



Grand Rapids Community College

www.grcc.edu/humanresources

Contingency Employment Handbook



TABLE OF CONTENTS

- **Our Mission**.....3
- **Our Vision**.....3
- **Employment Status**.....3-4
- **How to Apply**.....4
- **Equal Opportunity and Non- Discrimination**.....4
- **Harassment/Sexual Harassment**.....4
- **Ethics Monitoring System**.....4
- **What We Offer**.....5
- **Confidentially**.....5
- **General Information**.....5
 - *Raider Card*.....5
 - *Parking*.....5
 - *Keys/Parking Tag*.....5
 - *Alliance of Professional Support Staff Positions (APSS)*.....5
 - *Standards of Conduct/Dress Code*.....5
 - *MPERS Retirement Benefit*.....6
 - *Nepotism*.....6
 - *Evaluations*.....6
 - *Payroll Policies-Timesheets and Paychecks*.....6
 - *Work Breaks/Holidays*.....6
 - *Lunch/Breaks*.....6
 - *Absenteeism / No Call, No show*.....6
 - *Hours Worked / Overtime*.....7
- **Facilities and Services Available**.....7
 - *GRCC Bookstore*.....7
 - *Fieldhouse*.....7
 - *Professional Development*.....8
 - *Campus Police*.....8
 - *Accident Procedures*.....8
- **Food Services**.....9
 - *Locations and Hours of Operation*.....9
- **Employee Assistance Program**.....9
- **Summary**.....10
- **Campus Map**.....10

(Handbook prepared by Angie Ramirez, Human Resources Department)

CONTINGENCY EMPLOYMENT AT GRCC

Our Mission

It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

Our Vision

Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people's lives and contributing to the vitality of the community.

Employment Status

Occupying full and part time positions at many different levels, contingents are brought in for temporary, non-standard employment arrangements. Contingents can be placed in any department across campus. Positions encompass long and short-term special projects; grant work, substitution for employees on leave, and increased needs cyclically due to the school schedule. Employees working specifically when classes are in session may also be contingents due to their non-standard employment schedule.

Effective January 1, 2014, we have clarified our contingency employee group and have created multiple categories to meet many needs across the GRCC campus. The contingency employee group has been broken up into three categories. Below is a description of these three categories.

Contingency Employees

Positions that may be filling in for an FMLA leave, or working on a specific limited project within a department will fall into the Contingency group. Employees in this group *may only work up to 12 weeks and up to 40 hours per week* depending on the department's needs. *After the 12 week period has ended, the employee must have a break in employment of at least 26 weeks between assignments.*

- No benefit other than mandated payroll taxes and State retirement benefits will be provided.

Professional Services: No Benefit Employees

Positions that are scheduled to **work less than 28 hours per week and more than 12 weeks** will fall into the Professional Service: No Benefit group.

- No benefit other than mandated payroll taxes and State retirement benefits will be provided.

Professional Services: Limited Benefits Employees

Positions with hours that *fall between 30 and 32.5 per week, or positions that are between 13 and 48 weeks with hours up to 40 per week* will fall into this category and be provided with:

- Health care benefits, single subscriber only (employee will have the option to purchase dependent coverage at their cost), with the College covering costs up to the cap amount for single subscriber coverage.
- Paid time off (PTO) of up to 84 hours per year. Leave days would be provided following a three month waiting period, and then at the beginning of each fiscal year, would not roll forward from year to year, and would not be paid upon resignation.

All contingent positions are approved for limited times and can only be extended or renewed by a Human Resource representative working with the Budget Control Officer for the department in question.

Contingents are employed on an **at-will** basis and have the right to terminate their employment at any time, with or without notice, for any or no reason. Likewise, Grand Rapids Community College retains the same rights.

This handbook was prepared to provide you with information during your employment with Grand Rapids Community College. This is not a contract of your employment.

How to Apply

On the GRCC home page (www.grcc.edu) click on the Jobs tab and select Contingency Positions. Select Internal if currently employed at GRCC and External if not employed.

