TABLE OF CONTENTS

Introduction

Section 1  History, Mission and Accreditation

1.1 History of the College for Creative Studies
1.2 Mission Goals and Objectives
   1.2.1 Mission Statement
   1.2.2 Goals of the Bachelor of Fine Arts
   1.2.3 Objectives of the Bachelor of Fine Arts
1.3 Accreditation

Section 2  Organization

2.1 Legal Organization
2.2 Table of Organization
2.3 Board of Trustees
2.4 Administration
   2.4.1 President
   2.4.2 Dean of the College
   2.4.3 Vice President for Administration and Finance
   2.4.4 Vice President for Institutional Advancement
   2.4.5 Dean of Enrollment Services

Section 3  Employment Policies and Procedures

3.1 Policy on Equal Opportunity, Discrimination and Harassment
   3.1.1 Harassment
   3.1.2 Sexual Harassment
   3.1.3 Intimate Relationships Between Administrative Staff and Students
3.2 Employment: Recruitment and Selection
   3.2.1 Recruitment
   3.2.2 Selection
   3.2.3 Temporary Employment
3.3 Confidentiality
3.4 Drug and Alcohol Policy
3.5 Weapons, Drugs or Dangerous Items
3.6 Employee Conflict of Interest
3.7 Administrative Staff Teaching at the College
3.8 Health and Safety
3.9 Disability Discrimination
3.10 Family and Medical Leave Policy
3.11 Performance Appraisal
3.12 Separations
   3.11.1 Resignation
3.11.2 Termination
3.11.3 Exit Interview
3.13 Nepotism
3.14 Complaint Procedure
3.15 Procedures and Forms

**Section 4 Pay Policies**

4.1 Salaries and Wages
4.2 Pay Periods
4.3 Deductions
   4.3.1 Federal Withholding Tax
   4.3.2 Social Security Tax
   4.3.3 Medicare Tax
   4.3.4 Michigan State Tax
   4.3.5 Detroit City Tax
4.4 Direct Deposit Banking
4.5 Overtime
4.6 Advances
4.7 Exempt Employee Pay Policy
   4.7.1 Circumstances in which CCS may may deductions from pay
   4.7.2 CCS Policy
   4.7.3 Improper Deductions

**Section 5 Administrative Staff Benefits**

5.1 Benefits
5.2 Tax Sheltered Annuity Plan (403b)
5.3 Social Security
5.4 Supplemental Retirement Plan
5.5 Health Insurance
5.6 Employee Reimbursement Accounts
5.7 Short-Term Disability
5.8 Long-Term disability
5.9 Workers Compensation
5.10 Liability Insurance / Errors and Omissions
5.11 Life Insurance and Accidental Death and Dismemberment
5.12 Unemployment Insurance
5.13 Paid Time Off (PTO)
5.14 Holidays
5.15 Tuition Remission
5.16 Educational Assistance
5.17 Employee Assistance Program (EAP)
5.18 Pre-paid Legal
5.19 Discounts
5.20 Parking
5.21 Part-Time Administrative Staff Benefits
Section 6  Work Schedules

6.1 Work Schedules
6.2 Attendance and Timeliness
6.3 Lunch Periods
6.4 Bereavement Leave
6.5 Jury Duty / Witness Service
6.6 Military Leave
6.7 Family and Medical Leave Act  (Appendix B)

Section 7  Administrative Support Services

7.1 Human Resources
7.2 Business Services
7.3 Information Technology Services
7.4 Systems Planning
7.5 Facilities and Administrative Services
  7.5.1 Buildings and Grounds
  7.5.2 Mailroom
7.6 Security
7.7 Institutional Advancement
  7.7.1 Development
    7.7.1.1 Development
    7.7.1.2 Corporate Foundation and Government Relations
    7.7.1.3 Sponsored Projects
  7.7.2 Marketing Communication
  7.7.3 Public Relations

Section 8  Administrative Policies and Procedures

8.1 Personnel Records
8.2 Budget
8.3 Contractual Commitments
8.4 Records Management
8.5 Emergency Weather Closing
8.6 Identification Cards
8.7 Business Cards
8.8 Access to Buildings and Parking Areas
8.9 Keys
8.10 Purchasing
8.11 Smoke-Free Campus
8.12 Travel and Entertainment  (Appendix C)
8.13 Electronic Communications (Appendix D)
**Section 9  Appendices**

A. Table of Organization

B. Family and Medical Leave Policy

C. Electronic Communications Policy

D. Travel and Entertainment Policy

E. Traffic/Parking Policies and Guidelines

F. Emergency and Crisis Management Plan

G. College Cell Phone Policy

H. Social Security Number Privacy Policy

F. Records Management Policy
INTRODUCTION

This handbook for administrative staff provides information on the resources, policies and procedures of the College for Creative Studies. It is intended for all employees whose principal responsibilities at the College involve non-teaching activities. It applies to any full-time employee who is not designated as “full-time faculty,” even if they do some teaching. Occasionally, administrative staff members also will serve as adjunct faculty. In those cases, this handbook covers their full-time employment; and the adjunct faculty handbook applies to their assignment as adjunct faculty.

This handbook describes your employment relationship with CCS as an administrative staff member. It includes information on compensation, benefit programs, and work schedules. Its contents also will help you in understanding the College, in fulfilling your responsibilities, and in achieving the best for our students. The faculty and administrative staff work together in accomplishing the College’s mission of nurturing creativity and educating students for careers in the exciting careers of the visual arts and design. Our collective dedication to the needs of our students; to high standards of education and service; and to continually strengthening our educational, student support, and administrative programs and processes gives character and quality to CCS as a place of learning.

While we hope our relationship will be long and mutually beneficial, it should be recognized that this employee handbook is not a contract of employment. Employment with the College for Creative Studies is voluntary, for an unspecified term and is “at will.” No contract for employment shall be valid unless in writing and signed by the President. As a member of the College, your employment with the College for Creative Studies is voluntarily entered into, and you are free to resign at any time. Similarly, CCS is free to conclude its employment relationship with you at any time, with or without cause and with or without prior notice.

The contents of this handbook have been approved by the Board of Trustees. CCS’s policies are in accord with Federal and Michigan employment law, and the policies in this handbook will be interpreted consistent with those obligations. Policies and procedures may change from time to time. We will do our best to communicate changes in a timely manner.

Open communication is the key to maintaining good working relationships among administrators and faculty. If you have questions or concerns about any part of this handbook or any aspect of your employment at CCS, please speak with your immediate supervisor or the appropriate administrator. Wide availability of information and candid discussion of problems will make CCS a better place in which to work and to learn.
SECTION 1
HISTORY, MISSION, AND ACCREDITATION
1. History, Mission, and Accreditation

1.1 History of the College for Creative Studies

The College for Creative Studies began in 1906 as the Detroit Society of Arts and Crafts. Its founders included the Society’s first president and principal benefactor, George Gough Booth, head of the Detroit News and a manufacturer of ornamental iron; architect William B. Stratton; Pewabic Pottery founders Mary Chase Perry Stratton and Horace Caulkins; and other prominent Detroiter. The Society’s original purpose was “to encourage good and beautiful work as applied to useful service.”

Through the generosity of Detroit business and industry, including Charles Lang Freer, owner of Penninsular Car Works, the Society opened the Detroit School of Design in November 1911 and offered courses in basic design, drawing, wood carving and architecture. Saturday morning art classes were provided for talented children. The Detroit School of Design closed in 1918, but the classes for children continue to the present day.

On property donated by George Gough Booth, in 1915 the Detroit Society of Arts and Crafts moved into a building on Watson Street, designed for the Society in the English Arts and Crafts style, by Detroit architects H. J. Maxwell Grylls, Albert Kahn and William B. Stratton. Watson Street facilities included a main building with office and galleries. Instruction was given in drawing and painting, metals, textiles and sculpture, interior decoration, costume design and illustration.

In 1926 the Detroit Society of Arts and Crafts formally established its art school as a four-year, certificate-granting institution, becoming the first American arts and crafts organization to operate its own educational institution.

Combining a school with a gallery was part of the Watson Street tradition. Robert Tannahill, a Detroit leader deeply committed to the Detroit Society of Arts and Crafts, devoted his efforts to organizing world-class exhibits. During the early 1930's, the first exhibit of contemporary art showed works by American artists John Marin, Charles Demuth and Georgia O'Keeffe. The next exhibit featured Cezanne, van Gogh, Matisse, Rodin, Renoir and Monet. In 1932, the Society's gallery honored Diego Rivera with his first comprehensive showing. Rivera was working on his now famous murals at the Detroit Institute of Arts. During the 1940's works by Picasso, Braque and Klee hung on the gallery walls of the Society.

In 1956, during the Fiftieth Anniversary of the Society, the Board of Trustees decided to move the School to its present location in the Detroit Cultural Center. In fall 1958, the School moved to a new building at 245 East Kirby designed by Minoru Yamasaki. The move and construction of the new building were led by Walter B. Ford II, who chaired the institution’s Board of Trustees for three decades. The original stone lintel, still in place over the building entrance, reads "Arts and Crafts". Thus the
The traditional founding of the School as the Detroit Society of Arts and Crafts was acknowledged and respected, preserving its historic identity and maintaining its institutional integrity.

The years following the move to the Detroit Cultural Center were filled with the rapid expansion of programs and enrollment. In 1962 the Michigan Department of Education authorized granting a Bachelor of Fine Arts (BFA) degree in Industrial Design. In 1970 the Michigan Department of Education authorized the school to grant BFA degrees in painting, sculpture, ceramics, metalcraft, advertising design and photography, and provisional accreditation was granted by the National Association of Schools of Art and Design (NASAD). In 1973 unrestricted BFA granting authority from the Michigan Department of Education resulted in three additional areas of concentration: glass, weaving and graphic arts. That same year the College became a candidate for accreditation by the North Central Association of Colleges and Schools. In 1977 full accreditation was granted by NCA.

During all those years of expansion, between 1959 and 1975, the School was operated out of the Yamasaki Building and a dozen old houses and garages. Faculty and students had to improvise until a new structure, the Kresge-Ford Fine Arts and Design Arts Building, designed by architects William Kessler and Associates of Detroit, was completed in February 1975. Concurrent with the opening of the new building, a new name was adopted by the institution: Center for Creative Studies-College of Art and Design. The name reflected future plans for integrating the visual, literary and performing arts on one campus. As a means towards partially achieving that vision, in 1984 the College affiliated with the Detroit Community Music School, which became the Institute of Music and Dance, under the umbrella of the Center for Creative Studies. IMD was fully merged into CCS in 1989.

In 1983, CCS acquired the Art Centre Building, a 13-story apartment building adjacent to the Yamasaki Building. This was gradually converted into the College’s residence hall, the first time in its history that CCS was able to offer on-campus student housing operated by the institution.

In the mid-1990’s, CCS began a new phase of strategic planning for the future. This activity led to the creation of a campus master plan to address growing enrollment, changes in the disciplines taught at the College, and program diversification. In 1997, the institution acquired from the City of Detroit the building and property of the Museum of African American History, which was contiguous with CCS’s property. The building was converted into the Academic Resource Center, now known as the Manoogian Visual Resource Center. In 1999, a 650-car parking structure was completed; and ground was broken for the construction of the 102,000 square foot Walter B. Ford II Building, which opened in fall, 2001. Work was also completed in 2001 on the restoration and linkage of two historic homes on Ferry Avenue, immediately north of the Art Centre Building, to house administrative offices.
In the course of the strategic planning efforts, a decision was made to refocus the institution’s efforts solely on the visual arts. A new home was sought for the Institute of Music and Dance; and in 2000, the school moved to Marygrove College where it continues to offer music and dance instruction to the community. At the same time, CCS affirmed its intention to expand its community outreach in the visual arts; and in 2001, it established the office of Community Arts Partnerships to pursue collaborations with community organizations to offer art and design education to inner-city youth.

In 2001, after an extensive marketing study, the Board of Trustees decided to change the institution’s name to the College for Creative Studies. Research had shown that the public did not broadly understand that CCS is an accredited, degree-granting college. The Board agreed that it would be advantageous to the College’s future development to clarify CCS’s identity. The name change became effective on July 1, 2001.

In summer, 2005, the College’s ambition to have a genuine campus, as envisioned in the master plan, was realized with the complete re-landscaping of its central quadrangle and the installation of the Josephine F. Ford Sculpture Garden. The Sculpture Garden is a collaboration between CCS and the Detroit Institute of Arts, with works from the DIA collection being displayed on the College’s grounds.

In June, 2006, the College acquired the building that housed the Fritz Funeral Home on Ferry Street, adjacent to the College’s other Ferry Street structures. The new acquisition is also being used for administrative offices.

1.2 Mission, Goals, and Objectives

1.2.1 Mission Statement – approved December 15, 2004

The College’s mission statement is as follows:
The College for Creative Studies nurtures the creativity that is vital to the enrichment of modern culture. The College educates visual artists and designers, knowledgeable in varied fields, who will be leaders in creative professions that shape society and advance economic growth. The College fosters students’ resolve to pursue excellence, act ethically, embrace their responsibilities as citizens of diverse local and global communities, and learn throughout their lives. The College engages in community service by offering opportunities for artistic enrichment and opening career pathways to talented individuals of all ages.
1.2.2 Goals of the Bachelor of Fine Arts

A list of 11 goals of the BFA program has been affirmed by the College community. The goals of the BFA program are to develop in students:

1. Proficiency in the student’s chosen media and an in-depth knowledge of their chosen area(s) of specialization.
2. The ability to make valid assessments of artistic and design quality.
3. The ability to utilize both critical thinking skills in their work and in their evaluation of others.
4. The ability to use words to receive and express ideas.
5. The ability to recognize, comprehend and apply basic design principles, concepts and terminology in their own work and in the analysis of the work of others.
6. Skill in drawing that is sufficient to communicate visually their ideas appropriately for their specialization.
7. A broad knowledge of the history of art as a product of culture and an appreciation of the relevance of history to contemporary practice.
8. An understanding of other major areas of human achievement and thinking which underlie the historical development of these disciplines.
9. An understanding of the citizenship responsibilities inherent in their professions.
10. Awareness of the necessity for flexibility, continued learning and self-actualization.
11. Knowledge of current technological developments applicable to their chosen disciplines.

1.2.3 Objectives of the Bachelor of Fine Arts

1. To provide a comprehensive foundation experience that serves all majors.
2. To provide a sequence of major courses and the opportunity and requirement to concentrate in a selected discipline.
3. To develop the ability to conduct visual analysis.

