



# MACOMB COMMUNITY COLLEGE

## Employee Handbook

Dear Colleague:

Whether you are new to the College or have been with us for many years, we want you to feel welcome and proud to be a part of one of the largest employers and most dynamic organizations in Macomb County.

Macomb is an indispensable resource, providing education, enrichment and economic development opportunities that position our residents and community for success in a complex world. This is an important and challenging task that requires teamwork and dedication from each of us. You, and the job that you do, are an important part in achieving this goal.

This employee handbook was prepared to assist you in learning more about the College and how it functions. It outlines our mission, employee benefits, helpful procedures, and our process of governance. It's provided to you as a reference and information. In addition, I hope you'll feel free to turn to your supervisors, the Office of Human Resources, or others throughout the College for additional information and support.

We're glad to have you with us, and we promise to do everything we can to help you remain an important and contributing member of our College community.

Sincerely,



James O. Sawyer, IV, Ed.D.

## MACOMB AT A GLANCE

- Founded in September 1954, initially offering 17 courses to 84 students.
- Today, provides learning experiences to nearly 48,000 students annually, with two main campuses offering a breadth of traditional transfer and career preparation programs, a center focused on training and continuing education for public service professionals and a Michigan Technical Education Center.
- Comprehensive educational programming including pre-collegiate experiences, university transfer and career preparation programs, bachelor-degree completion and graduate degree programs, workforce training, professional education and certification, and continuing education and enrichment opportunities.
- This semester, more than 20,000 students pursuing degree-credit coursework.
- The largest grantor of association degrees in Michigan. Ranked nationally in the top two percent in the number of associate degrees awarded by community colleges.
- Nationally recognized for effective workforce development programs.
- In May 2013, completed a program funded by a \$4.9 million federal grant to retrain and place displaced workers, exceeding objectives and training 2,558 individuals, 145 percent of goal.
- In September 2013, awarded a \$24.9 million federal grant to lead a coalition of eight Michigan community colleges to train displaced workers to fill advanced manufacturing jobs identified by local employers.
- More than 3,000 students pursuing bachelor-degree completion and graduate degree programs through partnerships with 11 senior institutions at the college's University Center.
- Provides state-of-the art facility for doctors-in-training through an expansion site of the Michigan State University College of Osteopathic Medicine, located at the Macomb University Center.
- Provides motivated high school juniors and seniors the opportunity to get a head start on their college education through the Early College of Macomb—with more than 500 students participating and earning college credit while in high school.
- Established the Center for Innovation and Entrepreneurship to provide students and community members with a one-stop resource for entrepreneurship education and training, mentorship for startups and existing small business, and access to capital.
- Introduced the Innovation Fund Macomb Community College, Powered by JPMorgan Chase & Co., to provide valuable capital to entrepreneurs at that pivotal time in business development between “family and friends” funding and the ability to attract mainstream financial investor support and to provide unique learning experiences for Macomb students.

# **INSTITUTIONAL PRIORITIES**

## **STUDENT SUCCESS**

Provide learning opportunities and support services that enable students to achieve their educational goals.

- Improve persistence, course completion and degree attainment resulting in achievement of educational goals
- Develop and implement strategies and models to improve student success
- Ensure accountability through active and continuous data analysis of student persistence, course completion, degree attainment and support services
- Ensure an educational continuum that supports smooth transitions from K–12 to Macomb and that focuses on pathways from Macomb to other institutions
- Support strategies and practices proven to promote quality teaching and increased student learning

## **EFFICIENCY AND EFFECTIVENESS**

Evaluate and manage processes and resources to ensure sound fiscal stewardship of community investment while sustaining a relevant and comprehensive educational institution.

- Ensure continuous process and systems improvements
- Use technology to develop innovative approaches to teaching, learning and support services
- Recruit and retain diverse faculty and staff and support their professional and personal development
- Investment in facilities and equipment to ensure an effective teaching and learning environment that prepares students for advanced education and workplace success
- Encourage data-driven decision making to ensure continuous improvement, greater effectiveness and accountability in student learning and administrative outcomes
- Improve communication and collaboration between faculty, staff and students
- Maintain a strategic approach to budgeting that aligns planning with revenue allocations
- Identify other sources of revenue to support the institution beyond traditional funding sources

## **COMMUNITY ENGAGEMENT**

Strengthen partnerships and increase collaboration to better anticipate and respond to community needs, playing a key role in driving dialogue and developing new approaches to address emerging needs.