EQUAL EMPLOYMENT OPPORTUNITY and NON-DISCRIMINATION

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admission to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

Affirmative Action, Equal Employment Opportunity and American Disabilities Act information may be obtained from:

- General Counsel
- AA/EEO
- Grand Rapids Community College
- 143 Bostwick NE
- Grand Rapids MI 49503
- (616) 234-3453

HARASSMENT/SEXUAL HARRASSMENT

Each of us is responsible for creating an atmosphere free of discrimination and harassment, whether of a sexual nature or otherwise. Further, each of us is responsible for respecting the rights of co-workers, vendors, students and other citizens of the College. GRCC will not tolerate conduct that creates an intimidating, hostile or offensive working/student environment. The complete Harassment Policy may be found at www.grcc.edu/policies.

ETHICS MONITORING SYSTEM

Each person has a responsibility to report facts giving rise to possible ethics violations to enable the College to conduct a prompt investigation and implement a timely and appropriate response. This system has been designed to ensure that reporting ethics concerns can be done easily and with assurance of confidentiality to the extent allowable under the law. The Ethics Monitoring System brochure can be viewed at

<http://cms.grcc.edu/ethics>.

What We Offer

We offer competitive wages, on campus parking options, and access to our health club facility. In addition, we offer a work environment full of talented employees who work to make GRCC a vibrant institution of higher education, dedicated to enriching people's lives and contributing to the vitality of the community.

Confidentially

You may work with and may have access to information that you must keep confidential. Such information includes student data, Human Resources records and personnel matters, payroll data, financial data, and proprietary information. You will keep such information confidential. This means you will not disclose such information to co-workers who have no need to know or to persons outside the workplace. You have a responsibility to protect the security of confidential information. This means you will keep confidential information in locked files when you are not using it, and you will protect the security of computer files that contain confidential information.

General Information

Raider Card

All contingency employees working on the Grand Rapids Community College campus need to obtain a Raider Card identifying them as a staff member. This can be done in the Student Life Office located on the 1st floor of the Student Center. Since the Raider Card is needed to park on campus, this should be done on or before the first day of employment.

Parking

Only employees who participate in the Pre-tax Parking Fee Program or pay the annual fee in full prior to September 1st will have parking privileges on campus. Contingency employees have a flat, pre-tax fee of \$5.00 a month. Access in and out of the parking ramp is done utilizing the Raider Card. Campus Police will assign the ramp location for parking.

Participants pay contributions to the Program through payroll deduction. The participant's pre-tax compensation shall be reduced in one pay period each month as determined by the Plan Administrator. Participants complete a Parking Enrollment Form that allows their salary to be reduced by parking fees charged by the GRCC Parking Program.

GRCC employees who choose not to participate in the payroll pre-tax deduction program may:

1. Choose to park at an off-campus location and use the Dash shuttle service provided
2. Choose to find your own parking and/or use public transportation

Keys/Parking Tag

If you are provided a parking tag and/or keys at the time you begin your employment, these must be turned in upon completion of your assignment. Turn in these items at the Campus Police Department located in the Lyon Street Parking Ramp (corner of Lyon and Bostwick).

Alliance of Professional Support Staff Positions (APSS)

Any contingency employee occupying an Alliance of Professional Support Staff Positions (APSS) can work in that position no more than 80 business days. Any renewal of an APSS position must be approved by the Coordinator of Contingency Employment and the APSS Union President. The college may maintain a

contingency employee in a position for as long as needed when the contingency employee is replacing an employee on a leave who has return rights to the position.

Standards of Conduct/Dress Code

It is expected that all employees will exercise good judgment in appearance and behavior at all times while representing Grand Rapids Community College. GRCC employees may participate in Business Casual Fridays.

If you have any questions about appropriate attire, please ask your direct supervisor.

MPSERS Retirement Benefit

The college is part of the Michigan Public Schools Retirement System (MPSERS). All employees, except for MPSERS retirees, are required to be in this program. The College's contribution rate is determined annually by MPSERS. Employee contributions are determined by plan. For more information on the MPSERS guidelines visit the Office of Retirement Services website at www.michigan.gov/orsschools or contact Payroll Department at 234-4038

Nepotism

Relatives of existing employees may be employed by GRCC under the following conditions:

- A. Relatives (other than spouse) may work in the same department but must not work together in a supervisory/subordinate role in the same department.
- B. Husband and wives cannot report to the other.
- C. One relative may not report to the other.
- D. If two employees marry, no action is needed unless a reporting relationship of one to the other exists and/or other personal conflicts or conflicts of interest occur.