4. To complement the ability to conduct visual analysis with the ability to think conceptually. Through the intermediate level, assigned projects, both visual and writing, require increasingly more difficult problem solving. At the advanced level, the requirement for more intuitive and conceptual problem-solving occurs. Throughout this process, the student is confronted with self-evaluation, faculty evaluation and criticism, and peer criticism.

5. To provide a component of critical thinking in art history and liberal arts through written and oral presentations and to support this experience in the studios through critiques and class presentations.

6. To require a “Capstone” paper from all graduating seniors.

7. To provide an introduction to the history of art that integrates the object with the artist, the patron, and the general history of the period.

8. To offer a distribution of courses in literature, history, philosophy, social science and natural science and to support their importance in the studio environment.

9. To emphasize in both the studio and classroom the contemporary issues of plagiarism and copyright.

10. To support individual expression and through self evaluation, peer evaluation and mentor evaluation, support the necessity for growth and development.

11. To provide new and traditional technology in Foundation and as appropriate to each major.

1.3 Accreditation

The College is an accredited institutional member of the National Association of Schools of Art and Design (NASAD) and is accredited by the North Central Association of Colleges and Schools (NCA).
SECTION 2
ORGANIZATION
2. Organization

2.1 Legal Organization

The College for Creative Studies is a Michigan non-profit corporation. CCS is an educational institution as described in section 501(c)(3) of the Internal Revenue code. CCS is authorized by the Michigan State Department of Education to grant undergraduate and graduate degrees.

2.2 Table of Organization

(See Appendix A)

2.3 Board of Trustees

The Board of Trustees is the legal governing body of the College for Creative Studies and its final institutional authority. The Board’s responsibilities include policy-making, stewardship of the institution’s financial and physical resources, appointment and supervision of the institution’s chief executive officer, long-range planning, and representation of the institution to external communities. It delegates day-to-day management of the institution to the President.

The full Board ordinarily meets four times a year. Much of the Board’s work is conducted through its committees, which include the Executive; Academic Planning; Facilities; Finance, Audit and Investment; Development and Marketing; and Nominating Committees. The Executive Committee meets about five times a year, and the other committees meet two to four times each year.

2.4 Administration

2.4.1 President

As chief executive officer of the institution, the President is responsible for carrying out the mission and goals of the College. He supervises and directs the affairs of the College through its staff, and assures that the standards and procedures used by the institution conform to the policies established by the Board of Trustees. The President is responsible for the preservation of existing institutional resources and the creation of new resources and is the chief spokesperson and representative of the College, working for public understanding and recognition. Reporting to the President are the Dean of the College, vice president for administration and finance, vice president for institutional advancement, dean of enrollment services, director of community arts partnerships, and the assistant secretary of the Board who is also the President’s executive assistant.
2.4.2 Dean of the College

The Dean of the College is the chief academic officer of the College responsible for the conduct, supervision and development of all educational programs, and for ensuring quality academic standards and compliance with accreditation guidelines and standards. The following areas report to the Dean: Office of Academic Affairs, Academic Departments, Director of the Library, Director of Academic Advising, Director of Multicultural Affairs, Director of Center Galleries, Director of Continuing Education, and Director of Exhibit Services. The Dean convenes regular meetings with the academic department chairs and directors of academic support services. Throughout this handbook, the word “Dean”, unless otherwise noted, refers to the Dean of the College.

2.4.3 Vice President for Administration and Finance

The Vice President for Administration and Finance is responsible for the day-to-day financial and administrative operation of the College and oversees the offices of Business Services, Human Resources, Campus Safety and Security, Facilities and Administrative Services, Information Technology Services and Systems Planning. The Vice President oversees the preparation of the annual budget, working closely with the chairs of academic departments, the faculty-staff budget committee, and other administrative department directors in the development of the budget. The Vice President is also responsible for ensuring that all departments follow, and are in compliance with, the budget approved by the Board of Trustees. This responsibility includes approving purchase requisitions before purchases may be made by any budget director (academic or administrative), obtaining appropriate approvals from the President and/or Board for deviations from budget, and generally providing explanations for financial questions. All building, equipment and maintenance issues also fall within the responsibilities of the Vice President. These include operational concerns as well as major facility projects.

2.4.4 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for augmenting the College’s financial resources and promoting awareness and understanding of the College in the wider community. The Vice President works closely with the Board of Trustees and the President as well as other senior administration and faculty. Functions reporting to the Vice President include annual giving, corporate and foundation relations, government grants, capital and endowment fund raising, special events, publications, public relations, marketing and alumni relations.
2.4.5 Dean of Enrollment Services

The Dean of Enrollment Services is responsible for the College’s efforts to recruit, enroll, and retain matriculated students. The Dean supervises the offices of Admissions, Financial Aid, Registration, Student Life, International Student Services, and Career Services.
SECTION 3
EMPLOYMENT POLICIES AND PROCEDURES
3. Employment Policies and Procedures

3.1 Equal Opportunity, Discrimination and Harassment

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices. The College strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law, is strictly prohibited. This policy applies to the conduct of faculty, staff, and students - or others who may be in a working relationship with the College - while on College premises or away on College-sponsored activities. This policy also applies to decisions concerning admission, hiring, promotion, matriculation and any other decision affecting educational or employment opportunities.

A CCS employee or student who believes he/she has been subject to discrimination, harassment, or retaliation, or who is aware of such an incident involving another individual, must report the matter to the Director of Human Resources or the Director of Student Life. Complaints of harassment, discrimination or retaliation will be thoroughly and impartially investigated. Where warranted, appropriate remedial action will be taken and, depending on the circumstances, may include disciplinary action, including discharge or expulsion. All students, staff and faculty have a responsibility to cooperate fully in any investigation, and the College for Creative Studies prohibits retaliation against anyone who, in good faith, reports a violation of this policy or participates in an investigation of such reports.

3.1.1 Harassment

Harassment is unwelcome verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment, or has the purpose or effect of substantially interfering with an individual’s employment.

3.1.2 Sexual Harassment

Sexual harassment is a form of unlawful harassment and may include a range of subtle and not-so-subtle sexual behaviors involving individuals of the same or different gender. Sexual harassment involves unwelcome sexual behavior (1) that creates a hostile or offensive work or educational environment, or (2) submission to which becomes a factor in employment or educational decisions concerning the employee or student. Depending on the circumstances, sexual harassment may include sexual advances; sexual jokes and sexually suggestive objects or pictures; leering, touching, or commentary about a person’s body; or insulting or obscene comments, gestures or behavior of a sexual nature.
3.1.3 Intimate Relationships Between Administrative Staff and Students

The College’s foremost responsibility is to serve the educational interests of its students. Relationships between the College and its students must be conducted with the utmost integrity. Intimacies between College employees and students can compromise the integrity of the student-staff relationship. Administrative staff members therefore should not engage in romantic or intimate relationships with students, even if the relationship is welcomed and wholly consensual.

3.2 Employment: Recruitment and Selection

It is the policy of the College that every possible effort is made to insure that each authorized position vacancy is filled with the best qualified applicant so that the best interests of the College are served.

3.2.1 Recruitment

Recruitment for new and existing staff positions begins with the department chair or director submitting a position description to the director of Human Resources. The appropriate dean or vice president and director of Human Resources approve the position description. Recruitment takes place through internal posting, advertisement in websites, newspapers, and professional journals. All applications are reviewed and filed. In some cases, a formal search committee may be appointed by the President, a dean, or a vice president. In others, one or more interviews may be scheduled with appropriate personnel. Interviews are scheduled by Human Resources.

3.2.2 Selection

Human Resources secures transcripts, references, credit and criminal checks as appropriate. Pre-employment physicals may be required for certain positions. Recommendations for employment are made by the search committee to the appropriate dean, vice president or president as necessary. Offers of employment are made by the appropriate dean, director of human resources, vice president or president. Employment offers are presented to the candidate by Human Resources. All candidates interviewed are contacted regarding the disposition of the selection process.

Employment offers are made in letter form. Candidates will accept offers by signing and returning a copy of the letter of offer detailing position title, department, supervisor, salary and starting date to Human Resources.
New employees will report their first day to the Office of Human Resources. A new hire orientation is conducted by Human Resources and other appropriate offices.

3.2.3 Temporary Employment

Temporary employment is defined as any employment period of less than six (6) months. All college policies and practices apply to all temporary positions.

3.3 Confidentiality

The nature of the College’s work may expose you to confidential information. Certain information is required to be confidential by law, while other material must remain confidential in order to comply with contracts or good professional practices.

If you are exposed to confidential information, you must not disclose it to anyone inside or outside the College unless express authorization has been obtained from your supervisor. Failure to maintain confidential information may result in disciplinary action, up to and including termination. If you have any questions about the confidentiality of the work you perform or the information that you receive, either in written or verbal form, please contact your supervisor.

The College has a Social Security Number Privacy Policy (Appendix F) to ensure the security and protection of all employees Social Security number and identification information.

3.4 Drug and Alcohol Policy

CCS strictly prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on CCS property. The use, possession, or distribution of alcohol by any employee on CCS property is also prohibited, except at events managed by the Office of Institutional Advancement. Use of alcohol, illegal drugs or controlled substances that affect workplace performance or conduct is likewise prohibited.

State of Michigan law prohibits anyone under the age of 21 from drinking or obtaining alcohol. Administrative staff should not under any circumstances use alcohol with students of any age.

Alcohol and drug abuse rehabilitation and assistance programs are available through CCS’s health benefit program and employee assistant program with both in-patient and out-patient programs. Employees with alcohol or drug abuse problems are strongly encouraged to participate in these programs. Employees may contact the
Office of Human Resource to seek counseling assistance and/or referral to an appropriate outside agency. All communications between employees and CCS or outside agencies are strictly confidential.

CCS will take appropriate action, up to and including immediate termination, with employees in violation of this policy. Employees are notified that action under this policy may include successful participation in an alcohol or drug rehabilitation or assistance program as a condition of continued employment.

3.5 Weapons, Drugs or Dangerous Items

Students, faculty or staff may not use, carry, conceal, sell or bring onto CCS property any materials that are dangerous, illegal, or substantially disruptive to the educational process. These items are also prohibited at school sponsored events or meetings off campus. Examples include, but are not limited to: illegal drugs, firearms, weapons and explosive materials. Decisions whether items are dangerous or substantially disrupt the educational process are within the sole discretion of CCS. CCS may search desks, lockers, computers or other possessions brought onto campus any time CCS determines it is necessary to protect the health, safety and welfare of others, or where there is reason to believe that illegal, dangerous or disruptive materials or weapons are being used, sold, carried or concealed.

3.6 Employee Conflict of Interest

CCS administrative staff should avoid situations where their own interests materially conflict with their obligations to CCS, or create the perception of a conflict. All decisions and actions by administrative staff in the course of their professional responsibilities are to be made consistent with their obligations to CCS.

Generally, a conflict of interest arises when an administrative staff member has a personal or financial interest in a transaction or event – or is a party to a transaction or event – that might adversely affect his or her judgment in performing professional or employment duties for CCS. Examples of potential conflicts of interest include, but are not limited to, the following:

1. Engaging in any business with, or employment by, an employer that is in competition or in conflict with any transaction, activity, or objective of CCS.

2. Engaging in business with or employment by a supplier of goods or services to CCS without prior approval of CCS.

3. Using equipment, supplies, or services owned or provided by CCS in conjunction with any external work, without obtaining prior agreement in writing from CCS.
4. Making use of any confidential information acquired through employment with CCS for personal profit or advantage, or the advantage of a third-party.

5. Publicly associating CCS or its prestige with an outside business interest for personal gain.

Administrative staff members who believe they have a financial, personal or professional interest that is (or could potentially become) a conflict of interest must fully disclose the nature of the potential conflict in writing to the Director of Human Resources. All decisions concerning whether a conflict of interest exists are within the sole discretion of CCS.

### 3.7 Administrative Staff Teaching at the College

Administrative staff may, from time to time, teach classes in the degree, Continuing Education, and Community Arts Partnerships Programs. Administrative staff may teach classes in these programs providing the classes do not interfere with their primary responsibilities and scheduled work times. Administrative staff may not teach any classes scheduled prior to 4:00 p.m. Monday through Friday.

### 3.8 Health and Safety

CCS is committed to a safe and healthful environment. We observe all federal, state and local laws governing occupational health and safety. Our policies encourage adherence to safe and healthful work practices.

Administrative staff are required to perform their jobs in a safe and careful manner. If appropriate, use protective clothing or devices. If you observe any dangerous or potentially harmful situation, you should report it to your immediate supervisor or the Director of Facilities and Administrative Services. Each administrative staff member is asked to submit suggestions concerning safety in the workplace to his/her immediate supervisor.

While direct responsibility for the safety of any operation rests with the supervisor of that operation, each administrative staff member is personally responsible for performing assigned duties with the primary concern for your own safety, as well as the safety of students and other CCS employees.
CCS Safety Rules:

1. Any accident or injury requiring medical attention must be immediately reported to a supervisor and the Office of Human Resources. An Accident/Injury Report form is available from the Office of Human Resources.

2. Hazardous conditions or unsafe job practices must be brought to the attention of a supervisor.

3. Every administrative staff member is required to know and follow all safety procedures that apply to their job.

4. Every administrative staff member must keep work areas neat and clean.

5. Administrative staff members must wear proper and prescribed protective equipment and clothing for a job or task.

6. All CCS employees must think and practice safety at all times.

7. Flammable and dangerous articles and materials must be kept in their required storage places.

8. Fire extinguishers must be readily available when working with volatile materials.

9. There is no smoking allowed in any CCS building.

10. Administrative staff members must be familiar with machinery and equipment that they use.

11. Never attempt to operate equipment that is broken or not complete.

12. Safety is every CCS employee’s responsibility.

The Health and Safety Committee of the Faculty Assembly assists in overseeing the safety and appropriate operation of academic facilities, and helps to ensure that instructional practices support the safe operation of these facilities. Working with the Director of Facilities and Administrative Services and the Director of Campus Safety and Security, the Committee performs an annual review of academic facilities and instructional practices. Any concerns that faculty, students or staff have regarding health and safety may be reported to the Committee, which will work with the appropriate department to ensure corrective action is taken. The Committee also works with the academic departments to identify new equipment and practices which might improve the academic working environment.
3.9  Disability Discrimination

Both federal and Michigan law ensure that the disabled are provided fair and equitable treatment through non-discriminatory practices and reasonable accommodations.

CCS supports and follows the provisions of these statutes.