- Enhance outreach efforts with community partners to meet the needs of an increasingly diverse population
- Expand partnerships with other post-secondary institutions to strengthen transfer pathways to advanced degrees
- Partner with K-12 to strengthen students' academic preparation for college
- Strengthen relationships with business and industry to more closely connect education and training to workplace needs
- Present meaningful cultural and arts experiences to support learning and enrichment for community members of all ages
- Enhance the entrepreneurial ecosystem in the region
- Pursue stable funding sources by engaging voters and taxpayers

# **GUIDING PRINCIPLES FOR MACOMB COMMUNITY COLLEGE**

## **VISION**

Macomb Community College will continue to be a recognized leader of higher education and the community's preferred choice for lifelong learning, cultural enrichment and community development opportunities.

## **MISSION**

As a publicly funded and community-based institution of higher education, Macomb Community College provides a comprehensive program of high-quality educational, enrichment and economic development experiences designed to promote student success, individual growth and social advancement.

## **MISSION STRANDS**

### **EDUCATION**

Provide a learning environment that promotes program completion, graduation, transfer, advanced degree attainment and career success.

### **ENRICHMENT**

Provide personal enrichment experiences through cultural and arts programming.

### **ECONOMIC DEVELOPMENT**

Provide education, training and support in developing a skilled workforce and in fostering entrepreneurship to cultivate southeast Michigan's economic vitality.

## **CORE VALUES**

Since Macomb Community College's founding more than half a century ago, it has developed into a trusted and indispensable community resource. The following values represent the College's deeply held beliefs.

### **EXCELLENCE**

- In all learning experiences
- In governance and management systems
- In individual and group performance
- In financial stewardship

### **CONTRIBUTION**

- To the expanding body of knowledge
- To the advancement of our professional knowledge and development
- To the enrichment of our society and the economic vitality of our community

### **RESPONSIVENESS**

- To changing environments
- To current and emerging students and community needs
- To the capacity of human and technological potential

### **DIVERSITY**

- In engaging the community as members of a multicultural world
- In welcoming the diversity of faculty, staff and students
- In supporting respect, fairness, dignity and equality for all individuals
- In promoting an inclusive environment that celebrates differences in thought, background, life experiences and varied cultural perspectives

### **LEADERSHIP**

- In creating a shared vision and mission
- In acting with integrity and professionalism
- In serving the community
- In encouraging an environment of transparency and accountability
- In establishing collaborative purpose, direction and action

### **INNOVATION**

- In inspiring creativity and peak performance
- In generating momentum for advancement and continuous improvement
- In strategically shaping the future

# POLICIES

Institutions establish policy in order to guide operational activities. In 2002, the Board of Trustees of Macomb Community College established various levels of policy dependent on the intended application:

## BOARD POLICY

The Board of Trustees of Macomb Community College establishes broad policies appropriate to the functioning of the college consistent with the Michigan Constitution and the Community College Act of 1966, as amended.

- **Board of Trustees Policies**
  - Bylaws of the Board of Trustees
  - Guidelines for Audience Participation
  - Guidelines for Board Expense Reimbursement
  - Participation in Board of Trustees Meetings
  - Procedure to Obtain Hearing Before the Board of Trustees
  - Rules Governing Conflicts of Interest by and Employment of Trustees
  - Authority to Update Board of Trustees Policies
  -
- **Business Policies**
  - Construction Guidelines for Capital Building Projects
  - Guidelines for Deposit and Investment of College Monies
  - Guidelines for Purchasing Activities
  - Payment of Tuition, Fees and Costs by Financial Transaction Device
  - Scholarships
  - Supplanting of Federal Funds
  - Tuition and Course Fee Refund Policy
  - Use of College Credit Cards by College Officers and Employees
  -
- **Human Resources Policies**
  - Personnel Guidelines
  -
- **Institutional Policies**
  - Acquired Immune Deficiency Syndrome (AIDS)
  - Bloodborne Pathogens Control Policy
  - College Grants Policy
  - College Police Authority
  - College Rules and Regulations
  - Confidentiality and Conflict of Interest
  - Emeritus Policy
  - Equal Opportunity / Affirmative Action
  - External Fundraising Policy
  - General Policies Governing Public Use of College Facilities
  - Intellectual Property Policy of Macomb Community College
  - Lobbying
  - Naming Recognition
  - On Campus Licensed Use of Alcoholic Beverages
  - Residency
  - Security Guidelines
  - Student Discipline
  - Unlawful Harassment

- Use of Computer Software
- Violence Prevention
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- Instructional Policies
  - Accreditation
  - Awarding of Associate Degrees and Academic Certificates
  - Grading, Reports and Symbols

## **ADMINISTRATIVE POLICIES**

The President, in consultation with members of the President's Council (PC), formulates administrative policies intended to authorize and regulate College-wide actions and practices where such authority has been delegated by the Board or traditionally resides in management discretion. All administrative policies must be consistent with Board policies.