The appointment of any relative of an employee must be approved by the Executive Director of Human Resources with the approval of the Provost and the President of the college in advance of the appointment. The complete conflict of interest policy may be found at www.grcc.edu/policies.

Evaluations

Evaluations may be done at the request of the contingency employee. The Evaluation Form can be found at the website for Contingency Employment or can be requested in the Human Resources Department. This is an excellent tool for receiving feedback for future positions or information for your employee portfolio. Requesting a letter of reference from your direct supervisor is also encouraged and can be included in your employee file.

Payroll Policies- Timesheets and Paychecks

Pay dates at Grand Rapids Community College are on a bi-weekly schedule. GRCC requires an electronic payroll. You may choose a pay card or direct deposit to any two financial institutions. Payroll schedules can be obtained at www.grcc.edu/humanresources/payroll.

Electronic timesheets are to be submitted to the supervisor of the employing department. The electronic timesheet and instructions can be found on our website at www.grcc.edu/humanresources/payroll.

Holidays/Inclement Weather

Contingent employees are not eligible for holiday or shut down pay. If a contingency employee is needed to work on a holiday or a shutdown day, the supervisor must contact the Coordinator of Contingency Employment

for approval prior to working. Those who are in the Professional Services: Limited Benefit group may decide to use their Paid Time Off (PTO) bank for a holiday or shut down day.

Lunch/Breaks

It is suggested that employees be allowed an unpaid lunch period up to an hour for any work day above 6 hours long. It is the discretion of the supervisor if 15 minutes breaks are to be given during the work day.

Absenteeism/No Call, No Show

Your supervisor expects you to report to work on time and every day of your contingency employment schedule. If your supervisor is concerned about excessive absenteeism, they will contact Human Resources and take appropriate disciplinary action up to and including termination of employment.

Hours Worked & Overtime

Employees may not work more than a combination of 28 hours per week (56 hours biweekly) between their position and multiple positions.

Please use the chart below to determine how many hours an employee with multiple positions (adjunct and contingency) may work in each position

Number of adjunct hours per week	x 2.25 contact hour multiplier	Number of contingency hours per week
1	2.25	25.75
2	4.5	23.5
3	6.75	21.25
4	9	19
5	11.25	16.75
6	13.5	14.5
7	15.75	12.25
8	18	10
9	20.25	7.75
10	22.5	5.5
11	24.75	3.25
12	27	1

Effective November 2014, we will be tracking hours worked for the non-benefited employees to make sure they do not exceed the 28 hour cap to be compliant with the Affordable Care Act.

Working over 28 hours in a work week must be avoided. Only those who are in the Professional Services: Limited Benefit group may qualify to work over time if necessary. If the overtime work is necessary, it must be approved by the supervisor for that department. The overtime will be paid at the rate of 1.5 times the Professional Services: Limited Benefit Employees hourly wage rate of pay for all hours worked in excess of 40 hours in any one week. Comp time will not be provided for contingency employees of the college.

Facilities and Services Available

GRCC Bookstore

The GRCC Bookstore is located on the 1st Floor of the Student Community Center. Hours are 8:00 AM-7:00 PM Monday through Thursday and 8:00 AM-5:00 PM on Friday. The GRCC Bookstore has standard office supplies and snack foods. It also offers educational prices on various software programs for employees, special book or supply orders and various events through the year. Summer and spring break hours are vary from this schedule. See the Bookstore web page for schedule changes.

Fieldhouse

The Ford Fieldhouse is open to all Grand Rapids Community College students, and employees (includes contingency employees) free of charge. Persons not associated with the college may also purchase a membership at the Fieldhouse front desk.

Your Raider Card is mandatory for access to this facility.

Professional Development

Human Resources/Staff Development provides opportunities for professional growth, personal holistic wellness, enrichment activities, and general services. To view current learning opportunities visit <http://www.grcc.edu/staffdevelopment/currentlearningopportunitiesregistration> . For questions about professional development please call 234-4285 or visit our website at www.grcc.edu/staffdevelopment .