3.10  Family and Medical Leave Policy

CCS has a Family and Medical Leave policy that conforms to the federal Family and Medical Leave Act (FMLA). The act entitles eligible employees to a job-protected, unpaid leave of absence for qualifying circumstances. All rights and obligations under the FMLA and this policy are interpreted according to the law. All leaves of absence, including workers’ compensation, temporary disability and FMLA leaves, will be coordinated and will run concurrently as allowed by law. The policy is described in Appendix B.

3.11  Performance Appraisal

It is CCS’s goal to evaluate the performance of each full-time administrative staff member annually. The purpose of the evaluation is to provide the immediate supervisor and the staff member an opportunity to review the administrative staff member’s work during the past year, to outline the strengths and weaknesses in the staff member’s performance, to share concerns and criticisms, to lay out a plan for the staff member’s work in the coming year, and generally to provide support, encouragement, and direction to the administrative staff member in the pursuit of excellence.

Annual performance appraisal meetings are customarily scheduled during the month of July. The performance appraisal form is prepared by the supervisor, reviewed by the second level supervisor, and then presented to the employee during a performance appraisal meeting. Employee feedback concerning job satisfaction, position responsibility and career goals is encouraged during the appraisal and any time during the year.
3.12 Separations

3.12.1 Resignation

An employee who voluntarily resigns should submit a letter of resignation to his/her supervisor, with a copy to the director of Human Resources. A minimum of two weeks notice is preferred.

3.12.2 Termination

In accepting and maintaining employment with the College, you acknowledge and agree that your employment is at-will and may be terminated either by you or the College, with or without cause or notice, at any time. The College is committed to encouraging the professional development of its employees and to providing a supportive environment in which to work. It also has high standards for its employees’ performance. While the College attempts to resolve instances of poor performance and to help employees correct deficiencies, it reserves the right to terminate staff members for reasons including, but not limited to, incompetence or inefficiency, unsatisfactory performance, violation of College policy, dishonesty, mistreatment of students or other employees, and other factors determined at the sole discretion of the College.

3.12.3 Exit Interview

When an employee leaves CCS for any reason, he/she is requested to meet with the Office of Human Resources for an exit interview. The exit interview will allow for converting benefit plans and the return of any College property.

3.13 Nepotism

The College may hire relatives of current employees. However, an employee may not directly supervise a relative. A relative is your spouse and anyone related to you or your spouse – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece or a domestic partner.

3.14 Complaint Procedure

If an employee faces a problem relating to his/her work, the College wants the employee to have every possible opportunity to resolve it. An employee should always first attempt to resolve the problem by meeting with his/her supervisor. If this approach is not successful, you should discuss the matter with the director of Human Resources, or the supervisor’s dean or vice president. If the complaint relates to a dean or vice president, you should discuss it with the director of Human Resources. You are strongly encouraged to provide the College with a written complaint as early
as possible that details the issues of concern. Written complaints prepared by you ensure that the complaint is accurately documented.

All employee problems at every step of this process will be confidential to the extent the College can do so without compromising its investigatory obligations. There will be no discrimination, recrimination or penalty against any employee for his/her good faith participation in this process.
SECTION 4
PAY POLICIES
4. Pay Policies

4.1 Salaries and Wages

Salaries and wages are determined annually, based on the administrative staff member’s performance and on salary policies established each year by the Board of Trustees. Based on performance evaluations, the department director makes salary and wage recommendations. These recommendations are submitted to the President who considers and approves them in consultation with the appropriate Dean or Vice President. CCS is committed, within the constraints of its budget, to recognizing excellent administrative staff performance through salary adjustments. Poor performance may be recognized through low or, if appropriate, no salary increases. Final decisions concerning salaries and wages are at the discretion of the College.

4.2 Pay Periods

There are twenty-four (24) pay periods per year. All salaried positions are paid for the current pay period, with no waiting period for paychecks. All hourly positions are paid for the current pay period, with no waiting period for paychecks. Overtime hours are generally paid with the following pay period. Salary information is confidential and should not be discussed with other employees.

Paychecks are issued on the fifteenth day and the last day of the month. If the regular payday falls on a Saturday, Sunday or holiday, paychecks will be issued on the last workday before the regular payday. Every employee is encouraged to participate in direct deposit banking of his/her paycheck. You may pick up your check at the Business Office or have it mailed to your home.

4.3 Deductions

CCS will withhold deductions required by law and all voluntary deductions authorized by the employee. Deductions required by law are federal, state and local income tax, Social Security tax, Medicare tax, state disability and unemployment tax. These deductions are made automatically. In addition, the employee may authorize voluntary deductions for health insurance, a tax deferred annuity plan, and reimbursement accounts. It is the policy of CCS not to make any salary deductions that are inconsistent with the requirements of federal or state wage/hour laws.

4.3.1 Federal Withholding Tax

This deduction is computed from Internal Revenue Tax Tables, based on marital status and the number of exemptions claimed on Form W-4. If an
employee wishes to change the number of exemptions, Form W-4 is available in the Office of Human Resources.

4.3.2 Social Security Tax

This deduction is computed at the rate prescribed by law and is matched by the College.

4.3.3 Medicare Tax

This deduction is computed at the rate prescribed by law and is matched by the College.

4.3.4 Michigan State Tax

This deduction is computed at the rate prescribed by law.

4.3.5 Detroit City Tax

This deduction is computed at the rate prescribed by law and differs for City of Detroit residents.

4.4 Direct Deposit Banking

All employees may have their paycheck automatically deposited in the bank(s) or credit union(s) of their choice. Paychecks may be deposited in more than one account and more than one bank or credit union. All employees are encouraged to take advantage of this service. Employees must complete a Direct Deposit form with the Office of Human Resources.

4.5 Overtime

It is sometimes necessary for the College to require an hourly employee to work outside your normal working hours and in excess of 40 hours per week. Overtime work shall be compensated only when it is scheduled and approved by your supervisor. Unauthorized overtime is against College policy, and employees who work unauthorized overtime are subject to discipline, including termination.

Overtime pay will equal time and one half for all hours worked in excess of 40 hours per week. Hours worked between the regularly scheduled 35 hours and 40 hours will be compensated at straight time rates. CCS approved Paid Time Off and College holidays will not count toward overtime calculations. The College defined work week is Sunday through Saturday.

Each supervisor is responsible for assessing the need for overtime. If possible, the supervisor will attempt to accommodate employees who, for personal reasons, have
difficulty complying with an overtime request. Accommodation is subject to the minimum requirements of the department.

4.6 Advances

CCS does not authorize pay advances. Exceptions may be made for emergency situations and only with the approval of your immediate supervisor and the Vice President for Administration and Finance.

4.7 Exempt Employee Pay Policy

The Fair Labor Standards Act (FLSA) is a federal law requiring covered employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay (generally computed at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek), unless the employee falls into one of several designated exemptions. To qualify for exemption, employees generally must meet certain tests regarding their job duties and, for some exemptions, be paid on a salary basis at not less than $455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations. You will be advised whether your position is classified as exempt (and not subject to the minimum wage and/or overtime provisions of FLSA) or nonexempt (and subject to the minimum wage and overtime provisions of FLSA) at the time you are hired.

To qualify for many exemptions applicable at CCS, employees must be paid on a salary basis. Consistent with CCS’s long-standing policy and practice, CCS continues to pay exempt employees on a salary basis as required by law. Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Absent an exception listed below, the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work and an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. However, exempt employees do not need to be paid for any workweek in which they perform no work. Generally, if the employer makes deductions for an employee’s predetermined salary because of the operating requirements of the business, that employee is not paid on a “salary basis.” That is, if the employee is ready, willing and able to work, deductions typically may not be made for time when work is not available. Under the FLSA, employees whose primary duty is teaching, tutoring or instructing, and some computer professionals, among others, are not typically required to be paid on a salary basis.
4.7.1 Circumstances in which CCS may make deductions from pay

Deductions from pay of an exempt employee (who is otherwise required to be paid on a salary basis) are permissible in some situations. These include employee absences from work for one or more full days for personal reasons other than sickness or disability; employee absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as just or witness fees; or for military pay; for unpaid disciplinary suspensions of one or more full days imposed in good faith for violation of written workplace conduct rules. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family Medical Leave Act.

4.7.2 CCS Policy

It is CCS’s policy to comply with all FLSA requirements and applicable wage and hour laws and regulations. Therefore, we prohibit all college supervisors from making or authorizing any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the College does not allow deductions that violate the FLSA.

4.7.3 What to do if an improper deduction occurs

If you believe that an improper deduction has been made to your salary or to that of another exempt employee, you should immediately report this information to the director of Human Resources. Reports of improper deductions will be promptly investigated. To ensure that CCS understands your concern and is able to conduct a proper investigation, any complaint that seeks payment or a change in policy should be submitted in writing. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deductions made. Employees will not suffer reprisals for making good faith reports of improper deductions.
5. Administrative Staff Benefits

5.1 Benefits

Full-time administrative staff members are entitled to participate in all the benefit programs available to full-time employees. The current programs are described below. CCS periodically reviews its benefit programs and will make modifications as it deems appropriate from time to time. All benefits are subject to the terms and conditions of the underlying insurance policies and plan documents, and the terms of the insurance policies control all decisions concerning eligibility and coverage.

5.2 Tax Sheltered Annuity Plan (403b)

Because CCS is a non-profit organization, the IRS allows CCS employees to place a portion of their pay in a Tax Sheltered Annuity Plan without paying current federal, state and city income taxes on the amount contributed. Full-time employees, and qualified part-time employees, are eligible to participate on the first of the month following thirty (30) days of employment. CCS contributes 6% of an employee’s gross earnings per pay. Employees may choose to contribute a percentage of their pay on a pretax basis, up to IRS limitations. CCS offers numerous investment funds for employees to choose from. The CCS Tax Sheltered Annuity Plan is administered by TIAA/CREF and Consolidated Financial Corporation.

5.3 Social Security

Employees of CCS are covered by Social Security. As provided by law, CCS pays one half of your total Social Security taxes, and the other half is paid by you. In addition to providing you with retirement and Medicare benefits, Social Security may provide disability pay, burial benefits, and monthly survivor benefits for your spouse and minor children if you qualify.

5.4 Supplemental Retirement Plan

The Supplemental Retirement Plan is an additional offering for employees to save after-tax income for retirement. This plan is administered by TIAA/CREF and is over and above the College’s Tax Sheltered Plan. Information is available from the Office of Human Resources.

5.5 Health Insurance

Medical, dental and vision insurance are available to all full-time employees on the first of the month following thirty (30) days of employment. Employees may from time to time have a choice of plans. Refer to individual plan summaries from the Office of Human Resources for details. The employee will have his/her contribution taken on a pre-tax basis.
In certain instances, federal law requires availability of continued coverage where coverage under the group plan would otherwise end. In compliance with the federal COBRA program, CCS offers employees and their families the opportunity for a temporary extension of health coverage at group rates with the employee paying the full cost of coverage plus a 2% administrative fee.

5.6 Employee Reimbursement Accounts

The Employee Reimbursement Account enables you to pay a portion of your Uninsured Health Care and Dependent Care expenses with pretax dollars. Prior to the beginning of each plan year, you will have the opportunity to elect to fund your Reimbursement Account for the coming year. The amount that you select will be deducted from your gross salary through automatic payroll deductions. Then, during the plan year, you may submit claims to the Administrator to reimburse yourself for health care expenses and/or dependent care expenses incurred during the plan year that were not reimbursed by your insurance plans.

5.7 Short-Term Disability

CCS provides a short-term disability plan for all full-time employees who are unable to work due to an illness or injury, as documented by a properly licensed physician acting within his or her field of expertise. CCS has the discretion to require an independent medical examination as a condition for receiving or continuing short-term disability benefits. Employees become eligible for this plan following one hundred eighty (180) days of employment. The duration and amount of short-term disability is per the following schedule:

<table>
<thead>
<tr>
<th>Eligibility:</th>
<th>After 7th Day of Illness/Injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>13 Weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent of Pay</th>
<th>Length of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Less than 180 days</td>
</tr>
<tr>
<td></td>
<td>180 days to &lt; 2 years</td>
</tr>
<tr>
<td></td>
<td>2 years to &lt; 5 years</td>
</tr>
<tr>
<td></td>
<td>5 years or more</td>
</tr>
<tr>
<td>80%</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>6 weeks</td>
</tr>
<tr>
<td></td>
<td>13 weeks</td>
</tr>
<tr>
<td></td>
<td>7 weeks</td>
</tr>
</tbody>
</table>

CCS’s short-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. If, however, an employee has a serious health condition and is eligible for leave under the Family and Medical Leave Act (FMLA), the employee may be simultaneously entitled to up to 12 weeks of job-protected leave under the FMLA and income benefits under this short-term disability policy.
5.8 Long-Term Disability

CCS employees are eligible for a long-term disability income plan after one year of employment. CCS’s long-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. Full-time employees who are unable to work as the result of an accident or illness are eligible for a maximum of 60% of their regular salary, up to a maximum of $5,000 per month, when integrated with other benefits. You will remain eligible for benefits for as long as you are disabled, up to age 65. This plan has a thirteen-week qualification period, which is covered by CCS’s short-term disability income plan.

5.9 Workers Compensation

Workers compensation insurance is designed to cover all occupational injuries and illnesses. It is paid by the College and is effective from your first day of work. Workers compensation insurance provides benefits that may apply as a result of a work-related illness or injury. These benefit payments may cover expenses incurred for medical care, replacement of a portion of your income lost as a result of disability, and lump-sum payments to beneficiaries in case of death.

If you are injured while you are at work, or become ill as a result of your job, you must report this to your supervisor in a timely manner. In all cases of work related injury or illness, no matter how minor, an Accident/Injury Report form must be completed and forwarded to the Office of Human Resources. This record-keeping is required by OSHA and MIOSHA.

5.10 Liability Insurance / Errors and Omissions

CCS carries insurance that covers employees if they are sued as a result of actions taken within the scope of their duties at CCS. This insurance provides for the cost of legal defense as well as financial settlements. The total amount of coverage per claim is $5,000,000. The aggregate coverage for a single year is also $5,000,000.

Scope of duties for an administrative staff member would include anything reasonably expected in the course of their administrative duties and any assigned tasks by CCS. This coverage includes defense costs as well. This coverage would not apply in those cases where an employee has actually committed an unlawful act, as such acts are generally not insurable.

5.11 Life Insurance and Accidental Death and Dismemberment

Full-time employees are eligible to participate in the group life insurance plan on the first of the month following ninety days employment. CCS pays 100% of the premium. The amount of the insurance is two times the employees’ annual salary, rounded to the next highest thousand. The same amount of coverage is applied to
accidental death and dismemberment coverage. Employees have optional supplemental life insurance and dependent life insurance plans available.