- Acceptable Use of Information Technology Resources
- Civil Rights Complaint Procedure
- Class Cancellation and College Closing Procedure
- Code of Conduct - Financial Aid
- Confidentiality of Student Records
- Policy on Expressive Activity
- Policy on Voter Registration
- Post-Secondary Opportunities for High School Students
- Freedom of Information Act Policy (Public Summary of FOIA Procedures and Guidelines)
- Satisfactory Academic Progress
- Social Media Policy
- Social Security Number Privacy Policy
- Student Hold Policy
- Student Registration
- Title IX Policy
- Transfer Credit



## COLLEGE RULES AND REGULATIONS

Macomb Community College enacts the following regulations for the care, preservation, and protection of the property governed by the College and for the control of the conduct of those on said property in order to assure the successful operation of the College, maintain good order, promote the objectives of the College, and to obviate unnecessary and improper interferences with College activities and with the lawful activities of those coming upon land governed by the College.

The following regulations as well as all applicable Township, City, County, State, and Federal laws, statutes, ordinances, and regulations shall apply on all College property and all College sponsored events. All crimes, accidents, and civil infractions occurring on College property must be promptly reported to the College Police.

### I. Alcoholic Beverages

- A. Students, employees, and visitors of Macomb Community College are expected to observe all federal, state and local laws and College regulations governing the use and possession of alcoholic beverages. All persons are prohibited from furnishing, using, or possessing alcoholic beverages on College property, except as noted in Section C below, or to be under the influence of alcohol while on College property. Offenders may be subject to criminal charges and /or disciplinary action by the College.
- B. Possession shall consist of having an open or unopened container of alcoholic beverage on the person, or in the vehicle of occupancy, immediately before challenge by an enforcing official.
- C. Exception to the consumption of alcoholic beverages on campus is permitted only by special authorization granted through the Office of the Vice President for Advancement and Community Relations, or when upon licensed premises at the Macomb Center for Performing Arts and Cultural Center. See Board of Trustee Policy, On Campus Use of Alcoholic Beverages.

### II. Buildings, Physical Facilities, Equipment and Supplies

- A. The use of College buildings, physical facilities, equipment and supplies is limited to the purposes designated by the College, and must be approved by the appropriate College authority. Specific regulations governing the use of the College's buildings and physical facilities may be obtained from the College Police or the Dean, Student & Community Services.
- B. It is unlawful for any person to misuse, mutilate or destroy any building, physical facility or equipment under the governance of the College.
- C. It is unlawful for any person to dislocate or remove equipment or property owned by the College unless properly authorized.
- D. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove therefrom any identification sign or tag.
- E. No person shall deposit, dump or otherwise dispose of refuse of any kind on College property.
- F. No person owning or having under his control a dog, cat or any other animal shall permit such animal to be upon the property of the College without a leash suitably attached to said animal so as to restrain its movements. No animals, except those owned or used by the College for the purpose of instruction or service animals used by individuals with a disability in accordance with federal law or regulations, are permitted in College buildings without the prior authorization of the College Police.

- G. No person shall picnic on College property in areas not authorized, designated and/or posted as picnic areas.
- H. No person shall construct or otherwise erect, or abide in any lean-to, trailer, tent or other temporary shelter facility anywhere within the confines of land governed by the College, without prior authorization.
- I. It is unlawful for any unauthorized person to use the College tunnel complex. The use of the tunnels in emergencies such as tornado warnings and civil defense alerts is permitted.
- J. It shall be unlawful for any person to trespass on College property that is posted.

### III. Disturbance in Public Place

- A. Any actions which disrupt the purposes of the College are prohibited.
- B. The right of the student body, individually or collectively, (1) to attend and participate in classes or other College sponsored activities (2) to pass from class to class and building to building without undue obstruction (3) to eat and/or study within an atmosphere of appropriate calm within designated areas, shall not be infringed upon by individual students, student organizations, the faculty, the administration or any outside individual, group or agency.
- C. In order to preserve the rights enumerated above, persons or organizations wishing to demonstrate, protest, petition, or otherwise engage in protected expressive activity, must do so in accordance with the Policy on Expressive Activity. Permission for such activities must be obtained from the Vice President of Student Services or his/her designee.
- D. Any approved College function held off campus where there is a public or private complaint regarding nuisance, destruction of private or public property, disruption of public safety, or any other type of complaint will be just cause for disciplinary action against the individual or individuals, sponsoring group or groups, who are found responsible for the disruption.

