

**SALARIED  
ADMINISTRATIVE STAFF  
HANDBOOK**

*ADOPTED NOVEMBER 12, 2003*

## TABLE OF CONTENTS

<u>TABLE OF CONTENTS</u> .....	2
<u>1.00 INTRODUCTION</u> .....	5
<u>1.01 PURPOSE</u> .....	5
<u>1.02 MISSION STATEMENT</u> .....	6
<u>1.03 CORE VALUES</u> .....	6
<u>1.04 VISION STATEMENT</u> .....	7
<u>1.05 HISTORY</u> .....	7
<u>1.06 GOVERNING AUTHORITY</u> .....	8
<u>1.07 ORGANIZATION CHART</u> .....	9
<u>1.08 COLLEGE STANDING COMMITTEES</u> .....	9
 <u>2.00 BEGINNING WORK</u> .....	 10
<u>2.01 EMPLOYMENT OFFER</u> .....	10
<u>2.02 COMPLETION OF REQUIRED PAPERWORK</u> .....	11
<u>2.03 MANDATORY TRAINING</u> .....	11
<u>2.04 ORIENTATION</u> .....	11
<u>2.05 ADAPTATION PERIOD</u> .....	11
<u>2.06 PARKING</u> .....	12
<u>2.07 HEPATITIS B VACCINATION PROGRAM</u> .....	12
<u>2.08 ID. CARDS</u> .....	13
<u>2.09 KEYS</u> .....	13
 <u>3.00 EMPLOYMENT POLICIES</u> .....	 13
<u>3.01 EQUAL EMPLOYMENT OPPORTUNITY</u> .....	13
<u>3.02 POLICY OF NONDISCRIMINATION WITH RESPECT TO DISABILITY</u> .....	14
<u>3.03 JOB POSTING</u> .....	14
<u>3.04 REFERENCE POLICY</u> .....	15
<u>3.05 HIRING OF RELATIVES</u> .....	15
<u>3.06 CONFLICT OF INTEREST</u> .....	15
<u>3.07 OUTSIDE EMPLOYMENT</u> .....	16
<u>3.08 EMPLOYMENT STATUS</u> .....	16
<u>3.09 NONEMPLOYEE CLASSIFICATIONS</u> .....	17
<u>3.10 PERFORMANCE EVALUATIONS</u> .....	18
 <u>4.00 THE WORK ENVIRONMENT</u> .....	 19
<u>4.01 SEXUAL HARASSMENT</u> .....	19
<u>4.02 CONSENSUAL RELATIONSHIPS POLICY</u> .....	20
<u>4.03 POLICY ON HARASSMENT AND DISCRIMINATION</u> .....	20
<u>4.04 INVESTIGATION PROCESS FOR HARASSMENT AND DISCRIMINATION COMPLAINTS</u> .....	21
<u>4.05 SMOKING POLICY</u> .....	21

<u>4.05 DRUG-FREE SCHOOLS AND WORKPLACE POLICY</u>	22
<u>4.06 USE OF DRUGS AND ALCOHOL POLICY</u>	22
<u>4.07 SEVERE WEATHER AND EMERGENCY CONDITIONS</u>	23
<u>4.08 ESSENTIAL PERSONNEL</u>	24
<u>4.09 WORKPLACE VIOLENCE</u>	25
<u>4.10 PETS</u>	25
<u>4.11 HEALTH AND WELLNESS OFFICE</u>	25
 <b><u>5.00 WORK RULES</u></b>	 <b>26</b>
<u>5.01 HOURS</u>	26
<u>5.02 FLEXIBLE WORK SCHEDULING</u>	26
<u>5.03 LUNCH BREAKS</u>	27
<u>5.04 SNOW REMOVAL</u>	27
<u>5.05 VAN USAGE GUIDELINES</u>	27
<u>5.06 ATTENDANCE</u>	27
<u>5.07 CONFIDENTIALITY</u>	28
<u>5.08 DRESS</u>	28
<u>5.09 PERSONAL CALLS/PERSONAL MAIL</u>	28
<u>5.10 COLLEGE NAME/COLLEGE SEAL</u>	28
<u>5.11 TECHNOLOGY USE POLICY: COMPUTER AND NETWORK FACILITIES</u>	28
 <b><u>6.00 COMPENSATION</u></b>	 <b>29</b>
<u>6.01 TIME SHEETS</u>	29
<u>6.02 PAY ADJUSTMENTS</u>	29
<u>6.03 CLASSIFICATION REVIEW</u>	30
<u>6.04 TRANSFER TO A LOWER JOB CLASSIFICATION</u>	30
<u>6.05 EMPLOYMENT IN TWO DEPARTMENTS</u>	30
<u>6.06 PAYCHECK DISTRIBUTION</u>	30
<u>6.07 PAYROLL DEDUCTIONS</u>	30
<u>6.08 W-2 STATEMENTS</u>	31
 <b><u>7.00 LEAVING THE COLLEGE</u></b>	 <b>31</b>
<u>7.01 VOLUNTARY SEPARATION</u>	31
<u>7.02 INVOLUNTARY SEPARATION</u>	31
<u>7.03 DISCIPLINARY ACTION</u>	33
<u>7.04 EXIT INTERVIEWS</u>	34
 <b><u>8.00 COMPLAINT RESOLUTION</u></b>	 <b>34</b>
 <b><u>9.00 MISCELLANEOUS</u></b>	 <b>35</b>
<u>9.01 COPYRIGHTED MATERIAL</u>	35