5.12 Unemployment Insurance

This insurance provides a continuation of a certain portion of your salary in the event you lose your job through no cause of your own. If your employment is terminated, you may be eligible to receive unemployment compensation from the state. If it is your choice to leave CCS, generally you will not be eligible for benefits. If your termination was the choice of CCS, you may be entitled to receive unemployment benefits, depending on the circumstances.

5.13 Paid Time Off (PTO)

Full-time administrative staff are entitled to Paid Time Off (PTO). PTO must be scheduled and approved in advance by your supervisor, except for last minute illness, injury or emergencies. PTO is accrued on a calendar year basis. Newly hired employees are entitled to 24 PTO days per year. This is earned at the rate of 2 days per month worked. After the completion of five years of employment, employees are entitled to 31 PTO days per year. Employees are eligible to carry over up to one (1) year eligibility of PTO. Employees are not eligible to be compensated for excess, unused PTO days annually. Accrued and unused PTO days are compensated at the time of separation.

5.14 Holidays


5.15 Tuition Remission

After one year of service, employees, spouses and dependents are eligible to enroll in classes and receive credit at the College and in the Continuing Education program. Employees will have the class tuition waived but will be responsible to pay for registration and appropriate course fees prior to beginning classes. Dependents are defined as spouses or children up to age 25, who can legally be claimed on the employee’s annual tax filings with the IRS.

Administrative staff and their spouses and dependents are eligible for tuition remission up to the equivalent of one full-time enrollment in College programs. For CE classes, employees, spouses, and dependents are eligible for tuition remission on a space available basis.
5.16 Educational Assistance

CCS has a formal program of educational assistance to encourage all full-time employees to develop their potential through continued education. College courses and degree programs must meet job-related criteria. Approval will be given to courses which, in the opinion of management, would benefit the employee’s performance and development at CCS. The educational institution must be accredited in the programs that are being taken.

After one year of service, full-time employees are eligible to participate in the Educational Assistance plan. The employee must not be eligible to receive similar assistance from any other source. A completed and approved Application for Educational Assistance form (available from the Office of Human Resources) must be processed prior to enrollment. Degree programs must be described in their entirety. The Application must list what courses are to be taken, when they will be taken and must agree with the program requirements in the school catalog. The Application for Educational Assistance will be approved by the immediate supervisor and Director of Human Resources and be kept in the employee’s Personnel Record.

Class attendance and all related assignments must not conflict with the employee’s regular work schedule. Reimbursement will be based on the employee submitting the following:

- approved Application for Educational Assistance
- successful completion of courses with a grade of “C” (2.0 on a 4.0 scale) or better; copy of the grade sheet required
- a copy of the registration form and paid invoice

CCS will reimburse 100% of tuition and fees up to a maximum of $3000 per calendar year. CCS’s Educational Assistance program is for college level courses. Other forms of education (short courses, seminars, workshops) may be eligible for reimbursement under your department Professional Development budget.

If your employment is terminated for any reason prior to completion of a course, you will not be eligible for reimbursement.

5.17 Employee Assistance Program (EAP)

The College provides access to an Employee Assistance Program (EAP), which is currently through an outside organization called Total Employee Assistance and Management (TEAM). TEAM provides confidential assistance to employees and family members to help resolve any concerns that may affect the employee’s personal or work life. Services are provided for such concerns as family and children problems, marital and relationship conflicts, stress or other emotional difficulties, grief and loss issues, and alcohol or other drug use. TEAM also provides assistance
with legal issues, financial concerns, elder care referrals, and child care resources. TEAM’s role is to guide the employee and family members in finding whatever type of assistance is needed, either by providing that service directly, or connecting with an organization that can help. TEAM is an outside vendor under contract to the College. The College pays for the services of TEAM, up to limits set forth in its agreement with TEAM. However, individuals providing services for TEAM do not work for the College, and the College disclaims any liability related to the provision of services by TEAM or any other EAP provider with whom the College may contract.

5.18 Pre-Paid Legal

The College provides two voluntary benefit plans for employees. The Family Legal Plan provides for services such as creating a will, traffic violations, home purchase, civil suits, document review, and attorney consultations. Identity Theft Shield provides for Credit Report Analysis and Monitoring, Identity Theft Restoration, and protection against crimes and unauthorized credit use in your name.

5.19 Discounts

A discount of 20% is generally offered to CCS employees in the bookstore on supplies, books, clothing and souvenir items.

5.20 Parking

The College provides a secured, covered parking structure for all students, faculty and administrative staff. Access to the parking structure is through the employee ID. Violation of parking structure policies may result in tickets, suspension or expulsion from the parking structure. Parking is available on a first-come, first-serve basis.

5.21 Part-Time Administrative Staff Benefits

Part-time administrative staff are defined as working fewer than 35 hours per week for up to 50 weeks per year. Part-time staff are eligible for the following limited number of benefit programs.

- Tax Sheltered Annuity Plan (403b) – employees receive a 6% contribution from the College to their tax sheltered annuity plan. Employees can contribute pre-tax from their paycheck up to the maximum allowed by the Internal Revenue Service.
- Paid Time Off (PTO) – employees receive five (5) Paid Time Off days. Employees may carry over up to 5 PTO days a year.
- Tuition Remission – Employees are eligible for a part-time tuition waiver. Part-time administrative staff must be regularly scheduled for a minimum of 20 hours per week and are eligible for up to a half-time tuition waiver.
SECTION 6
WORK SCHEDULES
6. Work Schedules

6.1 Work Schedules

Full-time staff are generally expected to work a minimum of 35 hours per week. Some full-time staff are expected to work 40 hours per week. Core hours of operation for most departments are 8:30 am to 4:30 pm, Monday through Friday. Actual work schedules may vary from department to department based on individual department needs.

For purposes of benefit plan administration and recording paid time off benefits, administrative staff employees are required to periodically submit a Work Schedule or Time Sheet to the Office of Human Resources. Work Schedules and Time Sheets are due in Human Resources no later than three (3) business days following the completion of a pay period.

6.2 Attendance and Timeliness

If you must absent yourself from work, arrive late or depart early, you must notify your supervisor as soon as possible. If you will be absent for more than one day, you must make arrangements with your supervisor in advance, if possible. Absences, late arrivals and early departures may result in a reduction in wages for non-exempt employees. Employees whose absence from work is unreported for three (3) consecutive working days may be subject to discipline, up to and including termination.

6.3 Lunch Periods

Unless otherwise specified, employees have one hour for lunch. For non-exempt employees, this time is generally without pay and must be scheduled with your supervisor to ensure proper coverage in your department. Normal lunch periods are between 11:30 am and 1:30 pm.

6.4 Bereavement Leave

In the event of the death of a member of the immediate family, you are permitted three (3) working days off with pay. Immediate family includes husband, wife, child, parent, brother, sister, grandparent, grandchildren, and in-laws and step relationships in these categories. If you wish additional time off it may be granted at the discretion of your supervisor and the Office of Human Resources, or you may use PTO days.

6.5 Jury Duty – Witness Service

If you are required to report for jury duty or to appear as a witness in a legal proceeding, you must notify your supervisor and bring the trial summons or witness
subpoena to the Office of Human Resources. The College will grant you time off to enable you to fulfill your jury/witness service obligations.

Time off for jury/witness service covers only the time you are actually serving. Whenever your attendance is not required, you are expected to report to work. Any remuneration you receive from the court must be submitted to the Office of Human Resources.

6.6 Military Leave

The College provides military leaves of absence to all full-time and part-time employees in compliance with applicable state and federal laws. Your request for military leave should be submitted promptly and accompanied by a copy of your orders indicating the beginning and ending dates of your duty period.

6.7 Family and Medical Leave Act (Appendix B)
SECTION 7
ADMINISTRATIVE SUPPORT SERVICES
7. Administrative Support Services

7.1 Human Resources

The Director of Human Resources is responsible for the administration of all human resource related functions. These include policy and procedure development and administration, recruitment, employment, employee development, compensation and benefits. The director provides leadership for college administrators to develop and implement positive employee relations, policies and procedures, performance management and salary and benefit plan administration.

7.2 Business Services

The Director of Business Services oversees the day-to-day operations of the Business Office which include budget, general ledger, annual audit, accounts receivable, purchasing, cashiering, and collections. The director works closely with the Vice President for Administration and Finance and other executive staff in preparing and monitoring the operating budget for the College as well as assisting with the capital budget and all restricted and endowment accounts. The director also works closely with other directors, staff and faculty on financial and budgetary matters. Additionally, the College’s bookstore reports to the director.

7.3 Information Technology Services

Information Technology Services supports the College’s mission by implementing and maintaining technologies and systems for academic, administrative and outreach initiatives, with a strong emphasis on customer service. ITS is divided into three areas: Network Services provides networking infrastructure, security, e-mail and desktop support; Academic Technology Services oversees lab and classroom support, the Imaging Center and Audio Visual Center; Application Services maintains the College website and offers database applications support.

7.4 Systems Planning

The Director of Systems Planning is responsible for initiating, directing and coordinating campus-wide projects to improve institutional efficiency, effectiveness and communication. The director will assist constituent groups with implementation and management of system and process change. The director works directly with academic and administrative departments to identify areas where improvements in process are needed and assists in identifying and implementing solutions.
7.5 Facilities and Administrative Services

7.5.1 Buildings and Grounds

The Department of Facilities and Administrative Services is generally responsible for the maintenance and repair of the institution’s buildings and grounds. Cleaning is performed on a daily basis; however, in classroom environments, cleaning will not be performed beyond emptying the trash if it appears that student or faculty work might be harmed. As this is commonly the case in many studio environments, faculty should communicate with Facilities if classroom studio environments are not being cleaned appropriately.

For most maintenance and repair needs, a Maintenance Service Request (MSR) should be completed and submitted to Facilities. The work will be assigned a priority. Every effort is made to fulfill all MSR’s in a timely manner. If the work has not been performed within two weeks, the Facilities staff should inform the department as to the status of the work. Call the Facilities department coordinator if there has been no communication regarding a submitted MSR within the indicated time.

The Facilities department also oversees major construction projects, and will coordinate these activities with the normal operations of CCS.

7.5.2 Mailroom

The mailroom is part of the Facilities department. All CCS mail is processed through the mailroom. Incoming mail is picked up by the Facilities department in the morning from the post office, and all outgoing mail is picked up from CCS departments by 3:00 p.m. so it can be delivered to the post office by 4:30 p.m. If you are sending out personal mail from CCS, it must already have the proper postage affixed. Under no circumstances should CCS postage be used for personal mail.

7.6 Security

Security is overseen by the Director of Campus Safety and Security. CCS provides security service 24 hours a day, 7 days a week, including roving patrols and fixed posts. The staffing patterns are adjusted based on the level of activity on campus, but there is always a security presence.

If you notice any suspicious or inappropriate activity, please notify the Security department (extension 7444) immediately, or push the red “assistant button” on one of the seventeen Emergency phones located around campus and in the parking deck.
Once Campus Safety is notified of an incident, they will take the appropriate action to ensure your safety on campus.

In addition to the emergency phones and patrols, activity on campus and in the parking deck at CCS is monitored and digitally recorded by fifty closed circuit television cameras strategically placed.

If you become a victim of a crime while on campus, call Security immediately or report to the Campus Safety office on the main level of the Kresge-Ford Building, across from the CCS bookstore. Campus Safety will provide immediate assistance and first aid if required. If additional assistance is needed, the shift supervisor will make the necessary notifications.

If at any time you would like an escort anywhere on campus, dial extension 7444 and let the Campus Safety officer know your location. The on duty supervisor will send a campus safety officer to escort you to your indicated destination on campus.

A pamphlet on emergency procedures is available in each administrative office. Additional copies can be obtained from the Office of Campus Safety and Security or the Human Resources office.

7.7 Institutional Advancement

The College for Creative Studies accomplishes its mission based on the quality of its faculty, programs and facilities. Financial resources enable and continually elevate this quality. A growing base of donors – individuals, business enterprises, foundations and government – provides these financial resources. Institutional Advancement (IA) is responsible for innovating, organizing and implementing fund raising initiatives to fulfill the CCS mission. IA is also charged with generating awareness among key audiences to attract the students most capable of benefiting from a CCS education. Integrating department personnel and tactics to attain strategic fund raising, admissions and brand visibility goals, IA is concentrating effort in three primary areas: Development (fund raising), Marketing Communication and Public Relations.

7.7.1 Development

7.7.1.1 Development

The Development unit in IA obtains contributions from individuals to support CCS at all levels, from supporting general operations and addressing ongoing needs to enabling special projects and making possible capital improvements. Development identifies and implements the pathways and opportunities for such giving. This function manages donor acquisition and stewardship as well as cultivating donors to higher levels of giving. The CCS Development unit
generates annual giving through fund raising events such as the Detroit International Wine Auction and the Spring Student Exhibition, and through other fund raising tactics including direct mail solicitations and online giving as well as major donor and capital giving efforts. Development provides leadership and support for alumni and volunteer involvement with CCS. IA’s Development unit builds and maintains a strong regional and national network among alumni to keep them connected with CCS and each other. Volunteers are recruited, trained and assigned based on their interests and CCS needs, which range from helping to staff fund raising events to assisting with campus visits by potential students.

7.7.1.2 Corporate, Foundation and Government Relations

The Corporate, Foundation and Government Relations unit in IA secures financial and in-kind contributions from business enterprises, foundations and government sources. This unit works closely with faculty, staff and others to organize and develop programs for funding, while also cultivating and soliciting prospects for capital giving, endowments, grants, scholarships and other support.

7.7.1.3 Sponsored Projects

The College partners with corporations, associations and other enterprises to incorporate sponsored projects into the educational experience for CCS students. Sponsors typically present a design challenge of strong educational value to a CCS studio class. Students present their solutions to leading industry representatives at the end of each project. Beyond the educational benefits to students, sponsored projects enable CCS to build relationships with industry for internships and career placement as well as generating revenue and helping create marketing and public relations opportunities for the College.

7.7.2 Marketing Communication

The IA Marketing Communication unit is responsible for the brand-based planning, budgeting, writing, design, production and distribution of all internal and external CCS communications including student recruitment materials and the CCS website. Marketing Communication also manages the CCS brand and graphic identity standards.

CCS staff needing print, video, web-based marketing materials or printed documents should contact the Director of Marketing Communication. CCS
personnel other than Marketing Communication staff should not hire designers, contract printing or proceed with websites without the involvement of IA. All printing jobs must go through the Marketing Communication office.