### IV. Dress and Appearance

Proper attire is required. Moderation and good taste are expected.

### V. Student Conduct

A student's behavior at the College must comport with educational processes and should not disrupt teaching, learning, or the orderly conduct of business. Any misconduct that interferes with the educational mission of the College is a serious offense for which the student will be subject to disciplinary action by his/her teacher and/or other College personnel.

- A. No person shall conduct themselves in such a way as to deprive others of an orderly atmosphere for study.
- B. Each student is expected to comply with reasonable classroom regulations established in writing by an individual teacher and made available to students at the beginning of the term.

### VI. Drugs

No person shall use, possess, distribute or sell drugs except as expressly permitted by law.

## VII. Integrity of Academic Work

Any violation of academic integrity is a serious offense for which the student will be subject to grading sanctions up to and including failure in the class involved. Grading sanctions will be administered by his/her teacher. In addition, the student may be subject to additional disciplinary action by the College.

- A. No student shall cheat on an examination or other academic assignment.
- B. No person or persons shall procure or furnish in any unauthorized manner any piece or pieces of writing, which can be shown by competent authority to contain the questions and/or answers to an examination scheduled for some subsequent date to any individual or group enrolled in any course of study offered by the College.
- C. The unauthorized possession of any of the aforesaid writings shall be considered prima facie evidence of an attempt to violate the provisions of Section A.
- D. No person shall allow another to take an examination or complete any other academic work on his/her behalf.
- E. A person is guilty of plagiarism who fails to give credit for any ideas or material taken from another for either written or oral presentation. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.
- F. No person shall gain entry to any records or information stored in the College's computer system(s) other than those records specifically registered to that person's user identification code. This includes, but is not limited to, official College records as well as information stored by another student. Tampering shall be defined as unauthorized access to records as well as the altering of information.

## VIII. Fires and Fire Alarms

- A. It shall be unlawful for any person or persons to set a fire upon the lands governed by the College except under circumstances approved by appropriate College officials.
- B. No person shall willfully sound or cause to be communicated any false alarm or other emergency signal.

## IX. Financial Responsibility

- A. No persons shall owe money to the College such as tuition, fees, loans, library fines, bookstore accounts, or facility fees or charges for food or refreshments unless satisfactory arrangements have been made for repayment.
- B. Restitution for services rendered, or for property misused, destroyed or damaged, may be required by the College.

## X. Fireworks, Firecrackers, Etc.

No person shall have in his or her possession, offer for sale, explode or cause to explode, any fireworks, firecrackers, or other explosive devices.

## XI. Gambling

Illegal gambling in any form is prohibited at all times.

## XII. Identification

When applicable, and/or upon request by an appropriate member of the College staff, persons requested to do so shall present acceptable identification (e.g., driver's license, Macomb student identification card, library card).

## XIII. Theft or Damage of Property

No person or persons shall steal or damage property belonging to another person, organization, or institution. This includes tampering with coin operated machines. Violations may be handled by the local police, the College disciplinary process, or both.

## XIV. Records

No person shall give false or incomplete replies to questions, verbal or written, on applications, forms or other documents required by properly authorized representatives of the College.

## XV. Parking and Traffic

- A. College roadways and service drives are considered public roads. Therefore, local traffic ordinances and state traffic laws shall apply, and shall be enforced by the College Police and local police.
- B. All posted traffic and parking regulations must be followed.
- C. Parking is restricted and/or prohibited in areas posted as such.
- D. Persons other than faculty or staff are prohibited from parking in lots designated Faculty/Staff only.
- E. Illegally parked and/or abandoned vehicles may be ticketed, towed, and/or impounded.
- F. It is unlawful for any person without a validated state handicap permit to park a vehicle in a parking location designated for the handicapped. Special parking for temporarily handicapped persons may be allowed in staff lots. Permits must be obtained by the person requesting this privilege from the College Police. No unauthorized vehicle shall be parked on College property between 2:00 a.m. and 6:00 a.m. Requests for exceptions to this rule shall be made through the Department of Public Safety.
- G. Bicycles, skateboards, go-carts, motorized vehicles, or any conveyance considered to be dangerous to either the rider or pedestrians, shall not be operated on College walkways, ramps, or stairways. Exceptions to this section may be made by the College Police. In all cases, prevailing state and local motor vehicle codes and fire regulations shall apply.

