in the opinion of the Supervisor and in conjunction with the Director of Human Resources, is abusing his/her PMLA leave, will receive a verbal notice of warning. If at the discretion of the Supervisor and Human Resources Director the abuse continues, the employee may be required to submit to the Human Resources Office a physician's statement for any future absences.

Unused PMLA will not be paid out upon separation of employment and will not be reinstated if employee is rehired.

## DELTA COLLEGE WORKFORCE STRATEGIES

### 4.00 – EMPLOYEE BENEFITS

#### Section 4.04 – Personal Business Leave – Non-Exempt Employees

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#### 4.04 – Personal Business Leave – Full-Time Non-Exempt Employees

This policy applies for Regular Full-Time Non-Exempt employees.

Personal business leave is defined as leave for personal business that cannot be accomplished at a time other than during the normal working day.

- A. All full-time non-exempt Workforce Strategies employees in their first year of employment can acquire a maximum of three (3) days of personal leave. The amount of personal time available will be prorated for a new hire's first year, based on date of hire.
- B. After the first full year of employment, a full-time non-exempt employee is automatically credited with three (3) days personal leave, effective July 1.
- C. Personal time may be taken in no less than one (1) hour increments.
- D. Personal days are *non-cumulative* and *non-compensable* at the end of the fiscal year or upon separation from employment.
- E. Reasonable advance notice to the supervisor is required for use of personal time.
- F. Personal days may not be used to extend an authorized vacation or holidays.
- G. Personal days must be scheduled on a mutually agreeable basis with Workforce Strategies and the employee.
- H. Workforce Strategies maintains the right to deny a request to use a personal day in its sole discretion based on business needs.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.05 – Personal Time - Exempt Employees*

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### **4.05 – Personal Time – Regular Full-Time Exempt Employees**

This policy applies for Regular Full-Time Exempt Employees.

Personal time for full-time exempt employees is defined as leave for personal business that cannot be accomplished at a time other than during the normal working day.

Exempt employees do not acquire personal leave time. Rather, in accordance with applicable state and federal law, exempt employees may reasonably schedule limited periods of personal business, which cannot be accomplished at a time other than during the normal working day, in less than full-day increments without deductions from their pay. A deduction from an exempt employee's pay will occur, however, for any full day of absence due to personal business.

- a. Personal time must not interfere with business operations.
- b. Reasonable notification in advance to the employee's supervisor is required for any personal time taken, and must be pre-approved.
- c. Employees may use vacation time, but not sick days, to compensate unpaid personal business in a full day increment.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.06 – Workers' Compensation*

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### **4.06 – Workers' Compensation**

Employees who become disabled due to an on-the-job injury/illness may be entitled to benefits under the state's Workers' Compensation Act. Determination of compensable on-the-job injury and related employment status activities will be made by Workforce Strategies, the Human Resources Office, and its third-party workers' compensation administrator. The employee may also be placed on Family and Medical Leave Act leave in conjunction with his/her own serious health condition resulting from the work-related injury/illness.

If an employee sustains a personal injury or occupational disease which arises out of and in the course of employment, the employee must file a work-related claim of injury or illness. Refer to Section 7.02 Injury/Accident Reporting Procedure for additional information.

When an employee returns from his/her workers' compensation leave, the employee must submit medical certification that he/she is fit to return to work. If an employee's position is still open he/she will be referred to it. If not, Workforce Strategies may either offer the employee another open position for which he/she is qualified or place the employee on layoff until a position for which he/she is qualified becomes available.

If an employee fails to report to work at the end of his/her approved workers' compensation leave, or if an employee is employed by, or working for, another employer or company during his/her worker's compensation leave, that employee's employment with Workforce Strategies will be considered voluntarily terminated.

Workforce Strategies is committed to rehabilitating on-the-job injured employees and making reasonable work accommodations where possible and re-introducing/re-instating injured employees back to work as productive members of Workforce Strategies' work force. Questions on the injury leave process should be directed to the Human Resources Office.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *4.00 – EMPLOYEE BENEFITS*

#### *Section 4.07 – Continuation of Health Care Insurance Coverage*

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### **4.07 Continuation of Health Care Insurance Coverage**

A. What is continuation coverage?

A federal law, PL 99-272, commonly known as “COBRA,” requires Delta College’s Workforce Strategies when it employs twenty (20) or more employees, in conjunction with Delta College, to offer employees and their families the opportunity for a temporary extension of health care coverage at group rates in certain instances when coverage under the plan would otherwise end. Instances when group health coverage is lost are referred to as “qualifying events. When a qualifying event occurs the employee and/or dependent will receive a COBRA notice regarding options for electing continuation of coverage.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *5.00 – LEAVES*

#### *Section 5.01 – Family and Medical Leave Act*

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### **5.01 – Family and Medical Act Leave**

The Family and Medical Leave Policy of Delta College applies to all Workforce Strategies employees. The full policy can be found in the Human Resources section of the Delta College Procedures Manual, available on-line via the Delta College Employee Portal web site.

Refer to [Delta College Procedures Manual - Family & Medical Leave Policy](#)

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *5.00 – LEAVES*

#### *Section 5.02 – Military Leave*

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### **5.02 – Military Leave**

Military leave will be provided to Delta employees in compliance with federal regulations. Employees must request a leave of absence for active duty. The entire procedure can be accessed at: <https://www.delta.edu/employees/procedures/military-leave.html>

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *5.00 - LEAVES*

#### *Section 5.03 – Funeral Leave/Bereavement Leave*

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### **5.03 – Funeral / Bereavement Leave - Regular Full-Time and Part-Time Employees**

Regular Full-Time and Regular Part-Time Workforce Strategies Employees on Assignment at Great Lakes Bay Michigan Works! are eligible for funeral/bereavement leave. (Revised June 2013)

This program allows for necessary leave time due to death of an immediate family member or one day for the death of a person not in the immediate family. All bereavement leaves must be approved by the supervisor.

In case of death in the immediate family, an employee may be granted the necessary bereavement leave with pay, normally up to 5 days leave.

Immediate family shall be defined as husband, wife, father, mother, brother, sister, son, daughter, grandfather, grandmother, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, and son-in-law.

A relative living in the same household may be considered a member of the immediate family, normally up to 3 days leave.

One day is given for persons not in the immediate family.

Where a situation exists which is not covered by these relationships, or there are other extenuating circumstances, determination shall be made by the supervisor in conjunction with the Director of Human Resources or his/her designee.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *5.00 – LEAVES*

#### *Section 5.04 – Jury Duty/Subpoena Court Appearances*

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### **5.04 – Jury Duty / Subpoena Court Appearances - Regular Full-Time and Part-Time Employees**

Regular Full-Time and part-Time employees, Workforce Strategies Employees on Assignment at Great Lakes Bay Michigan Works! are eligible for jury duty /subpoena court appearances leave. (Revised June 2013)

During absences resulting from appearances in court that are required for jury duty or by subpoena, regular salary and fringe benefits will be continued by Workforce Strategies. The leave must be submitted on the web time sheet for employees.

Any court fees received by the individual (excluding expense allowance) while being compensated for Workforce Strategies responsibilities must be endorsed to the College.