7.7.3 Public Relations

PR, primarily news media outreach, is managed from within the IA Marketing Communication unit. The CCS public relations function is charged with engaging key audiences (potential students, donors, industry and government opinion leaders) to promote and strengthen the CCS brand image. Chief responsibilities of the Marketing Communication PR unit include initiating and maintaining relationships with the media, promoting newsworthy CCS events and activities to key audience segments, while helping coordinate CCS involvement in community activities.
8. **Administrative Policies and Procedures**

8.1 **Personnel Records**

A master personnel record containing administrative staff records and other pertinent data is maintained in the Office of Human Resources. The Human Resources office keeps records concerning employment, performance, payroll, benefits, and other miscellaneous items. No information, except verification of employment dates, will be released to outside sources without the administrative staff member’s written authorization, unless disclosure is required by subpoena or court order or is necessary to meet some legal obligation of CCS. A written authorization from the administrative staff member is required for the Office of Human Resources to release salary information.

It is each administrative staff member’s responsibility to inform the Office of Human Resources of any changes in the following: name, address, telephone, marital status, dependents, beneficiaries, and emergency contacts.

Administrative staff have the right to review their Personnel Record in the Office of Human Resources, with a prior appointment. These Personnel Records are confidential and may only be reviewed by the administrative member, or the appropriate supervisory personnel of the administrative staff member.

8.2 **Budget**

CCS’s fiscal year is a twelve-month period, beginning on July 1, and ending June 30. The budget for CCS is prepared annually, with formal Board of Trustees approval in the May meeting preceding the commencement of the next budget year. The process of preparing the budget begins in the fall preceding the start of the next fiscal year. At that time, enrollment projections are made for the following year, and by December, the tuition rates for the following year are established and approved by the Board of Trustees. Following soon thereafter, the process of developing detailed revenue, expense and capital acquisition budgets commences.

In February, all department directors and other staff with budget responsibilities are given information regarding the budget preparation process. They prepare expense, capital and revenue budget requests based upon the information in the budget package. These requests are submitted in late February, with individual departmental presentations made to senior management in early March. Subsequent to these presentations, senior management makes final budget decisions, and the budget is prepared for submission to the Finance, Audit and Investment Committee of the Board in early April. This is followed by presentations to the Executive Committee of the Board in late April and to the Board for final approval in May.
8.3 Contractual Commitments

Any contract that legally binds CCS or any of its employees to perform a service, pay a fee, or fulfill any other responsibility must be signed by either the Vice President for Administration and Finance or the President. Administrative staff may not sign contracts on behalf of CCS. In all matters that require an official signature on a contractual commitment the following steps shall apply in order for CCS to be legally responsible:

1. Administrative staff members may recommend contractual commitments to their supervisor.

2. Department directors may initiate and recommend contractual commitments within their area of responsibility to the Vice President for Administration and Finance.

3. The Vice President for Administration and Finance must review and approve all contractual commitments for official authorization.

4. The Vice President for Administration and Finance will determine the necessity for the President’s signature. In all cases, any contractual arrangements between CCS and another party will only be considered officially approved if signed by the Vice President for Administration and Finance and/or the President.

8.4 Records Management

Following established records management practices and participating in regular campus-wide record purges will save departments and offices valuable time and free up space, and save the college from unnecessary costs. Please refer to the guidelines in Appendix H when managing college records.

8.5 Emergency Weather Closing

CCS’s policy is to keep the school open during periods of inclement weather, if at all possible. We realize there are times when the College may remain open and you feel it is unsafe for you to attempt to come in. If this occurs, please call and leave a message for your supervisor as soon as possible. Administrative staff will be required to take Paid Time Off (PTO) for days they are unable to come in. In the event it is necessary to close due to severe weather conditions or any other emergency, the following procedures for notification are followed:

The decision to cancel Day Classes will be made by 6:00 a.m. Administrative staff may call 313-664-7400 after 7:00 a.m. or listen to WJR (760AM), WWJ (950AM) NewsRadio or WJBK2, WDIV4 or WXYZ7 TV stations. The decision to cancel
Evening Classes will be made by 2:00 p.m., and administrative staff may call 313-664-7400 to listen to this announcement.

8.6 Identification Cards

Identification cards are issued to all employees at the time of hire. You must keep your ID card with you at all times while you are on campus and must present it when asked. ID cards are issued through the Office of Campus Safety and Security, upon completion of new hire employment forms with the Office of Human Resources. You are responsible for your ID card, and if you lose it, you will be required to pay a $15 replacement fee.

8.7 Business Cards

Business cards are provided for full-time employees with a legitimate business need. Part-time staff will be provided business cards with a legitimate need on a case-by-case basis. Business cards are ordered through the Director of Marketing and Communications. Titles and departments will be verified by the Office of Human Resources.

8.8 Access to Buildings and Parking Areas

If you need access to campus buildings and parking areas outside of posted hours, contact the Office of Campus Safety and Security (313-664-7444). You must check in with the Security Officer upon arrival and check out when departing. Your picture ID must be presented to be admitted to the building.

Please refer to the Traffic/Parking Policies and Guidelines in Appendix E.

8.9 Keys

Keys for use on gates, doors, desks, file cabinets, vehicles and other CCS equipment are issued through the Facilities Department. They remain the property of CCS. If you are provided with a key, you are responsible for its safekeeping. You will be required to pay for the replacement of lost or stolen keys that have been assigned to you. If your job changes or you leave CCS, you must return all keys to the Director of Human Resources. You may not duplicate keys without authorization.

8.10 Purchasing

All purchases over $60 require a Purchase Requisition. Purchases less than $60 may be reimbursed through the Business Office petty cash fund. Purchase requisitions are available on-line in the CCS shared directory. Purchase requisitions over $1,000 require approval by the Vice President for Administration and Finance. Academic
department purchase requisitions over $1,000 require approval by the Dean of the College and the Vice President for Administration and Finance.

8.11 Smoke-Free Campus

State and local laws prohibit smoking in all parts of College buildings.

8.12 Travel and Entertainment (Appendix C)

8.13 Electronic Communications (Appendix D)

CCS continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including computers, e-mail, telephones, cell phones (see Appendix G), voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

CCS encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone associated with CCS must be aware that electronic media systems and services provided by CCS are the property of CCS and are for the purpose of facilitating and supporting CCS related business. CCS reserves the right to establish policies for the use of these media and services. Personal use should be kept to a minimum.
APPENDIX

Appendix A: Table of Organization

Appendix B: Family and Medical Leave Policy

Appendix C: Travel and Entertainment Policy

Appendix D: Electronic Communications Policy

Appendix E: Traffic/Parking Policies and Guidelines

Appendix F: Social Security Number Privacy Policy

Appendix G: College Cell Phone Policy

Appendix H: Records Management Policy
Appendix B: FAMILY AND MEDICAL LEAVE POLICY

The Leave Policy. You may be eligible for a job-protected, unpaid leave of absence for up to twelve (12) weeks each calendar year if you:

(1) have been employed by CCS for at least 12 months (the months need not be consecutive);

(2) worked at least 1,250 hours of service in the 12 months immediately preceding the leave; and

(3) are taking the leave for a qualifying reason.

During FMLA leave, you will be entitled to group health benefits as if you were still working. Upon completion of FMLA leave, you will be restored to your same or equivalent job with the same pay, benefits and conditions of employment. After 12 weeks, the FMLA provisions regarding job restoration do not apply. If your leave exceeds 12 weeks, your right to job restoration and/or benefits, if any, will be determined by CCS’s existing policies. Please note that CCS’s short-term and long-term disability plans are income protection plans for eligible employees and do not guarantee a job, or any particular job, following an absence.

Reasons For Leave. FMLA leave may be taken for any of the following reasons:

(1) the birth of a son or daughter and in order to care for such child;

(2) the placement of a child with you for adoption or foster care;

(3) to care for your spouse, child or parent (“covered relation”) with a serious health condition; or

(4) because your own serious health condition renders you unable to perform the essential functions of your position.

A leave to care for a newborn son or daughter or due to the placement with you of a foster or adopted son or daughter must conclude within 12 months of the birth or placement. A “son or daughter” includes a biological, adopted, foster or stepchild (or legal ward) who is under 18 years old. Children over 18 who are incapable of self-care because of physical or mental disability are also included. A “parent” includes your biological parent or person who stood in the position of parent to you when you were a child. A parent does not include your spouse’s parent.

Use of Paid Leave. CCS generally requires that you substitute any paid leave (assuming you are eligible for paid leave) for unpaid leave. Your entitlement to up to 12 weeks of FMLA leave will run concurrently with any workers’
compensation or temporary disability absence as long as the criteria for a serious health condition is met. You may substitute any available unused paid time off (PTO) days for unpaid FMLA leave.

**Notice of Leave.** If it is foreseeable that you will need FMLA leave, you must give CCS at least 30 days advance written notice. If your need for FMLA leave, or the timing of the leave, is unforeseeable, you must give CCS notice as soon as practicable, generally within two business days after the need for leave becomes known to you. You are also expected to comply with CCS’ normal call-in or reporting practices and procedures. Failure to give the required notice may result in the delay of your leave. If the leave is due to planned medical treatment, you must make a reasonable effort to schedule the treatment to minimize disruption to CCS. Requests for leave must be submitted to Human Resources and forms are available in that office.

**Medical and Family Certificates.** If you request leave because of your own or a covered relation’s serious health condition, you and the relevant health care provider must supply an appropriate medical certification to CCS. You may obtain Medical Certification forms from Human Resources. Generally, for foreseeable leave, any required medical certification must be provided to Human Resources before your leave begins, unless it is impractical to do so, in which case a medical certification must be provided as soon as possible. Also, if the leave is for the birth or care of a covered relation, CCS may require you to provide reasonable documentation or a statement confirming the family relationship. Failure to timely provide the requested medical certification or other documentation may result in a delay or denial of your leave.

CCS may, at its discretion and expense, require an examination by a second health care provider designated by CCS. If the second health care provider’s opinion conflicts with the original medical certification, CCS may require a third, mutually acceptable health care provider to conduct an examination and provide a binding opinion.

**Reporting During Leave and Upon Return From Leave.** If you take an FMLA leave due to your own or a covered relation’s serious health condition, CCS will require you to provide medical re-certifications, at reasonable intervals during your leave, generally not more than every 30 days. While on an FMLA leave, you must periodically report on your status and intent to return to work. If the circumstances precipitating the need for an FMLA leave change while you are on leave, you must promptly notify the Human Resources office in writing of those changes, generally within two (2) business days.

CCS will require you to provide a certificate of fitness to return to work, at your expense, when your leave was due to your own serious health condition. A
fitness to return to work certificate will not be required if the leave was taken on an intermittent or reduced schedule basis. Failure to timely provide the above status reports, re-certifications or fitness to return to work certificates may result in the delay or denial of leave, or restoration to your position.

**Medical and Other Benefits During Leave.** During an approved FMLA leave, CCS will maintain your group health benefits as if you continue to work. All other benefits will be maintained in accord with CCS established policies. Paid time off (PTO) days do not accrue during leaves of absence, including FMLA and temporary disability absences.

If you normally pay a portion of your group health or other elective benefit premium, and if you are on a paid leave, CCS will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium to the Human Resources office by the 20th day of the month prior to the month the premium will cover. Failure to timely pay your portion of the premium may result in termination of coverage, provided you are notified in advance that coverage will lapse. If CCS pays your portion of any elective benefit premium or group health premium during your leave, CCS will seek reimbursement from you when you return to work.

If you do not return to work at the end of the leave period, you will be required to reimburse CCS for its share of the premiums paid for maintaining your group health benefits during any unpaid leave, unless you cannot return to work due to a serious health condition or other circumstances beyond your control.

**Intermittent and Reduced Schedule Leave.** Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work) if medically necessary or to provide care or psychological comfort to a Covered Relation with a serious health condition. If leave is unpaid, CCS will reduce your salary as permitted by law based upon the amount of time actually worked. While on intermittent or reduced schedule leave, CCS may temporarily transfer you to an available alternative position (with equivalent pay and benefits) that better accommodates your leave request. Intermittent or reduced schedule leave to care for a newborn child (or child placed with you for adoption or foster care) requires prior consent of CCS, unless the leave is due to a serious health condition.

**Special FMLA Rules Applicable to Instructional Employees.** The FMLA contains special rules for instructional employees who seek intermittent leave or a leave near the end of an academic term. “Instructional employees” include, for example, faculty members. General teacher assistants, and counselors are not considered instructional employees. The purpose of the special rules is to avoid undue disruption to students. If the special rules apply to you, CCS may require you to remain on leave until the end of the semester. If you have requested
intermittent or reduced schedule leave, CCS may require that you take leave in a block of time or it may temporarily transfer you to another position. If you have any questions regarding these special FMLA rules and whether they apply to you, contact Human Resources.

**Other Rights and Obligations.** Your rights and obligations under FMLA are posted in the workplace. In certain circumstances where spouses work for CCS and both are eligible for FMLA leave, their *combined* allowable leave is 12 weeks if the leave is for the birth or care of a newborn child (or the placement of a child for adoption or foster care), or the care of a parent with a serious health condition.
Appendix C: TRAVEL AND ENTERTAINMENT

Policy
CCS recognizes that the effective conduct of the College’s activities will require employees to travel from time to time on behalf of CCS. It is therefore the policy of the College to reimburse employees for all expenses that are necessary, and incurred, when traveling on authorized College business.

Purpose
This policy is to establish and communicate equitable standards and effective procedures for administering and controlling travel and entertainment expenses, and ensure consistent and fair treatment of all employees who travel on CCS business. This policy's purpose is:

- To provide guidance to employees, and those with authority to approve expense reports, on travel and entertainment expenditures incurred on behalf of CCS;
- To ensure compliance with legal and internal control requirements;
- To identify reimbursable and non-reimbursable expenses;
- To clarify employee responsibility for controlling and reporting travel and entertainment expenses.

Rationale
CCS's Travel and Entertainment expense guidelines are based on generally accepted business practices and IRS regulations which describe those expenses that a business or an individual may legally deduct from gross income when paying Federal taxes. In addition, certain procedures and practices have been included to maintain good internal accounting controls.

Procedure
For each trip an employee takes, an expense report must be completed, approved and submitted to Business Services within ten business days of completion of the trip. Expense reports must contain a detailed description of all business expenses and appropriate receipts, to include airline boarding passes and/or a copy of the travel itinerary. Receipts are normally provided for airfare, hotel, and car rental. If not provided, you should request a receipt for meals, taxi, parking and miscellaneous items. Acceptable receipts must be original and itemized.