## XVI. Selling, Soliciting, and Advertising

- A. Selling, soliciting, and advertising is prohibited unless properly authorized by the Office of the Dean, Student & Community Services and/or the director of the specific facility.

- B. All materials to be posted or distributed or sold on College property must be approved by the Office of the Dean, Student & Community Services and/or the director of the specific facility.
- C. Distribution of hand bills on vehicles on College property is prohibited.

#### XVII. Smoking and Use of Tobacco

Effective November 15, 2012, no person shall smoke, chew or otherwise use tobacco, tobacco products, or smoking simulation products or devices, on, in or upon property owned or leased by the College, except in public or staff parking lots, or in non-college vehicles. Use proper receptacles for disposal.

#### XVIII. Weapons

No person, other than law enforcement personnel or a person authorized by the Director of the College Police Department or his or her designee, shall possess a weapon on property owned, leased or otherwise in the possession of the College.

As used in this policy, the term "weapon" shall mean: (1) firearms; (2) explosives or explosive devices including, but not limited to, fireworks, firecrackers or firearm ammunition; (3) knife, stabbing instrument, brass knuckles, blackjack, club, or other object specifically designed or customarily possessed for use as a weapon; or (4) an object or substance, not normally considered a weapon, that is used in a threatening or harmful manner likely to cause bodily injury or death.

#### XIV. When Policies of Other Organizations Apply

When students are involved in cooperative education, internships, clinical or other related academic experience(s), their conduct is governed by the policies, rules and regulations of the host organization and those of the College. Violations of the host organization's policies, rules or regulations may subject a student to immediate course or program dismissal or other appropriate College discipline.

#### XX. Enforcement of Rules and Regulations

- A. College Administrators and College Police shall be charged with the responsibility and authority to enforce these rules and regulations as well as applicable federal, state, and local laws, statutes, and ordinances.
- B. Persons accused of violating these rules may be reported to the law enforcement agency having jurisdiction. Students and College employees may be subject to discipline.

Approved by the Board of Trustees  
Macomb Community College  
February 21, 1989  
Updated pursuant to Board authorization (6/13)

## **COLLEGE EMERGENCY PROCEDURES**

The mission of the Macomb College Police Department is the safety and security of, and service to, the people and property of Macomb Community College. In keeping with that mission, your safety is very important.

### **College Police—Dialing 911**

If you or a student is injured on campus, or if you have a confrontation with any individuals on campus, dial 911 on a College phone. College phones are located in all classrooms. Your call will come into the College Police dispatcher. Dialing 911 on all College phones at the satellite campuses (M-TECsm, Emergency Service Training Center) will also connect to College Police.

**IMPORTANT:** If you dial 911 on your cell phone, your call will go to the Warren or Clinton Township Police Department, depending on which campus you are calling from. Upon receiving any 911 calls from the College, the police department will forward the request to College Police. (Warren and Clinton Township will not respond to 911 calls unless requested by College Police.)

During an emergency, it is not unusual for 911 lines to become overloaded with callers. Use good judgment when calling 911.

Call only to report emergency situations. Be prepared to give the 911 dispatcher concise, relevant information.

## **EMERGENCY NOTIFICATION SYSTEM**

The College has two alarm systems. The first alarm system is the fire alarm. In case of a fire alarm, you must evacuate the building immediately. Persons who do not evacuate during a fire alarm could be prosecuted. Faculty should be prepared to account for their students and stay together as a group. When evacuating, remember to turn off the lights and lock your office or classroom behind you. Remain calm and walk—do not run. Once outside the building, keep at least 100 feet from the building and any emergency vehicles. Move toward the outer-edge of campus. Stay outside the building until police or fire personnel have given an “All Clear” announcement.

The second system is the Emergency Notification System. This system operates in conjunction with the telephones that are located in the classrooms, hallways and offices. When this system is activated the telephone will go off with a very unusual sound. In the window of the phone it will detail what emergency exists. This system can be used for a variety of emergencies, but for the most part, it will be used for inclement weather warnings. Should the inclement weather (tornadoes, heavy rain, etc.) warning be activated, then all buildings in the South Campus Quad area (buildings B, C, D, E, F, G, H, J and K) should evacuate to the interior of the building away from windows/glass, or the public restrooms, or the tunnels. All other buildings in the college, including East Campus, M-TECsm, College Park Annex, and Center Campus will evacuate to the interior of the building away from the windows.