The court time report and court checks must be turned in to the Cashier's Office when the court duty is terminated.

The court time report and any court checks are due immediately following any court appearance or jury duty.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *5.00 – LEAVES*

#### *Section 5.05 – Discretionary Leaves of Absence Without Pay*

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### **5.05 - Discretionary Leaves of Absence Without Pay**

Situations sometimes arise, beyond the employee's control, which interrupt regular work attendance. Full-time/part-time employees may apply to the Director Workforce Development and/or the Human Resources Office in writing for an unpaid leave of absence of up to thirty (30) calendar days for reasons other than family and medical leave. Prior to being taken, the leave of absence must be approved by the immediate supervisor, Director, and the Director of Human Resources and all necessary paperwork must be completed by the Human Resource Office.

During such a discretionary leave of absence, the employee shall accumulate no length of service and shall be credited no benefits. For the employee's individual insurance benefits and dependent insurance benefits to continue, the employee is responsible for the payment of all insurance premiums. This money must be paid by the first day of each month that the employee is on leave.

All requests for personal leaves of absence shall be submitted in writing to the employee's supervisor and the Human Resources Office. Whenever possible, requests shall be made at least thirty (30) days prior to the first day of requested leave. Workforce Strategies will grant or deny the request in writing.

If an employee fails to return to work at the end of the leave or is employed by or working for another employer or company during the leave, employment with Workforce Strategies will be considered voluntarily terminated effective on the date the leave of absence started and the employee will forfeit all benefits with the exception of those that may be continued in accordance with federal law.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.01 – Tools and Property*

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### **6.01 - Tools and Property**

Workforce Strategies provides the tools and computer equipment necessary for employees to perform the jobs to which they are assigned. Employees are expected to care for the equipment. In the event of loss or damage due to negligence or intentional acts the employee will be responsible for replacement or repair costs.

Workforce Strategies employees at client locations must follow the client's policies and procedures when provided with tools, equipment, files and reports by the client.

Refer to Section 6.04 for additional information regarding handling and use of computers, data files and reports, telephones, and other electronic equipment.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.02 – Non-Solicitation and Distribution*

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### **6.02 - Non-Solicitation and Distribution**

Solicitation by employees of their fellow employees during working time in working areas by, or on behalf of, any individual, organization, club, or cause is prohibited.

The distribution of any literature, pamphlets, or other material to employees during working time, or at any time in any work area, is likewise prohibited.

At no time shall any employee sell or solicit for personal profit. Sales conducted on Workforce Strategies sites, other than by Workforce Strategies or approved organizations of Workforce Strategies, are prohibited. The fact that the sales are conducted by a profit or non-profit organization shall not alter this policy.

Work Time Defined - Breaks, rest room visits, lunch breaks, and the period immediately before and after scheduled hours are not considered work time.

Outside Solicitation – Non-employees who do not have actual legitimate business with Workforce Strategies are prohibited from soliciting at any time for any purpose on Workforce Strategies premises.

Nothing in this policy is intended to prohibit or interfere with any state or federally protected employee right.

**DELTA COLLEGE WORKFORCE STRATEGIES**

*6.00 – GENERAL INFORMATION*

*Section 6.03 – Tobacco Free/No-Smoking Policy*

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**6.03 - Tobacco Free/No-Smoking Policy**

All employees on assignment will follow the worksite rules and policies for tobacco use.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.04 – Use of Computers, Telephones, and Other Electronic Equipment*

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### **6.04 Use of Computers, Telephones, and Other Electronic Equipment**

All Employees on Assignment are to adhere to the Delta College policies for use of computers, telephones and other electronic equipment.

All College owned equipment is required to be returned to the college before the employees last date of employment. Any equipment owned and provided by Michigan Works must be returned to supervisor prior to last date of employment.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.05 – Improper Payments, Bribes, and Kickbacks*

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### **6.05 - Improper Payments, Bribes, and Kickbacks**

Bribes, kick-backs, or any other form of improper payments or services to or from any individual with which we do business (in any form and for any purpose) are prohibited.

Workforce Strategies employees are not to accept gifts from clients, vendors, the public, or other third parties with whom Workforce Strategies does business.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.06 – Nepotism Policy*

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### **6.06 - Nepotism Policy**

An individual should not be employed in a position in which either s/he or a close relative, employed by Workforce Strategies or Delta College would be in a position to influence the hiring, supervision, hours of work or salary of the other, or if either would be in a position to financially benefit the other. This also applies to transfers.

Close relatives include brothers, sisters, wives, husbands, parents, children and in-law relationships. Relationships should be carefully assessed before a transfer or an offer of regular employment is made.

In cases of marriage between employees working in the same unit of Workforce Strategies, a decision regarding transfer of a spouse will be made on an individual basis by consultation between Director of Workforce Strategies and the Human Resources Office.

Individuals must recuse themselves from influencing or participating in decisions related to admission of close relatives (as defined above) to programs administered by Workforce Strategies

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.07 – Voting*

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### **6.07 – Voting**

Workforce Strategies does not provide time off for employees to vote with or without pay. All employees are expected to make arrangements to vote prior to or following normal work hours.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.08 – Non-Work Related Assignments/Projects and Outside Employment*

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### **6.08 – Non-Work Related Assignments/Projects and Outside Employment**

Workforce Strategies employees may not request, and a Workforce Strategies employee is not responsible for or required to perform a task for a supervisor, service instructor or other employee which is not directly related to his/her Workforce Strategies' position responsibility (i.e., typing of textbooks sold for a profit, personal resumes, outside workshop materials, etc.).

If the Workforce Strategies employee so desires to do this work, it must be done outside the normal scheduled work day.

This work and associated materials cannot in any way be charged to Workforce Strategies.

Exempt employees on assignment are not eligible to request approval for outside employment or adjunct at Delta College. because they may be required to fulfill duties outside of normal business hours (including evenings and weekends) and this has potential to directly conflict with fulfillment of programmatic obligations of the grant contract.

Non Exempt employees on assignment are eligible to request approval for outside employment. because Non-Exempt employees are only required to work during normal business hours to fulfill grant programmatic obligations.

A Workforce Strategies employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Workforce Strategies and the outside employment does not compete, directly or indirectly, with Workforce Strategies' business. All employees will be judged by the same performance standards and will be subject to Workforce Strategies' scheduling demands, regardless of any existing outside work requirements.

Outside employment will present a conflict of interest if it has an adverse impact on Workforce Strategies. Where a conflict of interest exists, the employee will be required to terminate his/her outside employment or resign his/her position with Workforce Strategies.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.09 – Consensual Romantic Relationships*

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### **6.09 – Consensual Romantic Relationships**

Workforce Strategies discourages work-related romantic relationships, especially between supervisors and staff. Because Workforce Strategies understands that consensual romantic relationships can occur in a work environment, in the assignment of personnel Workforce Strategies will avoid conflicts of interest with supervisors and subordinates involved in consensual romantic relationships. Accordingly, subordinates involved in a consensual romantic relationship with a supervisor will not be assigned to the same unit. Should a consensual romantic relationship develop after an assignment has been made, either the supervisor or the subordinate will be reassigned to a different unit within Workforce Strategies. It is the responsibility of the supervisor to implement this procedure with notice provided to the Director of Human Resources.