General
CCS wishes that its employees who are required to travel, do so in reasonable comfort. Employees are expected to exercise good judgment in distinguishing between reasonable comfort and extravagance. Employees are expected to:

- exercise discretion and good judgment with respect to expenses;
- check for accuracy of bills prior to payment;
- report all expenses and advancements promptly and accurately with required documentation;
- if plans change and the employee does not make a trip, return all advanced funds to Business Services immediately;
- reference the list of recommended local restaurants and hotels on Blackboard for local meetings;
• plan travel in advance to insure lowest cost; research arriving one day before and/or staying one day later on trips if that may be less expensive and time effective (considering work schedules, air fare, hotel, and meals);
• provide documentation for all advance cost quotes for air fare, hotel, car rental, and taxi/limo service vs mileage/parking.

Travel Guidelines
(effective May 1, 2009, all travel must be pre-approved by an officer of the College)

Air:
All employees will travel the most economical fare available at all times. Reservations should provide the most economical airfare within a two hour window of requested departure and arrival times (one hour before or after requested departure and one hour before or after requested arrival). Airfare change or upgrade fees are allowable only if necessary due to College business, and approved in writing by reporting officer. Reporting officers have some discretion to approve seat only upgrades on flights over four (4) hours. Trip Protector insurance is not an allowable expense except for international travel and only with reporting officer approval. Employees are allowed one (1) piece of checked luggage on domestic flights.

Automobile:
Employees must obtain prior approval from their supervisor before using personal vehicles for business trips when doing so would be more economical and time effective than traveling by air. Personal vehicle mileage will be reimbursed per the current IRS limits, which are subject to change annually, and may not exceed the cost of the most economical air fare. For evaluation purposes, employees must confirm airfare rates at the time they register or plan their trip. Personal vehicle mileage allowance covers the cost of gasoline, oil, and wear and tear of the automobile. Employees using personal vehicles must have a current Motor Vehicle Record file in Human Resources. If two or more employees are attending the same event, it is recommended that they make every effort to carpool.

Cash Advance:
A cash advance may be approved for legitimate business purposes and in cases of emergency. A cash advance must be requested and approved no later than five working days in advance of any planned travel. A cash advance may not be requested prior to ten business days before the start of any planned travel. A cash advance may be used only by the person requesting it and approved for the cash advance. Cash advance balances must be cleared with a personal check or cash submitted with the expense report within ten business days of completion of the trip. Petty cash advances must be cleared with Business Services within five business days.

Car Rental:
With many promotional programs constantly changing, the least expensive car should be reserved unless there is a business necessity to upgrade. Travelers should decline Collision Damage Waiver (CDW) and Personal Accident Insurance. This coverage is provided through our College policy. Rental cars need to be re-fueled prior to drop off to avoid the refueling and service charges.
**Frequent Flyer:**
Frequent Flyer bonus programs and usage credits awarded by airlines, car rental agencies or hotels shall be assigned to the employee. CCS considers this a perquisite well earned by the employee. However, the employee must still travel at the lowest possible rate.

**Family:**
Spouse or family members may accompany employees on trips, with approval from your immediate supervisor. When a spouse, companion or family travel with an employee, their travel must be accounted for, and paid for separately. The College will pay for a standard room, no upgrades. Any additional charges for spouse, companion, or family sharing a room is the employee’s responsibility. Employees must separate all expenses associated with spouse, companion, or family members, with no incremental expenses to the College.

**Hotel:**
Reservations will be made at moderately priced establishments that will be comfortable, but not extravagant. Travelers should insure that the rate charged matches the rate on the itinerary. "No-show" bills are incurred when "guaranteed" hotel reservations are not used and have not been canceled. It is the responsibility of the traveler to cancel hotel rooms which become unnecessary due to changes in travel plans. The cancellation can be made through the travel agency or with the hotel directly. In either case, the traveler should obtain a cancellation number. Room change or upgrade fees are allowable only if necessary due to College business and approved in writing by a reporting officer. Personal upgrades and changes are not reimbursable.

**Local Transportation:**
Employees are expected to use their own transportation when traveling to/from home and/or CCS campus to Metro Airport or other local sites. CCS or the employee’s home, whichever is less mileage, is considered the home base for local trips. Mileage will be reimbursed from the home base to the local site. Limousine services (e.g. Checker, Metro Cars) are not to be used when traveling to/from CCS or the employee’s home and Metro Airport unless the cost is less than the cost for mileage and airport parking. Employees are expected to use the most economical ground transportation when traveling to and from airports and hotels while out of town. Taxi, rental car, bus, and van are all acceptable. Travelers should always ask if the hotel at which they are staying provides a shuttle service to and from the airport.

**Meals:**
While traveling, employees should eat at moderately priced restaurants. The actual cost of meals, including tips, incurred while traveling on CCS business is reimbursable. Up to twenty (20%) percent of the meal cost is the maximum tip in the U. S. The tip or “service” is often included in the meal cost at certain restaurants. Alcoholic beverages are limited to one (1) per person with any meal. Employees are expected to exercise discretion and good judgement with respect to meals, alcoholic beverages and tipping.

**Parking:**
Discounted parking rates are available at lots around Detroit Metropolitan Airport. These lots provide parking for about one half the cost of parking at airport lots. All of these lots provide
24/7 shuttle service to all terminals. Online coupons for one day free parking are available at their websites. Discounted parking is available at these lots:

- Airlines Parking   800-300-9069
- Park N Go   734-729-3000
- Quik Park   888-844-PARK
- US Park   800-447-PARK

Employees should not park in Detroit Metropolitan Airport lots and valet parking is not allowed as it is approximately twice the cost of long-term lots.

**Telephone:**
Telephone and Internet access from hotel rooms should be used only as necessary and with discretion. Personal phone calls should be limited to one call per day, except for emergencies or special circumstances. Cell phones and pre-paid calling cards are low-cost options.

**International Travel:**
Employees on international travel should always use their credit card and not cash for expenses. Credit card use insures charges are processed at the current exchange rate on the day the charges were incurred. This eliminates the need to research the exchange rate when the expense report is processed.

**Entertainment**
Entertainment is defined in this policy as limited to entertainment when traveling on College business. Employees will be reimbursed for the actual cost of entertainment, when such expenses have been determined reasonable and beneficial to the College. Entertainment must conform to current tax and legal requirements. Discretion must be used as to levels of entertainment. Unreasonable entertainment expenses will not be reimbursed. When an employee pays the expense of any other person who is not an employee of the College, the expenses of all persons in attendance, including CCS employees, are to be listed on the expense report and itemized receipt. Spouses or partners expenses are not eligible for reimbursement, unless approved in advance by a reporting officer.

**Expenses not Authorized**
The following is given as a guide, and not necessarily a complete list, of expenses that are not reimbursable:

- alcoholic beverages not part of a meal, with discretion allowed for College officers to approve appropriate entertainment
- alcoholic beverages in excess of one (1) per person at any meal
- alcoholic beverages at department meeting or events
- tobacco products
- minibar expenses
- snack food
- personal care (spas, medication – laundry is allowed up to a maximum of $50 for domestic trips longer than 7 days and for international travel)
- personal entertainment (movies in hotels or on flights)
• personal items (books, dvds, newspapers, magazines, maps, personal care items, souvenirs, etc.)
• parking or traffic tickets
• rental car GPS charges, unless approved in advance by a reporting officer.
• airline or travel insurance; Trip Protector insurance except for international travel with officer pre-approval
• valet parking at airports
• ATM fees
• gifts to employees or departments

Exceptions
In unusual business circumstances, actual expenses that are incurred, and that are not covered by this policy, are subject to approval and/or adjustment by the Vice President of Administration and Finance or the President.

Federal Income Tax Regulations and Compliance
Employee’s will appreciate that, if the Travel and Entertainment Policy is to work to everyone's best interest, each employee must be responsible for supporting and complying with it in both spirit and letter. To meet IRS requirements, travel and entertainment expenses must adhere to the following conditions:
• the expenditure must be shown to be ordinary and necessary in the course of business
• original, itemized receipts, no photocopies, must be submitted; credit card statements or non-itemized receipts are not acceptable; credit card receipts with only a total amount are not reimbursable; ATM receipts for cash are not acceptable
• the expenditure must actually be incurred, and supported with exact and detailed records, verifying the names, amount, date and location, business purpose and business relationship of the person entertained (name, company, title)
• name, title and company affiliation of those present
• employees must account for all travel expenditures by submitting a complete and accurate Expense Report within 10 business days after the completion of a trip or business event
• incomplete reports and those lacking receipts, approvals, or other required documentation, will be returned, delaying reimbursement
• no reimbursement will be made for expenses incurred in violation of the Travel and Entertainment Policy
• Expense Reports will be monitored and audited on a regular basis to ensure adherance to the provisions of the Travel and Entertainment Policy
• non-compliance may result in disciplinary action

Approvals
The Internal Revenue Code specifically states that an individual may not approve his/her own expense report. Immediate supervisors must approve cash advances, expense reports, and travel related expenses charged to the College Corporate American Express and Master Card of employees reporting to them. Additionally, Deans and Vice Presidents must approve cash advances, expense reports, and Corporate American Express and Master Card charges for faculty
and staff in their division. It is the responsibility of the approving individual to determine if the advance and expense was:

- ordinary and necessary for the benefit of the College and within budget;
- properly substantiated to meet CCS policy.

The Expense Report will be further reviewed and approved by Business Services, for conformance to both College policy and IRS regulations. All Expense Reports over $1,000 will require approval by the Administration and Finance division. Individual expenses not approved will be returned and be the responsibility of the employee. The employee will be required to complete and resubmit a new Travel and Expense Report.
Appendix D: ELECTRONIC COMMUNICATIONS

CCS continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including: computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

CCS encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with CCS must be aware that the electronic media systems and services provided by CCS are the property of CCS and are for the purpose of facilitating and supporting CCS educational and business use.

This policy cannot establish rules to cover every possible situation. Instead, it is designed to support CCS’s Mission Statement and set forth general principles employees should apply when using electronic media and services. CCS reserves the right to change these policies at its sole discretion.

The following procedures apply to all electronic media and services that are:
- accessed on or from CCS premises;
- accessed using CCS computer equipment or via CCS paid access methods; or
- used in a manner that identifies the individual with CCS.

Prohibited Communications
Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communications that are:
- discriminatory, annoying, or harassing;
- derogatory to any individual or group;
- offensive, obscene, defamatory, or threatening;
- attempting to test, circumvent, or defeat security or auditing systems;
- SPAMMING, the method of mass distribution of communications, that does not support CCS related business;
- engaged in for any purpose that is illegal, fraudulent, malicious, or contrary to CCS policy or educational and business interests.

CCS reserves the right for interpretation of the above prohibited communications.

Personal Use
Electronic media and services are provided by CCS primarily for employees’ educational and business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable. Personal use of CCS’s electronic media and services cannot interfere with an employee’s position responsibilities. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege.
**Access to Employee Communications**

CCS does not routinely access or monitor employee communications directly. However, individual use patterns – telephone numbers called, sites accessed, call length, and time at which calls are made – are monitored for the following purposes:

- cost analysis;
- resource allocation;
- optimum technical management of information resources; and
- detecting patterns of use that indicate employees are violating CCS policies or engaging in illegal activity

CCS reserves the right to review any employee’s electronic files and messages at any time to ensure electronic media and services are being used in compliance with the law, this policy, and other CCS policies. Employees should not assume that electronic communications are private.

**Software Use**

CCS licenses the use of various computer software for educational and business purposes and does not own the copyright to this software or its related documentation. The employees of CCS, do not have the right to reproduce such software for use on more than one computer, or use the software for purposes other than those authorized by the license.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. CCS prohibits the illegal duplication of software and its related documentation.

**Security / Appropriate Use**

Employees must respect the confidentiality of other individuals’ electronic communications. Except in cases in which authorization has been granted by CCS management, employees are prohibited from engaging in, or attempting to engage in:

- monitoring or intercepting the files or electronic communications of other employees or third parties;
- hacking or obtaining access to systems or accounts they are not authorized to use;
- using other people’s log-ins or passwords; and
- breaching, testing, or monitoring computer or network security measures

No email or other electronic communications can be sent using CCS equipment that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
Anyone obtaining electronic access to other organizations’ or individuals’ materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials, except as permitted by the copyright owner.

**Confidential Information**

The confidentiality of student and employee records is protected by state and federal laws. No employee may access confidential information unless authorized to do so. CCS confidential information should never be transmitted via electronic communications or email. CCS confidential information should never be transmitted or forwarded to outside individuals or organizations without authorization. Employees are required and expected to protect CCS confidential information.

**Participation in On-Line Forums**

Employees must be aware that any messages or information sent on CCS provided facilities to one or more individuals via an electronic network (i.e.: Internet mailing lists, bulletin boards, and other on-line services) are statements identifiable and attributable to CCS.

CCS recognizes that participation in some forums might be important to the performance of certain employees’ positions. Employees should include the following disclaimer in all of their postings to public forums:

> The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by CCS.

Employees should note that, even with a disclaimer, connection with CCS exists and a statement could be imputed legally to CCS. Therefore, employees should not rely on disclaimers as a way of insulating CCS from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using CCS systems or a CCS provided account. Communications must not reveal information about CCS’s business or confidential information and must not otherwise conflict with this or other CCS policies.

**Policy Violations**

Employees who abuse or violate the privilege of CCS facilitated access to electronic media or services are subject to corrective action, up to and including termination.
Appendix E: Traffic/Parking Policies & Guidelines

Please keep in mind that driving and parking on campus is a privilege not a right. Failure to follow the below policies/guidelines will result in ticketing and excessive violations will result in the loss of on campus parking privileges. For the purpose of these guidelines the campus includes the CCS alley, Kirby Street and the bordering streets of Brush, Ferry, John R, and Frederick Douglass.

Driving On Campus

In order to provide a safe environment on campus when driving, please adhere to the following:

• Drive no faster than 10 mph
• Drive in a responsible and prudent manner
• Yield to pedestrians

Unloading On Campus

When it is necessary to park in a restricted area for the purpose of unloading:

• Put on your hazard lights
• Notify Campus Safety of your task and vehicle location
• Move your vehicle to a designated parking space within 20 minutes

Parking On Campus

In order to park on campus:

• All student vehicles must have a current school year parking sticker adhered to the inside, lower left corner of the windshield or a temporary parking hangtag on the inside rear view mirror to park on campus.
• All employee vehicles must display their authorized employee parking hangtag on the inside rear view mirror.
• All visitor vehicles must display a visitor parking hangtag on the inside rear view mirror. The department that the person is visiting or the Campus Safety Officer at the entrance of the parking structure will issue the individual a visitor parking hangtag.