## **EMERGENCY CLOSING**

The Vice President for Business is responsible for closing any of the three campuses or the extension centers in an emergency (e.g., a blizzard). College officials will inform certain AM radio and TV stations of the closing. The following are the stations that will be informed:

### **RADIO TELEVISION**

WJR 760 Channel 2 WJBK

WWJ 950 Channel 4 WDIV

WXYT 1270 Channel 7 WXYZ

The appropriate information will be supplied to the radio and television stations. It should be noted that these radio stations broadcast emergency school closing more often than the TV stations. In addition, the information concerning the closing of the College will be posted on the College website and on the student and staff hotline 586.445.7800.

For the most current and accurate information, please check the college's website first at:  
[www.macomb.edu](http://www.macomb.edu).

## **EMERGENCY MESSAGING ALERT SYSTEM**

Macomb Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three. Participation is completely voluntary.

To activate your personal EMAS, visit:

<https://asp.schoolmessenger.com/macomb/subscriber>

## **SPILLING OF BLOOD OR OTHER BODY FLUIDS**

If an accident or illness occurs that involves the spilling of blood or other body fluids, the College Police should be called immediately. They will notify Plant Operations.

If the injury is serious, outside emergency services will be summoned by College Police. Until help arrives, avoid contact with the contaminated area. Maintenance personnel will clean up the area and disinfect.

If possible, for minor injuries, it is advisable to let the injured party treat his or her own wound. If assisting the victim, protective gloves should be worn.

## **HAZARDOUS MATERIALS**

The Michigan Right-To-Know Law requires posting of M.S.D.S. (Material Safety Data Sheets on Chemicals) signs in work areas using chemicals that could be hazardous. These signs are black and white. If a chemical spill should occur, dial 911 on a College phone for assistance and follow safety precautions in the procedures for that particular area.

## **AMERICAN WITH DISABILITIES - [ADA Request for Accommodations](#)**

Macomb Community College adheres to the regulations under and the requirements of the Americans with Disabilities Act of 1990, as amended, as well as the Rehabilitation Act of 1973 and local and state law. Qualified individuals with disabilities may be entitled to reasonable accommodation in the work place. If you believe you are such an individual, please communicate that information to the Human Resources office. We will attempt to work with you to accommodate your needs as well as our work requirements.

More information is posted on bulletin boards at each of the three campuses. If you have any questions regarding the application of these laws to your situation, you may discuss them confidentially with the Director of Personnel Services in the Human Resources office. Any information regarding a disability or handicap will be kept confidential and will not be disclosed except on a need-to-know basis to medical personnel, as well as supervisory personnel only. Office of Human Resources

Revised July 2003

## **FAMILY AND MEDICAL LEAVE ACT**

[Request For Family and Medical Leave](#)  
[Certification of Health Care Provider for Employee](#)  
[Certification of Health Care Provider for Family Member](#)  
[Certification of Qualifying Exigency for Military](#)  
[Certification for Serious Injury or Illness Service Member](#)

The Family and Medical Leave Act of 1993 allows certain eligible employees to take up to 12 work weeks of unpaid leave during any 12 month period, provided the reason for the leave fits into one of the following categories:

1. the birth of a child of the employee and the care of that child;
2. the placement of a child with the employee for adoption or foster care;
3. the care of an employee's spouse, child, or parent if that person suffers from a serious health condition;
4. a serious health condition that makes the employee unable to perform the functions of his/her position;
5. because of any qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on active duty or has been notified of an impending call or order to active duty in support of a contingency operation; or
6. to care for a covered service member with a serious injury or illness incurred in the line of duty while on active duty if the employee is the spouse, child, parent or next of kin of the service member.

Eligible employees are entitled up to 26 work weeks of unpaid leave in a 12 month period when taking leave to care for a covered service member with a serious injury or illness arising out of active duty service.

To be an "eligible employee", an employee must have worked at the College for at least 12 months, and worked 1250 hours within the 12 months immediately preceding the requested leave.

The College has determined that calculation of the twelve month period will be based on the initial day of the leave and expire one year later. If an employee takes a leave for the birth, care of a newborn, adoption or foster care placement of a child, eligibility for the leave expires 12 months after the date of birth, adoption or placement.

The College requires employees to use paid leave time (sick leave, personal business, vacation time, etc.), if available, for instances covered by the act. This paid time counts toward satisfying the maximum twelve-week leave entitled under the Act. In addition, FMLA leave time runs simultaneously with other leaves, such as accident and sickness and workers compensation.



A “serious health condition” is defined as an illness, injury, impairment or physical or mental condition requiring in-patient care or continuing treatment by a doctor of medicine or osteopathy.