If an alternative work assignment or reassignment (as described above) is not an option, the supervisor must arrange with the appropriate Director to have all evaluations, recommendations, discipline, promotions, pay adjustments, and performance reviews pertaining to the employee handled by another Workforce Strategies official. All such arrangements must be pre-approved by the Director.

Workforce Strategies employees are discouraged from dating clients.

Workforce Strategies employees may be required to sign a statement confirming that their work-related romantic relationship with any individual is consensual.

If at any time any consensual romantic relationship interferes with, or disrupts, the work environment, the employee(s) may be faced with the mandatory options of reassignment, discontinuing the relationship, or terminating their employment.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.10 – Dress Standard*

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### **6.10 – Dress Standard**

Employees on Assignment expected to adhere to professional dress standards of the client site they are assigned to. Exceptions to this standard may be made by the supervisor of the site and should be provided to employees in writing.

Questions regarding dress standards should be directed to the employee's supervisor.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.11 – Expense Reports*

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### **6.11 – Expense Reports**

Workforce Strategies will reimburse employees for reasonable authorized business expenses when traveling on Workforce Strategies business or when otherwise incurred in the course of business. Employees must submit any business expenses, along with all receipts, on a Workforce Strategies expense form that has been approved by the employee's supervisor to the Business Office on a timely basis. Pre-approval for purchased by program manager is a required. Failing to timely submit an expense report may result in a delay or denial in receiving reimbursement.

Workforce Strategies Expense Report templates and Mileage Reimbursement Report templates are available on the Delta College employee portal. The templates contain additional information about allowable business expenses.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.12 – Social Security Number Privacy Policy*

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### **6.12 - Social Security Number Privacy Policy**

In compliance with the Social Security Number Privacy Act, Act 454 of 2004, (the “Act”) Workforce Strategies requires all employees who use, are exposed to, or have access to employee or other individuals’ social security number(s) (“SSN”) to maintain the strictest confidentiality of these numbers and prohibits unlawful disclosure of any SSN. To this end, Workforce Strategies expects all employees to comply with the following requirements of the Act:

#### A. Prohibited Uses

No employee shall intentionally do any of the following with the SSN of another employee or other individual:

1. Publicly display more than four (4) sequential digits of the SSN, including but not limited to visibly printing more than four (4) sequential digits on any identification badge or card, membership card, permit, license, or time records in public view.
2. Use all or more than four (4) sequential digits of the SSN as the primary account number of the individual, unless it is done pursuant to subsection C. below.
3. Require any individual to transmit more than four (4) sequential digits of his/her SSN over the Internet or a computer system or network unless the connection is secure or the transmission is encrypted.
4. Require any individual to use or transmit more than four (4) sequential digits of his/her SSN to gain access to an Internet website or computer system or network unless the system is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the Internet website or computer system or network.
5. Include more than four (4) sequential digits of the SSN in or on any document or information mailed or otherwise sent to an individual if the SSN is visible on or, without manipulation, from outside of the envelope or packaging.
6. Subject to subsection C below, include more than four (4) sequential digits of a SSN in any document or information sent to any individual or entity unless any of the following apply:
  - a. State or federal law, rule, regulation, or court order authorizes, permits or requires the SSN appear in the document;

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.12 – Social Security Number Privacy Policy*

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- b. The document is sent as part of an application or enrollment process initiated by the individual;
- c. The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a SSN of an individual who has an account, contract, policy, or employee or health insurance benefit;
- d. The document or information is mailed at the request of an individual whose SSN appears in the document or information or is mailed to his/her parent or legal guardian.
- e. The document or information is mailed in a manner or for a purpose consistent with the Gramm-Leach-Bliley Act, 15 USC 6801 to 6809; with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), Public Law 104-191; or with section 537 or 539 of the Insurance Code of 1956, Act 218 of 1956.

#### **B. Allowable Uses**

The prohibited uses in section A. above do not apply to the following situations:

- 1. Use of a complete SSN that is authorized or required by state, federal statute, rule, regulation, by court order or rule, or pursuant to legal discovery or process.
- 2. Use of a complete SSN as part of a criminal investigation or prosecution when provided to, or received from a Title IV-D Agency, law enforcement agency, court or prosecutor.

#### **C. No Violation**

It is not a violation of A, 2 above -- Use of more than four (4) sequential digits of a SSN for a primary account or A, 6 above -- Use of more than four (4) sequential digits when mailing documents or information, to use more than four (4) sequential digits of a SSN if the use is for any of the following:

- 1. An administrative use in the ordinary course of business, by a person or a vendor or contractor of a person, to do the following:
  - a. Verify an individual’s identity or similar administrative task related to an account, transaction, product, service or employment or any of these being proposed;

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.12 – Social Security Number Privacy Policy*

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- b. Investigate an individual’s claim, credit, criminal, or driving history, such as in a background or reference check;
  - c. Detect, prevent, or deter identity theft or another crime;
  - d. Lawfully pursue or enforce an individual’s legal rights, such as for tax or employee benefit purposes, collection, an audit, or other investigation;
  - e. Lawfully investigate, collect or enforce a child or spousal support obligation or tax liability, or
  - f. Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.
2. A use of more than four (4) sequential digits of a SSN as a primary account number if:
- a. The use began before March 1, 2005;
  - b. The use is ongoing, continuous, and in the ordinary course of business. If the use is stopped for any reason, this section will no longer apply.

#### D. Authorized Access

Workforce Strategies will allow access to documents or information that contains SSNs only to those individuals who have a legitimate business purpose to access employee or other individuals’ SSNs and who adhere to the requirements of this policy.

#### E. Destruction and Disposal

When Workforce Strategies no longer has a legitimate business purpose for the document or information containing an individual’s SSN, the document or information must be properly shredded and disposed of to avoid inadvertent disclosure. Destruction and disposal will occur in conjunction with state, federal, and Workforce Strategies records retention policies and requirements.

#### F. Penalty for Violation of This Policy

Any employee who intentionally violates this policy will be subject to discipline, up to and including discharge for misconduct and may be further subject to criminal and civil fines and penalties, including prosecution.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.12 – Social Security Number Privacy Policy*

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##### **G. Security Breach of Personal Information**

In the unlikely event that any employee's personal information is accessed and acquired by any non-employee of Workforce Strategies without authorization, Workforce Strategies will notify all affected employees in writing as soon as possible. Personal information includes an employee's:

- Name;
- Address;
- Telephone number;
- Driver's license or state personal identification card number;
- Social security number;
- Place of employment;
- Employee identification number;
- Employer or taxpayer identification number;
- Government passport number;
- Health insurance identification number;
- Mother's maiden name;
- Checking account number;
- Savings account number;
- Financial transaction devise account number or the person's account password;
- Stock or other security certificate or account number;
- Credit card number;
- Vital record; and
- Medical records or information.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.13 – Copyright*

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### **6.13 - Copyright**

Legal protection for copyrighted material is provided by federal law, and applies automatically to all materials reduced to any medium that can be copied regardless of whether a copyright notice appears anywhere on the materials.