When parking on campus everyone is expected to:

• Park in designated areas and between the lines
• Open vehicle doors carefully
• Stop at stop signs
• Report all accidents to the Campus Safety office
• Maintain current vehicle license plates
• Remove their vehicle from campus after 2:00 a.m. (except ACB residents)
Do not park in illegal, unmarked or restricted areas on campus. This includes, but is not limited to, parking in fire lanes, the CCS alley, or places that result in another vehicle being blocked.

The storing or repairing of motor vehicles on campus property is prohibited.

**Parking Structure**

Students, employees and visitors are welcome to park in the structure. Students and employees must use their CCS ID card to enter the parking structure. If you lose your ID, go to the Campus Safety Office for replacement at a cost of $20. Visitors must identify whom they are coming to visit when entering the parking structure and obtain a temporary parking tag from the officer in the entrance booth.

Only vehicles belonging to residents of the ACB that have a current school year ACB resident parking sticker can use the parking structure as their primary parking space. Thus, overnight parking in the parking structure is only permitted for residents of the ACB.

Please note that vehicles parked in the parking structure after 2:00 a.m. that do not have a current school year ACB resident parking sticker will be ticketed for unauthorized parking.

**Administration/Admissions Lot**

The parking lot east of the ADM Building is for assigned employees and visitors to the building.

Employees are to park in their assigned parking space and visitors in the designated visitor parking spaces. **Students are not permitted to park in this parking lot.** Visitors will be issued parking hangtags by the department they are visiting in the Administration building. Visitor hangtags must be displayed on the inside rear view mirror.

**Walter B. Ford II Lot and Mud Lot**

The parking lot on the south side of the Walter B. Ford II Building and the Mud Lot located on the north side of the Kresge-Ford Building are for employee, student and visitor parking. Vehicles using these lots must bear a current CCS parking sticker or hangtag. Overnight parking is prohibited in both of these lots.

**Parking/Traffic Violation Sanctions**

CCS tickets, which carry a $50 fine, will be issued to any vehicle violating the traffic/parking guidelines on campus. Fines will be posted to student accounts, and if unpaid, will result in both registration and grade holds. The Human Resources office will track tickets issued to employees and failure to pay will result in disciplinary action.
The Office of Student Life & the Office of Campus Safety and Security will track CCS tickets. Upon receiving a third ticket, the student/employee will lose all parking privileges on campus. This will include deactivating their access to the parking structure, as well as having their vehicle placed on the Tow List. Vehicles on the Tow List that subsequently park on campus will be towed at the owner’s expense.

Ticket and Loss of Parking Privileges

Anyone receiving a CCS traffic/parking ticket who wishes to appeal the ticket can do so by submitting their appeal in writing to the Director of Student Life (students) or the Director of Human Resources (employees) within 14 days of the date the ticket was issued.

Anyone wishing to appeal the sanction of losing their parking privileges on campus must submit a letter of appeal to the Director of Student Life (students) or the Director of Human Resources (employees) within 14 days of the date of the written notification of this sanction. If the appeal is approved the payment of a $25 reactivation fee will be required prior to the reactivation.

City of Detroit Tickets

CCS has no control over tickets issued by the City of Detroit.
Appendix F: SOCIAL SECURITY NUMBER PRIVACY

The College for Creative Studies, in order to properly secure and protect employee Social Security number/identification information, holds all employees that use or have access to any employee’s Social Security number and information to the highest degree of confidentiality.

In addition to the College’s normal security and confidentiality policy/practices, employees are prohibited from accessing, viewing or using other employees’ Social Security information. No employee is permitted to access or use Social Security numbers without express permission of the College.

Only authorized personnel may access records and documents, both internal and external, that contain employee Social Security number and identification information.

Any employee who accesses Social Security data without authorization, or for illegal purposes, shall be disciplined up to and including termination and, if illegal intent is determined, referred to authorities for possible criminal prosecution.

All documents and records containing Social Security numbers and information will be kept in a secure environment with need to know access by authorized personnel only. When necessary, documents containing this and other confidential information will be properly destroyed through shredding or other means before disposal.

Any questions regarding Social Security number privacy and security should be directed to the Director of Human Resources for further information.
Appendix G: COLLEGE CELL PHONE POLICY

Policy
Employees may be provided with cell phone service as a condition of employment. Employees should check with their supervisor or department head regarding eligibility and authorization procedures. Subject to supervisor and the Vice President of Administration and Finance approval, employees may receive cell phone service through a College purchased cell phone.

Cell phones are not a College provided benefit and shall not be the primary mode of communication.

Personal Use
Cell phone service provided to an employee is primarily for college business use, and may be used for personal reasons only if calls are not in excess of the plan minutes provided. When calls are in excess of the plan minutes they are to be reimbursed to the College at the current per minute overage charge ($0.30 per minute).

Personal Responsibility
All equipment will be returned to the Office of Human Resources upon leaving employment.

Damaged, Lost or Stolen Telephones: the user has sole responsibility for his/her cell phone. Replacement will be at the employee’s expense in case of negligence.

Please report any lost or stolen cell phone to the Facilities department as soon as the item is noticed missing. Failure to report loss in a timely matter will result in the employee being responsible for any calls in excess of the plan minutes.

Cell phones may not be assigned to another person without the approval of the Director of Facilities and Administrative Services.

Cell phones should not be used while driving unless a headset is used. Please be aware in many states and local municipalities the use of cell phones while driving is prohibited.

Cell phone invoices are not private. The College has the right to monitor all invoices.
Appendix H: RECORDS MANAGEMENT POLICY

The term “retention period” refers to the minimum length of time that a record must be kept either by institutional policy, local, state, or federal laws. Each department is responsible for keeping a record series as stated by policy. **An exception to this occurs when the record series is required for or involved in litigation, criminal or civil investigation, audit, or is needed for ongoing administrative purposes. In this instance, these records should never be destroyed unless the ability to reconstruct them in legally acceptable form is preserved.**

“Record” or “records” means a document, paper, letter, or writing, including documents, books, letters or writings prepared by handwriting, typewriting, printing, or photocopying; or a photograph, film, map, magnetic or paper tape, microform, magnetic or punch card, disc, sound or video recording, electronic data processing material, or other recording medium, or combination thereof, regardless of physical form or characteristics.

Records are classified in five categories:

1. **Vital** - essential for the re-creation of the business immediately after a fire. Should be housed in fireproof containers. (Property deeds, leases, contracts, copyrights)
2. **Important** - records which could be replaced but at considerable expense. Should be housed in fireproof containers. (Financial documents, inventory, tax records)
3. **Useful** - records which can be readily replaced but at some inconvenience. May be housed in uninsulated steel filing cabinets. (Correspondence & reports)
4. **Nonessential** - records that have outlived their usefulness. They should be destroyed to save space and reduce the hazard of fire. (Internal memos, correspondence when their purpose is accomplished)
5. **Historical** - any artifacts relating to the history of the institution. (Letters, purchase papers, articles, pictures)

Several different retention period designations are used in record retention and disposition schedules:

1. **Permanent** indicates the record will be kept indefinitely or at least 100 years. This designation is given to all records determined to have historical value. (Artifacts relating to the history, development, physical growth of institution; organizational charts, programs, art, newspaper articles) Historical items should be transferred to a university archives.
2. **Until Superseded** is assigned to records routinely updated or revised and where previous versions have no continuing value.
3. **Until Obsolete** are records that become valueless on a non-routine basis. Specific time retention periods are based upon usage factors and legal requirements, such as audits.

**Permanent records** kept in paper form should be stored in a lockable fireproof file cabinet and there should be a back-up copy on another medium for security.

**Confidential records**, when being discarded, should be placed in the Shred-it collection boxes. These papers are shredded on-campus every month and we are provided with a “Certificate of
Destruction” upon completion. This certificate is kept on file in the Vice President for Finance/Administration office.

**Boxes sent to storage**-should have the following information listed on the outside: Department name, contents and dates, destroy date (if any), or permanent retention. All departments should keep a list of the box contents and dates, retention period or destroy date. Facilities will eliminate outdated materials, showing a destroy date, on a yearly basis.

**Retrieval or storage of records**-complete a “Maintenance Service Request” form and send to Facilities for scheduling.
RETENTION AND DISPOSITION SCHEDULES

PRESIDENT OFFICE

Schedule Number: 100.01
Title: Accreditation Reports
Disposition: Permanent (Retain one copy in office permanently. Send originals to the archives annually.)
Description: Reports and supporting documentation

Schedule Number: 100.02
Title: Board and other governing committees
Disposition: Permanent (Retain one copy in office permanently. Send originals to the archives annually.) (MACPA)
Description: Minutes, agendas, correspondence and reports for all official meetings.

Schedule Number: 100.03
Title: Bylaws and Amendments
Disposition: Permanent (Retain one copy in office permanently. Send originals to the archives annually.) (MACPA)
Description:

Schedule Number: 100.04
Title: Reorganization records
Disposition: Permanent (Retain one copy if office permanently. Send originals to the archives annually.)
Description: Name changes, organization charts detailing historic changes in the structure., IMD

Schedule Number: 100.05
Title: Correspondence
Disposition: 2 years or as long as it is active, then destroy.
Description: Letters and reports
INSTITUTIONAL ADVANCEMENT

Schedule Number: 200.01
Title: Individual giving records
Disposition: 5-7 years after financial report is submitted and account is closed. Final Reports are permanent retention. (1993-95 records in office)
Description: Corporation, individuals, wills and bequests, trusts and endowments. Draft proposals, suggested revisions and final proposals, supporting statistics, agreements, related documents and correspondence.

Schedule Number: 200.02
Title: Fund-Raising Records
Disposition: 6 years for record copy, other copies until superseded.
Description: Requests for fund-raising; individual benefactors and prospective donors files; public relations records; event planning and arrangement records; gift history reports; background on previous donations; pledges; and related documentation and correspondence.

Schedule Number: 200.03
Title: Fundraising Events and Photographs
Disposition: Permanent (Move older to archives)
Description: Wine Auction photographs, Student Exhibition photographs, newspaper articles pertaining to events.

Schedule Number: 200.04
Title: Publication Records
Disposition: Permanent for final publications. 5 years for all other records (Retain one copy in office permanently, send two copies to archives annually)
Description: Catalogs, books, newsletters, handbooks & yearbooks, university directories, brochures, pamphlets, guidebooks, programs and flyers.

Schedule Number: 200.05
Title: Miscellaneous Photographs
Disposition: Permanent
Description: Winemaker reception, Festival of the Arts, commencement, ground breaking, corporate sponsored events, classroom shots, alumni, Master Plan progress photos, auto show, holiday events

Schedule Number: 200.06
Title: Annual Report or Periodic report
Description: Annual Report or other support documents for annual/summary reports.

Schedule Number: 200.07
Title: Alumni Records
Disposition: Permanent
Description: Alumni location lists, employer names and addresses, and positions; minutes, by-laws and directories of clubs; files for individual alumni; degree recipient lists; outstanding alumni lists; student leader memoranda; alumni awards; and related correspondence concerning alumni. Allows to track alumni; monitor their achievements, activities, and recognition; to create statistics; reply to information requests; and provide information on the accomplishments of previous students.

Schedule Number: 200:08
Title: Grants and Contract files (OMB circular A-110)
Disposition: Three years following final expenditure report or longer if there is a dispute or claim made involving a grant.
Description: Applications and budgets, working papers, award notices, confirmation and delivery receipts, financial documents, final reports, close out reports, related documentation, correspondence, and revisions.

Schedule Number: 200.09
Title: Official Correspondence
Disposition: 2 years or as long as it is active, then transfer to archives for permanent retention.
Description: Communication that documents the planning, implementation, and evaluation of the major activities, functions, and projects. This communication has historical, long-term value.
ADMINISTRATION/FINANCE

Schedule Number: 300.01
Title: Annual Financial Reports, Management Report, Federal Awards (Audited)
Disposition: Permanent (Retain 10-15 copies of most recent year, 5 copies of previous 5 years. Send older to storage.) (MACPA)
Description: Bound/audited version, correspondence regarding audit

Schedule Number: 300.02
Title: Company Agreements/Contracts
Disposition: Permanent (Retain current agreements in office. Expired agreements/contract shred 7 years after expiration.) (Major-permanent; minor-life + 4 years. MACPA)
Description: Computer, pension, sponsorships, contractors, and telephone.

Schedule Number: 300.03
Title: CCS Bond
Disposition: Permanent
Description: Yearly compliance reports, correspondence, mailing list

Schedule Number: 300.04
Title: Legal Statements
Disposition: Seven years, then shred (Two years kept in office, others storage area)
Description: Monthly billings for professional services

Schedule Number: 300.05
Title: CCS Business Documents
Disposition: Permanent
Description: Copies of tax-exempt letter, corporate name and ID information

Schedule Number: 300.06
Title: Bluesteins bound (blue) reports
Disposition: One year in office, 5 years in storage area, (shred all but 1 copy of each date)
Description: Quarterly investment reports

Schedule Number: 300.07
Title: Administration/Finance Correspondence
Disposition: Three years, then shred
Description: Letters pertaining to student housing, tuition appeals, other misc. correspondence

Schedule Number: 300.08
Title: American Express Quarterly Reports
Disposition:
Description: Spending analysis of all AE card holders charges for a specific quarter
Schedule Number:  300.09  
**Title:** Old Software (disks or CD’s)  
**Disposition:** Dispose in accordance with software license requirements. (Destroy, Damage or bulk formatting/erasing program media and discard in a separate location from manuals).  
**Description:** Software no longer used or licensed. Keep inventory of serial numbers, dates of purchase, dates of destruction, and means of destruction.

**Business Office**

Schedule Number: 310.01  
**Title:** Accounts Payable/Receivables  
**Disposition:** 7 years (Retain current and past year in office, send previous years to storage. After 7 years, then shred.) (MACPA)  
**Description:** Cash reports, month-end reports, year-end reports (permanent retention), bank reconciliation.