If an employee and his/her spouse both work for the College, their combined leave may be limited to 12 weeks when the leave is taken for the birth, adoption or foster placement of a child or for the care of a family member with a serious health condition.

If a leave is based on the birth, adoption or foster placement of a child and is foreseeable, the employee must provide the College with at least 30 days notice. If the leave was not foreseeable, the employee must give the College notice as soon as possible under the circumstances. The notice must be in writing.

If the leave is based on a serious health condition, which has a foreseeable planned medical treatment, the employee must make a reasonable effort to schedule the treatment so that it does not disrupt the College’s operations, subject to the approval of the doctor. The employee must also provide the College with 30 days notice of the leave, except where the treatment is required to begin in less than 30 days, in which case as much notice as possible must be provided. The College requires medical certification from a defined health care provider within 15 days of the request for leave when the leave is requested to care for the employee’s seriously ill family member or leave is requested for a serious health care condition that makes the employee unable to perform the essential functions of the job.

An employee may also take his/her leave under the Act on a reduced or intermittent schedule in certain cases when medically necessary. In this event, the College may require the employee to temporarily transfer to another available position that is better able to accommodate recurring periods of leave. If temporarily transferred, the available position will have pay and benefits equivalent to the employee’s regular position.

If the employee takes a leave based on a serious health condition, the College requires certification from the treating doctor within 15 days of the request for leave under the Act. The certification must state the date the condition began, the probable duration of the condition, the appropriate medical facts about the condition, and an explanation of the employee’s inability to perform his/her job functions. If the leave is to care for a family member, the statement must also explain why the employee is needed to care for the family member and estimate the amount of time the employee is needed. If an intermittent or reduced leave is requested, the certification must state that the leave is medically necessary and the dates and duration of treatment. If the intermittent or reduced leave is for a family member, the certification must state why the employee’s leave either is necessary for the care of the sick person or will assist in his/her recovery and the duration and schedule of the leave. “Family member” includes the spouse, parent or child of the employee. It does not include in-laws.

The College can require recertification on a reasonable basis. If the College has reason to doubt the validity of the initial certification or a recertification, the College, at its expense, can require the employee to obtain a second opinion from a doctor approved by the College. If there is a conflict between doctors, the College can, at its expense, require a third opinion from a doctor approved by the College and the employee. The decision of the third doctor is final and binding.

A qualifying exigency for service member FMLA include family leave to address issues related to (1) short notice deployment of 7 or fewer days prior to the date of deployment; (2) to attend military events and activities related to the active duty or call to active duty status; (3) to address childcare and school activities and arrangements related to the active duty or call to active duty; (4) to make or update financial and legal arrangements to address the service member’s absence while on active duty or to act as the service member’s representative in obtaining, arranging or appealing military service benefits; (5) to attend counseling arising from the active duty or call to active duty status; (6) to spend time with a covered service member who is on a short-term, temporary rest & recuperation leave during the period of

deployment; (7) to attend post-deployment activities related to the service member's termination of active duty status; and (8) to engage in additional activities to address events arising out of active duty status, provided the college and employee agree that it is an exigent circumstance and agree to the timing and duration of the leave.

When an employee returns from a leave under the Family and Medical Leave Act, the employee must be returned to his/her previous position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. While on leave the College will continue the employee's health care coverage and the employee must continue to pay any applicable premium contributions. The employee must contact Human Resources upon his/her return to work. If the leave was due to the employee's illness, the employee must provide Human Resources with a health care provider certification of eligibility to return to work.

Forms to request a leave under the Family and Medical Leave Act are available from the Office of Human Resources and are posted on the public server in the Human Resource Guidelines and Procedures folder. It is the responsibility of the employee to notify his/her immediate supervisor and Human Resources of the need for leave time. Upon notification, Human Resources will send out the FMLA eligibility form within two days along with the timelines for the return of the health care provider certification.

For additional information on the Family and Medical Leave Act, including the regulations, please visit the Department of Labor website at <http://www.dol.gov/compliance/laws/comp-fmla.htm>.

## **CAMPUS MAPS**

**Center Campus** - 44575 Garfield Road, Clinton Township, MI 48038-1139 (586) 286-2123

**South Campus** - 14500 E. 12 Mile Road, Warren, MI 48088-3896 (586) 445-7135

**East Campus** - 21901 Dunham Road, Clinton Township, MI 48036 (586) 498-4050

**M-TEC** - Michigan Technical Education Center  
7900 Tank Avenue, Warren, MI 48092-3936 (586) 498-4100

## **WORKERS COMPENSATION - Workers Compensation**

If an employee is injured on the job or becomes ill due to a workplace condition, the employee or his/her supervisor must immediately contact Campus Police to file a report (South Campus 445-7135, Center Campus 286-2124). The employee / supervisor must also notify Human Resources (445-7892) within 24 hours of the incident. Campus Police will forward a copy of the report to Human Resources.