Workforce Strategies employees are responsible for knowing and abiding by the law, and will be held personally responsible in the event an action for copyright infringement is brought against Workforce Strategies.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.14 – Term of Employment*

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### **6.14 - Term of Employment**

Workforce Strategies employees on assignment are employed “at-will

This means that both Workforce Strategies and the employee have the right to terminate employment at any time with or without cause. Nothing in this Employee Handbook or any oral or written representation by any employee, official, manager or supervisor of Workforce Strategies shall be construed as a contract of employment.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

*6.00 – GENERAL INFORMATION Section 6.16- Complaint Process*

*Section 6.19– Policies Subject to Change*

### **6.15 - Policies Subject to Change**

Workforce Strategies continually reviews its personnel policies and employee benefits and reserves the right to modify, supplement, amend, or delete any of the provisions contained in this Handbook at any time. Workforce Strategies will generally give employees advance or simultaneous notice of any changes' effective date.

## DELTA COLLEGE WORKFORCE STRATEGIES

6.00 – GENERAL INFORMATION Section 6.16- Complaint Process  
Section 6.19– Policies Subject to Change

### 6.16– Workforce Strategies Complaint Process

As required by the Higher Learning Commission, Delta College needs to have a record of general complaints and concerns voiced by students and other community members. Delta has chosen the Maxient online reporting system as the mechanism for recording both the complaint as well as the verification of resolution. (Note: this Process does not govern employee complaints. For the Employee Grievance Policy see Section 1.04 of the Delta College Workforce Strategies Employee Handbook.)

Employees on Assignment are to contact their manager on site with any concerns or complaints. If the issue is not solved to the Employee’s satisfaction, the Employee may contact the Director of Workforce Strategies for a meeting to further discuss the issue and any alternative solutions. All other complaints and concerns expressed will follow the business site process for recording and resolving complaints.

If any staff member is contacted with a concern or complaint, the staff member should first report the issue to his/her direct supervisor Delta College encourages direct resolution whereby any individual who has a concern works directly with the lead staff member involved. If the issue is not solved to the Stakeholder’s satisfaction, he or she may contact the Director for a meeting to further discuss the issue and any alternative solutions

**A concern or complaint should be logged in the Maxient System when it involves a problem or issue that needs a resolution or a response. We trust that you will use your professional judgement when submitting complaints.**

The supervisor may choose to report the complaint in the Maxient system online. Complaints logged in Maxient should **not** identify a specific Stakeholder as the cause of the issue but should be identified by the relevant department or area, date of the complaint and incident (if any) resulting in the complaint. The form also provides a space for entering the resolution. If the issue has been resolved, please record that information in the resolution space provided. If a supervisor receives a complaint related to activity outside of Workforce Strategies, the supervisor may refer the complaint to a different person or department at Delta College to address the complaint. Please share the referral in the space provide for the resolution. The form will be forwarded to the appropriate individual for resolution.

#### GENERAL PUBLIC COMPLAINTS/CONCERNS

The general public can submit their concern on the Delta College public website. Individuals seeking to confidentially disclose a concern are encouraged to use this form.

<http://www.delta.edu/report-incident.html>

## **DELTA COLLEGE WORKFORCE STRATEGIES**

*6.00 – GENERAL INFORMATION Section 6.16- Complaint Process  
Section 6.19– Policies Subject to Change*

### MAXIENT FORMS

Delta College has separated the reporting structure for potential violations into the following categories listed below. When situations arise, resolved or otherwise, please report it through Maxient using the appropriate form. The majority of concerns are to be logged under the General Concern/Complaint form.

All of the reporting forms can be found online at <https://www.delta.edu/report-incident.html>

### **General Concern/Complaint**

General Concern/Complaint covers a wide array of situations related to college processes and programs and excludes violations of the Rules of Regulations of Conduct or Academic Integrity.

All concerns related to Workforce Strategies submitted via this the General Public Complaint/Concern form, are sent to the Director. The concerns will be addressed by the Director or forwarded to the appropriate personnel to resolve. Once resolved, the Director will record the resolution and close the incident report.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *6.00 – GENERAL INFORMATION*

#### *Section 6.16 – Complaint process*

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##### **Conduct/Behavior Violation**

Conduct/Behavior violations that are not related to an allegation of cheating or plagiarism (disruptive student, disorderly conduct, etc.). If you have questions about whether a behavior is considered a violation, please contact the Dean of Students.

(Note: All participants who are registered as “guest students” of the College are considered students of the college. The Director is responsible to complete a Conduct/Behavior Violation form indicating the issue and the resolution. All student conduct complaints go to Delta College Conduct Review Officer. The Director will receive a follow up call from the Conduct Review Officer.)

##### **Concerning, Worrisome, or Threatening Behaviors (BIRB)**

Concerning, worrisome or threatening behaviors are often exhibited by students who are in or near crisis and need additional attention in order to ensure they are safe, the community is safe, and that they continue to be successful while at Delta College. If you have questions about whether a behavior should be considered for a BIRB report, please contact Public Safety at 989- 686-9145. If this is an immediate emergency or imminent threat please contact Public Safety at x9111.

##### **Equity/Sexual Misconduct Complaints**

Equity/Sexual Misconduct complaints can address behaviors that create a hostile learning or working environment. The behaviors include, but are not limited to: discrimination, harassment, stalking, and/or intimate partner violence. If you have a learning or work environment situation related to your role as a student or employee of Delta College, we will work to remedy the situation. If you have questions about completing this form, please contact the Equity Office at 989-686-9547.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.01 – Safety Policy*

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## **7.01 - Safety Policy**

### Workforce Strategies Responsibilities

Workforce Strategies realizes the responsibility for the implementation of a Loss Prevention Program. The prevention of accidents and the achievement of safe work practices are of great importance. Of equal importance is our responsibility as an employer to provide for employees safe working conditions, free from recognized hazards. In order to accomplish this, it is the policy of Workforce Strategies to:

1. Provide a safe and healthful place of employment for all employees and subcontractors, and to abide by all applicable federal, state, and local safety regulations as they pertain to our industry.
2. Enforce this policy and its provisions.
3. Require all employees and subcontractors to abide by this safety policy.
4. Establish a procedure for the treatment of injuries.
5. Provide safety education for personnel.
6. Observe all good safety practices as dictated by location and circumstances.

### Employee Responsibilities

Each employee is reminded that job safety is an integral part of the operations of Workforce Strategies. With this in mind, each employee shall take on the responsibility of observing all safety rules and regulations for the preservation of not only him/herself, but also his/her fellow workers. Failure to comply with Workforce Strategies Safety Policy, and the client's safety policies at their worksite, or failure to take due care and caution to prevent accidents and injuries, shall be grounds for immediate disciplinary action.

1. Supervisors shall insist on all employees observing and obeying every safety regulation and order and shall take such action as necessary to obtain compliance.
2. Employees must report every accident/incident involving bodily injury, motor vehicle damage to property or material and work equipment, either owned, leased, or rented or in the care, custody, and control of Workforce Strategies immediately to their immediate supervisor. The extent of injury or dollar amount of damage has

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.01 – Safety Policy*

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no bearing on this requirement. The proper authorities, such as the police department, shall be notified, when applicable.