Campus Police

Lyon Street Parking Ramp (northwest corner of Lyon & Bostwick)

Monday-Thursday 7:00 AM-11:00 PM

Fridays 7:00 AM-10:00 PM

Saturdays 7:00 AM-5:00 PM

Sundays 11:30 AM-5:30 PM

Additional hours based upon special events at the College. Summer hours vary.

The Grand Rapids Community College Police Department is staffed by MCOLES licensed police officers.

They provide services including:

- ☆ Protection of persons and property
- ☆ Crime prevention and reporting
- ☆ Parking and traffic enforcement
- ☆ Emergency and medical assistance
- ☆ Lost and found
- ☆ Staff Escorts
- ☆ Motorist Assistance
- ☆ Open doors

Refer to their web page at <http://cms.grcc.edu/police>.

Phone Numbers: 616-234-4010 (non-emergencies) 616-234-4911 (emergencies)

In case of emergency on campus, dial 4911 from any college phone.

Accident Procedures

The following procedures are to be followed in case of accident or injury to any employee/contingency employee (not employed through temporary services) that occurs while in the performance of duties for Grand Rapids Community College.

If you are injured on the job, you must report your injury immediately (within 24 hours) to your Supervisor and the GRCC Police Department. The Police Department will provide the necessary HR forms to be completed at the time of the injury. This is necessary to seek medical treatment due to a work-related injury. All injuries should be reported even if medical treatment is not necessary.

To be considered an employee, the person must be on the payroll for Grand Rapids Community College at the time of the injury.

Food Services

All Food Service locations are open based upon the academic schedule. It is advised you call to verify hours of operation.

Raider Grille/Cafeteria

Student Community Center-Second Floor

Provides beverages, snacks, breakfast, lunch and full meals.

Hours: Monday - Thursday 10:30AM-3:00PM,
Friday 7:00 AM to 1:00 PM

Quiet Café

2nd Floor of the Student Community Center, the 2nd floor of ATC, and G2 of the Main Building

Serving coffee, espresso, cappuccino, latté, Italian soda, snacks

Hours: Monday through Thursday 7:00 AM-6:00 PM

Subway Sandwich Shop

G2 in the Main Building (Winchester Alley)

Monday through Thursday 9:00AM-9:00PM
Friday 10:00AM-2:00PM

Patatas

G-2 in the Main Building

Monday through Thursday 7:00 AM-8:00 PM
Friday 7:00AM-2:30PM

Secchia Institute Heritage Restaurant

Second floor of the Applied Technology Center – 151 Fountain Street NE

Reservations recommended - (616) 234-3700

Fine dining public restaurant staffed by culinary school students under the direct supervision of Chef-Instructors and Table Service Instructors. Refer to the calendar at <http://cms.grcc.edu/heritage>.

Lunch- Tuesday-Friday 11:15 AM-12:30 PM ~ averages \$7 - \$12 per person

Dinner- Tuesday-Friday 5:30 PM-7:30 PM ~ averages \$18 - \$26 per person

Art & Bev's Bistro

Applied Technology Center - 151 Fountain Street NE

Art and Bev's Bistro – (616) 234-3692

Monday - closed

Tuesday-Friday 10:00 AM-1:00 PM - \$4-\$7 per person

Open September through April

Sneden Café

Location: Sneden Hall – 415 E. Fulton

Hours: Monday-Thursday 8:00 AM – 2:00 PM

Serving beverages, soup, salads, paninis and sandwiches

Employee Assistance Program

This program through Pine Rest provides professional counseling to employees, their spouses and children living in the household. Up to two pre-treatment and assessment interviews can be arranged at no cost for problems dealing with work, alcohol, drugs, family, etc. EAP visits are completely confidential. The hotline number is 800-442-0809 or 616-455-6210.

Summary

This handbook is intended to give contingency employees an overview of the basic policies and procedures and services offered at Grand Rapids Community College. This is not a contract of your employment. Any questions should be directed to the Coordinator of Contingency Employment at 616-234-3905.

Downtown Campus Map