Schedule Number: 310.02  
**Title:** Purchase Orders  
**Disposition:** 7 years (Retain current and past year in office. Send previous years to storage. After 7 years, then shred. (MACPA)  
**Description:** Purchase requisitions submitted by departments, original PO used for materials

Schedule Number: 310.03  
**Title:** Fixed Assets  
**Disposition:** Permanent (MACPA)  
**Description:** Furniture, Equipment, computers, fax machines, copier machines

Schedule Number: 310.04  
**Title:** Internal Revenue Tax Returns  
**Disposition:** Permanent (MACPA)  
**Description:**

Schedule Number: 310.05  
**Title:** Cancelled Checks  
**Disposition:** 7 years (MACPA)  
**Description:** Relating to expenditures

Schedule Number: 310.06  
**Title:** Official budget and revisions  
**Disposition:** 7 years (then shred)  
**Description:** Approved budget, draft worksheets
Schedule Number: 310.07
Title: Bookstore
Disposition: Varies
Description: Textbook adoption list-keep 3 years, price list-keep indefinitely-always updated

Schedule Number: 310.08
Title: Depreciation Schedules
Disposition: Permanent (MACPA)
Description:

Schedule Number: 310.09
Title: Expense Records
Disposition: 7 years (MACPA)
Description: Travel & Expense reports, American Express

Information Technology Services

Schedule Number: 320.01
Title: Software licensing agreements
Disposition: Keep until 6 years after expiration
Description: List of software currently supported, terms of licenses, authorized user numbers, and location of software.

Schedule Number: 320.02
Title: Old manuals for software
Disposition: Recycle or destroy manuals when no longer used
Description: Manuals and other paper material

Schedule Number: 320.03
Title: Electronic Mail
Disposition: Delete emails after period indicated below.
Description: Any email that contains information in the scope of the business record: Administrative correspondence (4 years retention); Fiscal correspondence (4 yrs.); General Correspondence (1 yr.).

Schedule Number: 320.04
Title: Information Technology Resources
Disposition: Violators are subject to CCS discipline procedures.
Facilities/Maintenance

Schedule Number: 330.01
Title: Construction contracts/agreements
Disposition: Permanent (life of structure) (MACPA)
Description: Addenda, amendments, contract or agreements, contract review records, correspondence, exhibits, facilities scheduling, and legal records.

Schedule Number: 330.02
Title: Other Contracts
Disposition: 6 years after expiration (Major-permanent; Minor-life + 4 yrs. MACPA)
Description: Lease agreements, title insurance policies and forms, personal service contracts, other insurance policies, riders, endorsements, correspondence.

Schedule Number: 330.03
Title: Vendor correspondence
Disposition: 1 year
Description:

Schedule Number: 330.04
Title: Deed Records
Disposition: Permanent (MACPA)
Description: Maps and plot descriptions, easement details, purchase agreements, sales agreements, title abstracts, working papers, property deeds, public hearing notices and minutes.

Schedule Number: 330.05
Title: Building Improvements
Disposition: Permanent (MACPA)
Description: ACB brick facing, ARC interior, ACB Lobby and apartments, Yamasaki building

Schedule Number: 330.06
Title: Other accepted bids
Disposition: 6 years after bid
Description: Security companies, food service, landscaping

Schedule Number: 330.07
Title: Rejected bids
Disposition: 2 years
Description: Security companies, food service, landscaping

Schedule Number: 330.08
Title: Building File
Disposition: Permanent
Description: Blueprints, campus master plan file, photographs
Schedule Number: 330.9
Title: Forms of Original Entry

Disposition: Retain until an audit or verification is complete, then destroy
Description: Maintenance service request forms, data entry forms for parking passes, receipts of that are not retained under any other schedule.

Schedule Number: 330.10
Title: Insurance Policies

Disposition: Life + 3 years (MACPA)
Description: Building, building contents (computer, furniture)

Schedule Number: 330.11
Title: Health & Safety-Medical

Disposition: Duration of employment, plus 30 years (29 CFR 1910.1030 (h)(1)(iv)
Description: Bloodborne Pathogens—medical

Schedule Number: 330.12
Title: Health & Safety-Training

Disposition: 3 years from date of training (29 CFR 1910.1030 (h)(2)(ii)
Description: Training for Bloodborne Pathogens

Human Resources

Schedule Number: 350.01
Title: Employee files

Disposition: 2 years after termination (ADA, ADEA, EO 11246, Civil Rights Act)
Description: Non-academic staff and students

Schedule Number: 350.02
Title: Pension Plan Records

Disposition: Permanent (6 years-ERISA) (29 USC Sec. 1027; 29 USC Sec. 1059)
Description: Plan description, applications, changes in beneficiary forms, etc.

Schedule Number: 350.03
Title: Work Schedules (time sheets)

Disposition: 2 years from last effective date, then destroy (29 CFR 516.6)
Description: Absence/Request form, work schedule form

Schedule Number: 350.04
Title: CCS Policies and Procedures (Original)

Disposition: Permanent Retain 2 copies in office, send 2 + older to archives.
**Description:** Official statements issued by college offices used as guidelines for conducting business. (Travel & Entertainment; Building; Information Technology Resources Policies, etc.)

**Schedule Number:** 350.05  
**Title:** Payroll Records  
**Disposition:** 3 years after last date of entry (ADEA, FMLA, FLSA, Equal Pay Act #11246)  
**Description:** Garnishment records (MCL 408.479 (3)), Rates of Pay (29 CFR 1627.3), Payroll Deductions (MCL 408.479 (3)), Wage Assignments (MCL 408.479 (3)).

**Schedule Number:** 350.06  
**Title:** OSHA  
**Disposition:** 5 years (29 CFR 1904.6) (Walsh Healey)  
**Description:** Records and logs regarding workplace injuries for employees

**Schedule Number:** 350.07  
**Title:** Personnel Records  
**Disposition:** 1 year (29 CFR 1627.3)  
**Description:** Advertisements or notices (job openings, promotions, training, overtime), disciplinary records, grievance records (1 yr. After personal action), layoffs, merit rating system (period the system is in effect-at least 1 yr. after termination), termination, training/testing.

**Schedule Number:** 350.08  
**Title:** FUTA  
**Disposition:** 4 years (26 CFR 21.6001-1)  
**Description:** Unemployment Insurance-FUTA from later of either tax due date or payment, claims and quarterly reports.

**Schedule Number:** 350.09  
**Title:** Information Technology Resources Policy  
**Disposition:** Until Superseded  
**Description:** All forms of electronic media and services, including: computers, email, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

**Schedule Number:** 350.10  
**Title:** Faculty Handbooks (Full-Time, Part-Time)  
**Disposition:** Until Superseded (CCS BOT, Federal & Mich. Employment Law)  
**Description:** Information on resources, policies, and procedures. Focus on academic activities and employment relationship with CCS.

**Schedule Number:** 350.11  
**Title:** Staff Handbook  
**Disposition:** Until Superseded (State and Federal Law)  
**Description:** College background, policies, practices, procedures, and benefits
Schedule Number: 350.12
Title: Emergency Response Plan
Disposition: Until Superseded
Description: Types of emergencies, responsibilities, notification, training, procedures

Schedule Number: 350.13
Title: I-9 form (8 CFR 204.6 (j)(4)(ii)
Disposition: 3 years after date of hire or 1 year after employee termination, whichever is later
Description: Employment Eligibility verification (Immigration record)

Schedule Number: 350.14
Title: INS User Fee Records (8 CFR 286.6)
Disposition: 2 years from the date of fee collected
Description: Immigration record

Schedule Number: 350.15
Title: Visas’ (20 CFR 655.70)
Disposition: 3 years from the date of record creation or until completion of enforcement proceedings.
Description: Immigration records

Schedule Number: 350.17
Title: Social Security (26 CFR 31.60001-1)
Disposition: 4 years from later of either tax due or payment of tax
Description:

SAFETY & SECURITY

Schedule Number: 360.01
Title: Security Reports (Sect. 485 (a) & (f) of Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) (20 U.S.C. 1092 (a) & (f))
Disposition: 3 years from date of disclosure to students and employees (AACRAO pub.)
Description: Campus crime statistics

Schedule Number: 360.02
Title: Student/Staff Identification
Disposition: Permanent (stored on ID computer)
Description: Identification numbers, name, address, DOB, picture, department name

SYSTEMS PLANNING
Schedule Number: 370.01
ACADEMIC AFFAIRS

Schedule Number: 400.01
Title: Faculty files (Dean’s office)
Disposition: Permanent Retain 2 copies (1-storage,1-Library) current in file
Description: Evaluations, self-studies, FRC recommendations

Schedule Number: 400.02
Title: Correspondence (Dean’s office)
Disposition: Retain 5 years
Description:

Schedule Number: 400.03
Title: Class evaluations (Dean’s office)
Disposition: Retain 5 years in individual departments
Description:

Schedule Number: 400.04
Title: Course Syllabi (Dean’s office)
Disposition: Retain 6 years (4 years in storage) Current & prior in office
Description:

Schedule Number: 400.05
Title: Advising files (Dean’s office)
Disposition:
Description: Department copies and advising office copies

Schedule Number: 400.06
Title: Material Safety Data Sheets (Asst. Dean)
Disposition: Duration of exposure, plus 30 years (29 CFR 1910.1020 (d)(1)(ii)(B)
Description: Safety data sheets for all chemicals, adhesives, etc. used on campus

Schedule Number: 400.07
Title: MIOSHA
Disposition: 5 years following end of year to which each record relates (MI, Regs 408.22115, Rule 1115)
Description: Record logs, summary, reports of work related injuries & illness for students
ENROLLMENT SERVICES

Schedule Number: 560.01
Title: Foreign/International Students
Disposition: No upper limit for students on visas, for exchange visitor visas—3 years after graduation or date of last attendance. (AACRAO publication) Note: High School and College transcripts—do not destroy originals from international students or students who submitted original documentation from other countries. Students may have submitted originals and may be difficult to replace.
Description: Employment authorization (work permit) if granted, Alien registration receipt card (evidence of admissibility as a permanent resident), I-20 (certificate of eligibility for F-1 visa status), I-94 card (document issued to non-immigrants—also known as Arrival-Departure Record), IAP 66 (certificate of eligibility for J-1 visa status), Passport number, Statement of educational costs (shows estimate of total school year costs), and Statement of financial responsibility (shows evidence of adequate financial resources).

Schedule Number: 560.02
Title: Institutional Information
Disposition: 3 years from disclosure-end of award year (AACRAO publication)
Description: Cost of attendance, withdrawal procedures, accreditation, etc.

Schedule Number: 560.03
Title: Documents for applicants admitted
Disposition: 5 years after last enrollment; or 5 years after graduation or date of last attendance
Description: Copies of Visas’, scholarship, admissions forms, graduate school application, transcripts of previous College work, grade reports, etc.

Admissions

Schedule Number: 561.01
Title: Documents for applicants who enroll
Disposition: 5 years after graduation or date of last attendance (AACRAO publication)
Description: Acceptance letters, advanced placement records, applications for admission or readmission (reentry), relevant date correspondence, entrance examination reports/test scores (ACT, SAT, LSAT, MCAT, GRE), letters of recommendation, medical records, military documents, placement tests records/scores, recruitment materials, residency classification forms, student waivers for rights of access to see letters of recommendation for admission, other test scores, and transcripts from other colleges and high school.

Schedule Number: 561.02
Title: Documents for applicants who do not enroll (whether accepted or rejected)
Disposition: 1 year after application term (AACRAO publication)
Description: Acceptance letters, advanced placement records, application for admission, relevant correspondence, entrance exam reports/test scores (ACT, SAT, LSAT, MCAT, GRE),
letters of recommendation, medical records, military documents, placement test scores and reports, readmission forms, recruitment materials, transcripts other colleges, and transcripts of high school.

Schedule Number: 561.03  
Title: Academic records  
Disposition: Permanent (AACRAO publication)  
Description: Including: narrative evaluations and competency assessments, change of grade forms (update documents), class lists (original grade sheets), graduation lists.

Financial Aid

Schedule Number: 563.01  
Title: SFA Program Records  
Disposition: Minimal 3 years from award year (AACRAO publication)  
Description: Program participation agreement, accrediting and licensing agency review, approvals and reports, state agency reports, audit and review reports, self-evaluation reports, other records pertaining to financial responsibility and standards of administrative capability.

Schedule Number: 563.02  
Title: SFA Recipient Records  
Disposition: Minimal 3 years from award year (AACRAO publication)  
Description: Student aid report, application data for student, student’s academic progress, program of study and courses, documents related to receipt of aid, date and amount of disbursements, documentation of initial or exit loan counseling, reports and forms used for participation in the SFA program.

Schedule Number: 563.03  
Title: Requirements for Specific Aid  
Disposition: 3 years from end of award year (AACRAO publication)  
Description: Awards: Pell grant, Perkins repayment records and original promissory notes, SEOG, Federal Work-Study, and Fiscal Operations Report (FISAP), FFEL and Direct loans (borrower’s eligibility records and all other records/reports).

Student Life (Housing)

Schedule Number: 564.01  
Title: Student Handbook  
Disposition: Permanent (Current in office, older in archives)  
Description: The campus, academics, student services, policies, Detroit area business and attractions, health care.

Schedule Number: 564.02  
Title: Housing file  
Disposition: 1 year from date of last attendance
Description: Housing application, resident acknowledgment, health insurance information, and housing notes, requests for special needs and documentation of student condition.

Schedule Number: 564.03
Title: Judicial file

Disposition: 1 year from date of last attendance
Description: Incident report, follow-up information, and letter of decision.

Schedule Number: 564.04
Title: ADA Files
Disposition:
Description: Requests from students for accommodations, documentation from a professional confirming their “condition” and validating their request and any follow-up letters or agreements between CCS and student.

Career Services

Schedule Number: 564.01
Title: Internship/Student Files
Disposition:
Description: Employment request form, internship site information, goals and activities statement, student resume, mid-term evaluation from employer, final evaluation from employer, students log of hours, completed internship assignment paper, sign-off sheet from the Faculty sponsor regarding meetings, any notes including a list of the internship sites where student has been referred.

Registration

Schedule Number: 567.01
Title: Student Records
Disposition: 7 years (minimal 5 years after graduation or date of last attendance) (AACRAO pub.)
Description: Registration form, attendance, academic progress reports

Schedule Number: 567.02
Title: Statistic Reports
Disposition: Permanent (AACRAO pub.)
Description: Degree statistics, enrollment statistics, grade (reports), class schedules (institutional), catalogs, and commencement programs.

Schedule Number: 567.03
Title: Various Lists
Disposition: Permanent
**Description:** Change of grade forms (update documents), class lists (original grade sheets), and graduation lists.

**Schedule Number:** 567.04  
**Title:** Family Educational Rights and Privacy Act Data/Documents (FERPA)  
**Disposition:** Permanent (AACRAO publication)  
**Description:** Requests for formal hearings, requests and disclosures of personally identifiable information, student statements on content of records regarding hearing panel decisions, written decisions of hearing panels.

**Schedule Number:** 567.05  
**Title:** Other Family Educational Rights/Privacy Act Documents  
**Disposition:** Until terminated by the student or permanent (AACRAO publication)  
**Description:** Student requests for nondisclosure of directory information, student’s written consent for records disclosure, waivers for rights of access.