3. The consuming of liquor, intoxicating beverages, or working in any unfit condition, or consuming drugs or alcohol during or immediately prior to working hours is prohibited.
4. Horseplay, scuffling, and any other acts which have an adverse influence on the safety of the employees or that could result in property damage are prohibited.
5. Good housekeeping shall be maintained in all work areas.
6. No employee shall leave materials in aisles, walkways, stairways, roads, or other points of egress.
7. All posted safety rules must be obeyed and must not be removed except by management's authorization.
8. All employees must comply at all times with all federal, state, and local safety laws, and Workforce Strategies regulations and policies.
9. All employees shall obey the safety regulations of the owner or client whenever they exceed these safety policies.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.02 – Injury/Accident Reporting Procedure*

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## **7.02 – Injury/Accident Reporting Procedure**

### Reporting Injuries and Accidents

Employees must advise their supervisors of all accidents, injuries or illness that occur while at work. They must be reported immediately and under no circumstances later than within twenty-four (24) hours of the occurrence, no matter how slight they may appear. Workforce Strategies, in conjunction with the Campus Public Safety Office, will provide the proper forms for reporting accidents, injuries, and illness. Failure to report these occurrences will be cause for disciplinary action.

In case of an accident in a Workforce Strategies-owned vehicle, all information must be reported immediately to the employee's supervisor. In no instance should responsibility for the accident be expressed to anyone until the proper persons in Workforce Strategies have been notified and permission given to make statements.

### Injuries and Accidents at Workforce Strategies Locations

If an employee sustains a personal injury or occupational disease, which arises out of and in the course of employment, the employee must report a work-related claim of injury or illness with the Public Safety Department.

1. All injuries/illnesses must be reported to Public Safety and the employee's immediate supervisor within 24 hours of the injury/illness.
2. If at the time of the injury/illness the employee needs to seek treatment, authorization must be given by Public Safety or the Human Resources Office (Ext. 9106 or 9107) prior to receiving treatment. Employees requiring treatment must use the College's authorized Health Services provider. Employees electing to seek their own treatment will be responsible for all payments incurred.
3. If treatment is needed, other than at the time of the injury, the employee must contact the Human Resources Office for authorization prior to seeking treatment at the approved Health Services provider.
4. All employees seeking treatment due to a work related injury or illness will be drug and alcohol tested at the time of the visit.
5. The employee will be responsible for providing the Human Resources Office with a copy of their physician's statement.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.02 –Injury/Accident Reporting Procedure*

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6. If necessary, Human Resources will complete the appropriate forms to be forwarded to our Workers' Compensation Company. Any bills the employee receives as a result of the work-related injury/illness must be sent to the Human Resources Office. Any lost time as a result of a work-related injury or illness will be reported as sick leave, if available.

Injuries/illnesses occurring off campus, which are work-related, must be reported by phone as per the above instructions.

#### Injuries and Accidents at Client Locations

Work-related injuries/illnesses occurring at client locations must be reported by phone as per the above instructions.

In addition, the client's procedures for injury/accident reporting by contractors/visitors must be followed.

#### OSHA Reporting

The Human Resources Office is responsible for OSHA related injury/accident reporting.

Employees should contact the Human Resources Office with any questions regarding OSHA Injury/Accident Reporting.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.03 – Fires, Tornadoes, And Use of Emergency Equipment*

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### **7.03 – Fires, Tornadoes, and Use of Emergency Equipment**

All employees on assignment are strongly encouraged to sign up for electronic emergency alert through Delta College. This provides the ability for the college to contact the employee via email or text in the event of an emergency. Sign up under the Public Safety website page [delta.edu](http://delta.edu)

Employees must always be prepared for emergency situations while at work. When an emergency situation occurs at a client's worksite, employees should follow the client's emergency procedures. If an emergency occurs at Workforce Strategies or in transit to a work site, the following procedures should be followed:

A. Fire or Major Disaster

1. In the event of fire or major disaster, the person in charge will assume complete responsibility for the safety of others, activate the nearest fire alarm, and vacate the buildings.
2. Fire drills will be conducted periodically to practice proper fire evacuation procedures.

B. Tornado Safety Rules

1. Whenever possible, seek inside shelter, preferably in a cellar, basement, underground excavation, or a steel-framed or reinforced concrete building of substantial construction. Stay away from windows.
2. In office buildings with windows - stand in an interior hallway on a lower floor, away from windows and preferably in the basement.
3. If no basement is available, take cover under heavy furniture in the center-point of the building. Open some windows but stay away from them.
4. Avoid auditoriums, gymnasiums, or other areas with large free-span roofs.
5. In open country, move away from the tornado at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine. Get out of an automobile into a ditch or ravine.
6. Listen to a radio for the latest information and instructions. Do not tie up the telephone lines.

## DELTA COLLEGE WORKFORCE STRATEGIES

### 7.00 – EMERGENCY/SAFETY PROCEDURES

#### Section 7.03 – Fires, Tornadoes, And Use of Emergency Equipment

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7. If a flashlight is available, keep it ready for use.

REMEMBER: TORNADO WATCH: Means tornadoes are expected to develop.

TORNADO WARNING: Means a tornado has actually been sighted.

#### C. Bomb Threats

Person or persons receiving a bomb threat call should

- Remain calm
- Attempt to obtain as much information as possible about the caller and the situation
- Call the Department of Public Safety immediately at ext. 9111
- If instructed to evacuate, move a safe distance away, at least 500 yards, from the building.

#### D. Oxygen Equipment

In case of an emergency, oxygen equipment should be used **only** by employees who have been trained in the proper use of this equipment.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.04 – Adverse Weather Policy*

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### **7.04 – Adverse Weather Policy**

#### **Adverse Weather:**

- Workforce Strategies employees on assignment will adhere to closure or delay of start of the client location as determined by the client management team. If the site is closed, employees do not report.
- If a site remains open, and an employee chooses not to report for work on that day, the employee with approval from their supervisor may elect to take the day off as a vacation day (personal or comp time could also be used for those who have that benefit). If the time is not available, the time would be considered leave without pay.
- The Delta College manager at the client site is required to inform the Workforce Strategies Director of any delays or closures as well as Human Resources.

#### **Adverse Weather Pay:**

#### ***If a Workforce Strategies site is closed:***

Non-exempt employees will be paid as follows:

- A. If a Workforce Strategies site is closed:
  - i. prior to the start of the normal work day, employees will be paid for their regular scheduled time.
  - ii. after the normal day has begun, employees will be paid in full for the time the office was closed (if they were scheduled to work during that period) plus whatever time they were at work prior to closing.
  - iii. Until a specific hour, employees will be paid for that period closed (if they were scheduled to work during that period) and if they **report to** work at the time the office is scheduled to reopen.
  - iv. and under i and ii above (closing occurs after the day begins), and an employee has not been at work, s/he may use personal leave or vacation to charge against that absence and get full credit for the day.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.05 – Anti-Workplace Violence Policy*

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### **7.05 - Anti-Workplace Violence Policy**

Workforce Strategies is concerned about preventing incidents of violence. It is Workforce Strategies' policy to expressly prohibit any acts or threats of violence by any Workforce Strategies employee or former employee against any other employee in or about Workforce Strategies facilities or elsewhere at any time. Workforce Strategies will not condone any acts or threats of violence against Workforce Strategies employees, clients, vendors, or visitors on Workforce Strategies property at any time or while they are engaged in business with or on behalf of Workforce Strategies on or off of Workforce Strategies premises.