If the illness or injury is life-threatening, Campus Police will make arrangements for transportation to the nearest hospital.

If the illness or injury is not life-threatening, but the employee needs medical attention, the employee must go to one of the [health clinics contracted by MCC](#) for treatment. Campus Police can assist in determining the best method of transportation to the clinic. The MCC contracted health clinic serves as the referral center for all claims and will direct any required additional or follow-up medical treatment.

If the illness or injury results in the spilling of blood or other bodily fluids, Campus Police should be informed immediately, and they will contact Plant Operations and arrange for the area to be cleaned and disinfected.

**TO ASSURE PAYMENT OF MEDICAL CLAIMS UNDER MCC'S WORKERS COMPENSATION INSURANCE IF YOU ARE INJURED ON THE JOB:**

- 1. Contact Campus Police immediately** (in person or by phone) to file an Incident Report. They will assist in determining the best method of transportation for obtaining medical care. They will also forward the Report to HR (this is required when claims are filed with the insurance company).
- 2. Seek medical attention from one of the [health clinics contracted by MCC](#).** Services are currently provided at several locations through Concentra, Corporate Occupational Health Services.
- 3. Notify Human Resources within 24 hours** to also report the incident.

Please understand that all employees are covered by Workers Compensation insurance and this procedure is necessary to assure proper payment from the carrier

**FRINGE BENEFITS**

Information regarding insurance and other fringe benefits is located in the collective bargaining agreements or Benefits in Brief for each Employee Group.

Administrative	<a href="#">Contract &amp; Salary Information</a>	<a href="#">Benefits in Brief</a>
Administrative Support Personnel	<a href="#">Contract &amp; Salary Information</a>	<a href="#">Benefits in Brief</a>
Command	<a href="#">Contract &amp; Salary Information</a>	<a href="#">Benefits in Brief</a>
Faculty Adjunct	<a href="#">Contract &amp; Salary Information</a>	
Faculty	<a href="#">Contract &amp; Salary Information</a>	<a href="#">Benefits in Brief</a>
Maintenance/Operational	<a href="#">Contract &amp; Salary Information</a>	<a href="#">Benefits in Brief</a>
Part Time Staff	<a href="#">Contract &amp; Salary Information</a>	
Police and Public Service Officers	<a href="#">Contract &amp; Salary Information</a>	<a href="#">Benefits in Brief</a>
Supervisory Technical	<a href="#">Contract &amp; Salary Information</a>	<a href="#">Benefits in Brief</a>

## **MMC FOUNDATION**

Established in 1999, the MCC Foundation is a 501(c)3 nonprofit organization that manages contributions from individuals, foundations and corporations for the benefit of Macomb Community College. [The Foundation](#)

### **Why Giving Matters**

Macomb Community College began in 1954 offering quality higher education to all members of the community wanting to advance in their careers. Macomb has grown to be a valued partner in workforce development, as well as a valued resource for community arts and cultural education. While striving to keep our fees affordable, there are still needs that are made possible only through the generosity of donors.

Through the *MCC Foundation*, more than \$200,000 in scholarships are awarded each year. The Foundation also funds special projects to enhance the education of our students and supports many special educational programs offered to people of all ages at the Macomb Center for the Performing Arts and the Lorenzo Cultural Center

## **LORENZO CULTURAL CENTER**

The Lorenzo Cultural Center ([www.lorenzoculturalcenter.com](http://www.lorenzoculturalcenter.com)) explores the influences and experiences that shape our community's heritage, examining topics from a variety of perspectives and creating interactive opportunities for learning, celebration and entertainment. Located on Macomb Community College's Center Campus, Hall and Garfield roads in Clinton Township, the cultural center is adjacent to the Macomb Center for Performing Arts. The Lorenzo Cultural Center is open 10 a.m.-4 p.m., Wednesday -Saturday and 1- 4 p.m. Sundays. School and group tours are available.

## **HUMAN RESOURCES – CONTACT INFORMATION**

Denise L. Williams, Vice President Human Resources

Kimberley Kardos, Administrative Assistant, Vice President of Human Resources

Janet Huff – Director, Human Resources

Anita Banach – Director, Personnel Services