

Ringling College of Art and Design Staff Handbook Table of Contents

<u>Subject</u>	<u>Index Number</u>
Purpose	
About Ringling College of Art and Design	<i>i</i>
Mission	<i>iii</i>
Governance	<i>iv</i>
1. Employment Policies	
Non-discrimination Policy	100
Equal Employment Opportunity	101
Recruitment and Selection	102
Promotions, Transfers, and Other Changes of Status	103
Conflicts of Interest	104
Background Investigations	105
Search of Employee's Personal Property	106
Non-harassment Policy	107
Employment Categories	108
Introductory Period	109
Performance Evaluations	110
Grievance Procedures	111
Seniority and Service Dates	112
Personnel Files	113
References and Employment Verification	114
Sexual Abuse Policy and Procedures	115
Whistleblower Policy	116
Child Protection Policy	117
Title IX Compliance	118
Violence Against Women Act (VAWA) Compliance	119
Conflict of Interest Policy for Board of Trustees, Officers, Former Officers, and Key Employees	120
2. Pay Policies	
Hours of Work	201
Time Reports	202
Overtime Provisions for Non-exempt Employees	203
Meal and Break Periods	204
Reporting for Work	205
Method of Payment	206
Payroll Deductions	207
Payroll Advances	208
Supplemental Payments	209
3. Code of Conduct	301
4. Separation	
Separations	401
Voluntary Separations	402
Involuntary Separations	403

Ringling College of Art and Design Staff Handbook Table of Contents

<u>Subject</u>	<u>Index Number</u>
5. Staff Benefits	
Eligibility for Benefits	501
Paid Time Off	
Holidays	502
Vacation Leave	503
Sick Leave	504
Personal Leave	505
Short-term Disability Leave	506
Parental Leave	507
Administrative Leave With Pay	508
Bereavement Leave	509
Jury Duty Leave	510
Military Leave	511
Unpaid Time Off	
Family and Medical Leave	512
Administrative Leave Without Pay	513
Medical and Dental Care Plan	514
Life Insurance	515
Long Term Disability Insurance	516
AFLAC Supplemental Insurance	517
Retirement Program	518
Flexible Benefits Program	519
Degree Program Tuition Remission	520
Tuition Remission for Continuing Studies and Special Programs	521
Employee Development	522
Mandated Benefits	523
Other Benefits	524
Employee Assistance Program	525
Domestic Violence Leave	526
Long Term Care Insurance	527
6. Health and Safety	
Environmental Health and Safety Policy	601
Communicable Diseases Policy	602
Smoking Policy	603
Use of Controlled Substances in the Workplace	604
Work Related Injuries and Illnesses	605
Return to Work Policy	606
Golf Cart Safety Policy	607
Drug-Free Schools and Communities Act Policy	608

Ringling College of Art and Design
Staff Handbook Table of Contents

<u>Subject</u>	<u>Index Number</u>
7. General Information	
Use of College Facilities	701
Use of College Name and Logo	702
Political Activities	703
Emergency Closing Policy	704
Student Exhibitions and Installations	705
Responsible Use of Electronic Communications	706
Business Expense Reimbursements	707
Telephone Communications Usage	708
Parking	709
Use of College Owned Vehicles	710
Personal Property	711
Solicitation and Distribution Policy	712
Figure Modeling	713
Intellectual Property Ownership Policy	714
Records Management Policy	715
Closed Circuit TV Policy	716
Bicycle Policy	717
Substantive Change Policy	718
Communications	719
Animals and Pets on Campus	720