In furtherance of this policy, employees have a “duty to warn” their supervisors, security personnel, or Human Resources representatives of any suspicious workplace activity or potential or actual situations or incidents of violence or threats of violence that they observe or are aware of. Employees involved in situations of domestic violence are also encouraged to notify campus police as a precautionary measure should any acts of domestic violence occur at work. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent under the circumstances and based upon investigatory requirements. Workforce Strategies will not condone any form of retaliation against any employee for making a good faith report under this policy.

## DELTA COLLEGE WORKFORCE STRATEGIES

### 7.00 – EMERGENCY/SAFETY PROCEDURES

#### Section 7.06 – No Weapons/Search Policy

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### 7.06 - No Weapons/Search Policy

To help ensure a safe and productive work environment for our employees and others, Workforce Strategies has adopted a policy prohibiting deadly weapons and destructive devices.

While on Workforce Strategies premises and while conducting business-related activities off Workforce Strategies premises, no employee may use, possess, store, distribute, or sell any deadly weapon or destructive device. Any employee who is licensed to carry a concealed weapon under Michigan’s Firearms Statute, Act 372 of 1927, MCLA 28.421, *et seq*, may do so off any worksite premises and outside of working time consistent with the concealed weapons law. To the extent allowed by law, former employees, clients, vendors, and visitors, are also prohibited from bringing deadly weapons and destructive devices onto Workforce Strategies premises, including parking lots, unless specifically authorized by management for law enforcement or security reasons.

- A. “Deadly weapon” as applied in this policy is:
1. Any weapon from which a shot readily capable of producing death or serious physical injury may be discharged;
  2. Any knife other than an ordinary pocket knife with a blade of less than 3”;
  3. Billy or nightstick;
  4. Blackjack or slapjack;
  5. Artificial knuckles made from metal, plastic, or similar hard material; and
  6. Any item that in management’s discretion could be used to cause deadly bodily harm or serious physical injury.
- B. A “destructive device” means:
1. any explosive;
  2. incendiary;
  3. poison gas bomb;
  4. grenade;
  5. mine;
  6. rocket;
  7. missile; or
  8. similar device; and
  9. includes the unassembled components from which such a device can be made.

Workforce Strategies reserves the right to search based on reasonable suspicion of theft, violence, or other misconduct any person entering its property or while performing services for Workforce

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.06 – No Weapons/Search Policy*

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Strategies offsite. This includes the right to search property, equipment, and storage areas including, but not limited to, clothing, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, cabinets, lunch and equipment boxes or bags, and equipment. Any items which an employee does not want to have inspected should not be brought to work. Employees should not have any expectations of privacy on Workforce Strategies premises or at remote worksites.

Employees have a “duty to warn” their supervisors, security personnel, or human resources representatives of any suspicious or actual workplace activity, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, clients, vendors, or visitors involving actual or potential workplace violence. This includes, but is not limited to: reporting the use, possession, storage, distribution, or selling of any deadly weapon or destructive device or any actual or threatened bodily harm or injury to property. Employees involved in situations of domestic violence are also encouraged to notify campus police as a precautionary measure should any acts of domestic violence occur at work. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible under the circumstances and based upon investigatory requirements. Workforce Strategies will not condone any form of retaliation against any employee for making a report under this policy.

This policy is necessary for the safety and security of everyone at Workforce Strategies and for the protection of our property and facilities. Submission to and compliance with these rules is a condition of continued employment. Thus, violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.07 – Drug and Alcohol Free Workplace Policy*

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### **7.07 - Drug and Alcohol Free Workplace Policy**

#### **A. Purpose**

The purpose of this policy is to ensure a safe, healthy, and secure work environment, to protect Workforce Strategies and client property, to ensure efficient operations, and to provide reasonable assurance that all persons working for Workforce Strategies are fit to work and not compromised by any legal or illegal substance, drug, or alcohol.

Individuals under the influence of drugs and alcohol on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with the user. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing or selling alcohol or controlled or illegal substances, or having alcohol, or controlled or illegal substances or prescription medications in an employee's system, without medical authorization when applicable, on Workforce Strategies premises, at off-site work locations, or in Workforce Strategies vehicles will result in disciplinary action up to and including immediate termination.

#### **B. Requirements**

It is Workforce Strategies' policy that all employees shall take any necessary measures to ensure that the use of alcohol and/or the use of illegal or controlled substances or the abuse or misuse of prescription drugs or over-the-counter medications do not endanger the health, safety, and security of our employees, our operations, our clients, or all people who come into contact with our workplace and property. Workforce Strategies shall also comply with any requirements under applicable law. In accordance with this policy, the following shall apply to all employees:

1. The unlawful use, possession, sale, conveyance, distribution, dispensation, concealment, transportation, or manufacture of drugs, chemical intoxicants, controlled substances, or drug paraphernalia by any employee, on or off Workforce Strategies property, during or outside of work hours, shall be strictly prohibited. Any such conduct on Workforce Strategies premises, during work hours, or outside of work that is within Workforce Strategies' knowledge, will be reported to the appropriate law enforcement agency.
2. Employees may not possess or use prescription drugs on Workforce Strategies premises or at any off-site work location, in any Workforce Strategies vehicle, or at any Workforce Strategies sponsored or paid for function that is not prescribed for them. Prescription medications shall be used only in the manner, combination, and quantity prescribed.
3. Employees may not misuse or abuse prescribed or over-the-counter medications, or other household products that may be intentionally misused as mind altering

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.07 – Drug and Alcohol Free Workplace Policy*

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substances, on Workforce Strategies premises, at any off-site work location, in any Workforce Strategies vehicle, or at any Workforce Strategies sponsored or paid for function. Employees with prescribed medications must ensure with their health care provider that it is safe for them to work while taking the prescription. If the employee is taking a prescription or over-the-counter medication that may interfere with their job duties or cause potential safety concerns, such as causing drowsiness that may interfere with the safe operation of a vehicle, the employee must notify his/her supervisor.

4. The use, possession, sale, transfer, or purchase of any alcohol on Workforce Strategies property, at any off-site work location, or in any Workforce Strategies vehicle is strictly prohibited. The only exception shall be the consumption of alcohol on Workforce Strategies or client premises when management authorizes it in conjunction with a Workforce Strategies or client sponsored social function.
5. Any employee who reports to work in an unfit condition, or during work becomes unfit to work, shall be removed and subject to discipline up to and including discharge. Unfit shall include having any measurable amount of alcohol or illegal drugs, or controlled substances in the employee's system, or any prescribed or over-the-counter medication, or household chemical that is misused or abused. Should it be determined that the employee is or was unfit for work due to a medical condition, the employee will not be subject to discipline, but may be required to provide a doctor's certification prior to returning stating that he/she is capable of performing the duties of his/her job with or without reasonable accommodation.
6. Employees may not operate any Workforce Strategies vehicles while under the influence of drugs or alcohol. Any employee who has been drinking must make arrangements for alternate transportation. Any employee charged with traffic violations for operating a Workforce Strategies vehicle under the influence will be solely responsible for all liabilities that result and will be subject to discipline up to and including discharge.
7. Employees whose drug/alcohol test is positive, shall be deemed to be in violation of this policy. The individual will be removed from the site and will be subject to Workforce Strategies' disciplinary policy, up to and including discharge.

#### C. Elements of the Policy

Workforce Strategies understands and accepts its right and responsibility to maintain a drug and alcohol free workplace. To ensure that the objectives of our policy are met, Workforce Strategies has implemented this policy with the following elements:



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.07 – Drug and Alcohol Free Workplace Policy*

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##### 1. Employee Awareness

Each department or operating group, in conjunction with the Human Resources Office, will ensure that employees are aware of Workforce Strategies' Drug and Alcohol Free Workplace Policy and will require each employee, as a condition of initial and continuing employment, to certify his/her understanding of the requirements of this policy and acknowledge his/her obligation to be in compliance at all times.

##### 2. Education and Training

At the sole discretion of Workforce Strategies, on a periodic basis, management may require employees to participate in, or be subject to, education and training on the effects of use, misuse, and abuse of alcohol, illegal or controlled substances, and prescription and/or over-the-counter medications. Education and training may be accomplished through, posters, seminars, distribution of educational literature, supervisor training, or any other such means as Workforce Strategies may elect.

##### 3. Testing

If required by a client for on-site employment as a condition of initial and continued employment, Workforce Strategies may require an employee to participate in, and be subject to, drug and/or alcohol testing pursuant to this policy.

##### 4. Counseling and/or Other Treatment Programs

Workforce Strategies encourages employees who acknowledge drug or alcohol abuse or dependence to seek counseling and/or substance abuse treatment, including but not limited to: in or outpatient rehabilitation, detoxification, Narcotics Anonymous (“NA”), Alcoholics Anonymous (“AA”), an employee assistance program (“EAP”), or other counseling or treatment provided through a qualified health care provider. Employees should check their group health insurance summary of benefits for any applicable coverage for such treatment. Any treatment or counseling services not covered through health care insurance will be at the employee’s expense. Any information that the employee or his/or her health care provider provides to Workforce Strategies pursuant to the employee’s authorization shall be maintained in confidence and disclosed on a need-to-know basis only. In Workforce Strategies’ sole discretion, it may require the employee’s participation in a drug rehabilitation or treatment program as follows:

- i. Assistance provided may be in the form of counseling, therapy, detoxification, or immersion in an in or out-patient drug treatment program, at the employee’s expense;

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.07 – Drug and Alcohol Free Workplace Policy*

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- ii. An employee who refuses participation in rehabilitation or fails to successfully complete the rehabilitation program and remain drug and/or alcohol free will be terminated;
- iii. Referral to an EAP will not be made in a vacuum nor be segregated from disciplinary action. Rehabilitative efforts will require periodic management assessments regarding an employee's progress, and will require the employee to sign a Last Chance Agreement requiring the employee to be drug and/or alcohol free and follow the prescribed treatment program. The employee will also be required to sign an authorization for release of medical information pertaining to the treatment.

Employee participation in a drug or alcohol treatment program does not prohibit Workforce Strategies from disciplining the employee for their current drug or alcohol use, up to and including termination.

#### 5. Notification Requirements

In accordance with the Federal Drug Free Workplace Act, employees must notify Workforce Strategies of any criminal drug statute conviction no later than five (5) days after such conviction. Failure to timely notify Workforce Strategies of a conviction for a criminal drug statute violation, whether or not occurring in the workplace, will be subject to disciplinary action up to and including termination. Employees are also required to report any known violations of this Drug and Alcohol Free Workplace policy to management.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *7.00 – EMERGENCY/SAFETY PROCEDURES*

#### *Section 7.07 – Drug and Alcohol Free Workplace Policy*

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##### 6. Authority/Responsibility

- i. Management is responsible for implementing the policy to ensure that its objectives are communicated to all employees and problems are handled in a confidential, timely and professional manner.
- ii. Management will ensure that all employees are given a copy of Workforce Strategies' policy and procedures. HR will also be responsible for obtaining employee certifications and establishing any education and training programs. Additionally, HR will be the central contact point for Workforce Strategies interaction with an EAP, or other health care provider and for maintaining documentation on rehabilitative actions and disciplinary actions regarding drug or alcohol related offenses.
- iii. Management reserves the right to change, delete, or add to this policy in its sole discretion. Any changes will be communicated to employees.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *8.00 – DISCIPLINE PROCEDURE*

#### *Section 8.01 – Disciplinary Action*

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### **8.01 – Disciplinary Action**

. Workforce Strategies will comply with all applicable laws and regulations and expects its directors, managers, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, an employee should discuss the matter with her/his immediate supervisor and, if necessary, with the Human Resources Office and/or the Director of Workforce Strategies for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Workforce Strategies employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

#### Employee Responsibilities

Workforce Strategies has always maintained the highest standards of service to our clients, vendors, co-workers, and the public. Therefore, in interactions with the public and with each other, Workforce Strategies expects that all employees shall respect the dignity of each individual.

The following guidelines should be understood by employees of Workforce Strategies. If any of these actions or any one of the previously mentioned actions or similarly egregious action is taken by an employee, it can result in disciplinary action up to and including dismissal.

1. Improperly treating a fellow employee, client, or any other person.
2. Failing to meet a Workforce Strategies' or client's measure of efficiency and productivity.
3. Placing long distance personal telephone calls or making excessive telephone calls on a Workforce Strategies telephone, including mobile telephones.
4. Unauthorized or chronic absences from work (including late arrival or early departure or late return from a meal period).
5. Sleeping on Workforce Strategies' or a client's property or during the time in which an employee is supposed to be working.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *8.00 – DISCIPLINE PROCEDURE*

#### *Section 8.01 – Disciplinary Action*

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6. Damaging, abusing, wasting, hiding, concealing, misappropriating, or stealing Workforce Strategies property or the property of any Workforce Strategies employee, client, vendor, or visitor.
7. Removing Workforce Strategies property or records or that of any client, visitor, or vendor without written authorization.
8. Falsifying any employment, personnel, investigation, or other work-related document, record, or statement.
9. Giving false or misleading testimony in the course of any work-related investigation, interview, or meeting.
10. Violating the law on any worksite property or non-worksite property during work time including, but not limited to, gambling, use of illegal drugs or misuse or abuse of prescriptions or over-the-counter medications.
11. Fighting or starting a disturbance on Workforce Strategies' premises, at any worksite, or while performing job duties, including, but not limited to, assaulting or intimidating any individual.
12. Unauthorized possession of firearms, weapons, or dangerous substances while performing job duties or on Workforce Strategies' or any client's premises.
13. Reporting to work in a condition unfit to perform the employee's duties, including reporting to work with measurable amounts of illegal drugs, controlled substances, alcohol, or the misuse/abuse of prescription or over-the-counter medications.
14. Possessing, using, consuming, or selling alcohol, illegal drugs or controlled substances or distribution of prescribed medications to third parties on Workforce Strategies' premises, at any worksite, or while performing job duties.
15. Smoking, eating, or drinking in prohibited areas.
16. Violating a safety rule or practice or creating or contributing to unhealthful or unsanitary conditions.
17. Acting in conflict with the interests of Workforce Strategies, its clients and/or Delta College.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *8.00 – DISCIPLINE PROCEDURE*

#### *Section 8.01 – Disciplinary Action*

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18. Disclosing confidential or proprietary information without authorization.
19. Solicitation or distribution on any worksite property during work time.
20. Using profanity, foul, or abusive language toward others.
21. Failing to fully cooperate in any workplace investigation.
22. Concealing defective work.
23. Unauthorized use or sale of any Workforce Strategies or client owned property, salvage material, or equipment.
24. Gross negligence or willful acts in the performance of duties.
25. Insubordination - a willful and deliberate refusal to follow reasonable orders by a supervisor or member of management.
26. Failing to call in and failing to report to work for one (1) or more consecutive days.
27. Violation of any law other than minor traffic violations during the course of employment.
28. Violation of any Workforce Strategies policy, procedure, or work rule.
29. Violation of any assigned worksite's policies, procedures, or rules.
30. Providing services to Workforce Strategies clients or others that are in competition with Workforce Strategies.

The above rules do not form a contract of employment between the employee and the employer. These rules are for purposes of informing the employees of prohibited conduct, however are not necessarily exhaustive. Workforce Strategies reserves the right to discipline or terminate employees for other conduct determined by Workforce Strategies in its sole discretion to be unacceptable. Workforce Strategies also reserves the right to issue additional rules or revise those found above. Nothing in this policy shall create an expectation of continued employment or an expectation of termination for just cause only.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *8.00 – DISCIPLINE PROCEDURE*

#### *Section 8.01 – Disciplinary Action*

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#### Progressive Discipline/Discipline and Discharge

Workforce Strategies has established policies and procedures concerning employee conduct which are deemed necessary to ensure the orderly and efficient operation of Workforce Strategies. The type and severity of the disciplinary action will depend upon the nature and seriousness of the offense, the employee's disciplinary and work history, and any mitigating or aggravating circumstances.

It is the established policy of Workforce Strategies that any conduct, in its view, that interferes with or adversely affects employment is sufficient grounds for disciplinary action ranging from verbal warnings to immediate discharge. Employees based at a client site may be discharged if their performance is not meeting the client's expectations.

Workforce Strategies may impose any of the following types of actions **IN ANY ORDER** to respond fairly to employee misconduct. Workforce Strategies may take a disciplinary action that is not outlined below and may forego any or all of the steps identified:

1. Verbal Reprimand: The employee's supervisor will discuss the offense with the employee and will document the oral warning with a copy placed in the employee's personnel file.
2. Written Reprimand: A reprimand memo stating the offense and potential action will be prepared by the employee's supervisor and reviewed by the Director of Workforce Strategies or the Human Resources Director. The Supervisor will review the reprimand memo with the employee. The employee may be asked to sign the memo acknowledging that the reprimand has been discussed with him/her. The employee's signature does not indicate whether the employee agrees with the discipline. A copy will be placed in the employee's personnel file.
3. Suspension: A record of the meeting stating the offense and length of suspension will be prepared by the employee's supervisor and reviewed by the Director of Workforce Strategies or the Human Resources Director. The supervisor will review the suspension memo with the employee. The employee may be asked to sign the suspension slip. A copy will be placed in his/her personnel file. The supervisor shall suspend the employee for a specified period of time. Unpaid suspensions for exempt employees will be in complete work week increments, and/or in compliance with applicable department of labor regulations for serious misconduct.
4. Discharge: The employee supervisor will document the offense, review with the Director of Workforce Strategies or The Human Resources Director, and provide written notice of the decision to the employee.

## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *9.0- TERMINATION/SEPARATIONS*

#### *Section 9.01 – Termination of Employment*

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### **9.01 – Termination of Employment**

Termination of employment of any Workforce Strategies employee will be handled by the Director of Human Resources (or her/his designee), in conjunction with a Workforce Strategies Director.

Termination of employment of any employee should be reported immediately on the appropriate HR action form by the employee's supervisor to Human Resources for processing.

For any separation, unused sick time will not be paid. If an employee returns to employment within six (6) months, the earned sick time will be reinstated. Applicable earned vacation will be paid off at current pay rate, provided all other requirements are met. (Also refer to Section 2.07.)

All Workforce Strategies and client items must be turned in to the appropriate offices when separating from Workforce Strategies, including ID cards, computers, and training materials that are the property of Workforce Strategies or the client.

Employees may complete a voluntary separation exit survey (Human Resources).

#### **Voluntary Resignation**

Written notice of resignation should be sent to the Director of Workforce Strategies with copies to the employee's supervisor and Human Resources to indicate the resignation date.

A resigning employee should give at least two (2) weeks written notice prior to effective date of resignation or may lose pay of any accrued and credited vacation.

#### **Voluntary Retirement**

Written notice of retirement should be sent to the Director for Workforce Strategies and the President of Delta College with copies to the employee's supervisor and Human Resources to indicate the retirement date.

For employees enrolled in the Michigan Public Schools Employees Retirement System (MPERS), it is recommended that the Office of Retirement Services (ORS) be contacted three (3) months in advance of the retirement effective date. Additional information can be found in the Retirement section of the Human Resources web site.

#### **Involuntary Termination**

Information regarding causes for involuntary termination of an employee can be found in Section 3.03, Layoff and Recall, and Section 8.01, Disciplinary Action.



## **DELTA COLLEGE WORKFORCE STRATEGIES**

### *9.0- TERMINATION/SEPARATIONS*

#### *Section 9.01 – Termination of Employment*

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An employee based at a client site may be terminated if the employee's performance is not meeting the client's expectations.

#### **Position Elimination**

An employee whose position is eliminated may apply for and will be given consideration for open/vacant positions in Workforce Strategies unless there is a client contractual agreement that prohibits transfer or rehire to another position within Workforce Strategies.

#### **Permanent Disability**

Employment will be terminated in the event an employee is permanently unable to work for health related reasons. See provisions of applicable Sick Leave, Long Term Disability Program, and special provisions related to Leaves of Absence in compliance with state/federal laws.

#### **Death**

The Human Resources Office should be notified immediately when word is received that a employee has died. The Human Resources Office will notify the respective administrative supervisors that need to know.

Payment will be made for services through the date on which death occurred. Any accrued and credited vacation, if due, will be added to final pay for services.

Following the death, qualified beneficiaries (spouses or dependent children) may have the opportunity to continue coverage under the group health and dental plan in compliance with policies/procedures/state and/or federal laws.