<b><u>10.00 BENEFITS.....</u></b>	<b>35</b>
<u>10.01 NON-ERISA STATUS.....</u>	.36
<u>10.02 MEDICAL INSURANCE.....</u>	.36
<u>10.03 DENTAL INSURANCE.....</u>	.36
<u>10.04 BASIC LIFE INSURANCE.....</u>	.36
<u>10.05 SUPPLEMENTAL LIFE INSURANCE.....</u>	.36
<u>10.06 CAFETERIA PLAN.....</u>	.37
<u>10.07 FLEXIBLE SPENDING ACCOUNTS.....</u>	.37
<u>10.08 LONG TERM DISABILITY INSURANCE.....</u>	.37
<u>10.09 PAID TIME OFF BENEFITS.....</u>	.37
<u>10.10 HOLIDAYS.....</u>	.37
<u>10.11 EARNED TIME.....</u>	.38
<u>10.12 LONG TERM ILLNESS (LTI).....</u>	.39
<u>10.13 BEREAVEMENT LEAVE.....</u>	.39
<u>10.14 FAMILY MEDICAL LEAVE.....</u>	.40
<u>10.15 COLLEGE MEDICAL LEAVE.....</u>	.42
<u>10.16 JURY DUTY AND APPEARANCE WITNESS LEAVE.....</u>	.42
<u>10.17 MILITARY LEAVE.....</u>	.42
<u>10.18 PERSONAL LEAVE.....</u>	.43
<u>10.19 VIOLENCE LEAVE.....</u>	.43
<u>10.20 TUITION REMISSION.....</u>	.44
<u>10.21 TUITION EXCHANGE.....</u>	.45
<u>10.22 RETIREMENT.....</u>	.48
<u>10.23 SOCIAL SECURITY AND MEDICARE.....</u>	.48
<u>10.24 UNEMPLOYMENT COMPENSATION.....</u>	.49
<u>10.25 WORKER'S COMPENSATION.....</u>	.49
<b><u>APPENDIX A.....</u></b>	<b>51</b>
<u>PROCEDURE FOR THE RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS .....</u>	51
<b><u>APPENDIX B.....</u></b>	<b>54</b>
<u>DRUG-FREE SCHOOLS AND WORKPLACE POLICY .....</u>	54
<b><u>APPENDIX C.....</u></b>	<b>56</b>
<u>TECHNOLOGY USE POLICY: COMPUTER AND NETWORK FACILITIES .....</u>	56
<b><u>APPENDIX D.....</u></b>	<b>61</b>
<u>ORGANIZATION CHART.....</u>	61

## **1.00 INTRODUCTION**

### **1.01 PURPOSE**

This Administrative Staff Handbook has been prepared to serve as a reference publication for current and prospective employees on employment-related issues. It should be regarded as a general guide to policy, practice, benefits, and terms and conditions of employment. Throughout the Handbook, you will find reference to more detailed policy statements, or other documents that provide more specific guidance. The Faculty Handbook, for example, addresses those employment-related issues of sole or central concern to faculty.

While the College believes wholeheartedly in the plans, policies, and procedures described herein, they are not terms and conditions of employment. The College reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice, at the sole and exclusive discretion of the College. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the College and any one or all of its employees. The Human Resource Office may be contacted to discuss any questions you may have regarding this handbook. To the extent that this manual conflicts with state or federal law, state or federal law shall govern.

The College adheres to the policy of employment-at-will, which enables either the employee or the employer to terminate the employment relationship at any time with or without cause.

This handbook supersedes any prior handbooks as well as any oral agreement between an employee and the College.

## **1.02 MISSION STATEMENT**

Rooted in and professing fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph's College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.

## **1.03 CORE VALUES**

The values of the College, rooted in the heritage of the Sisters of Mercy, are the foundation for this educational mission. Taken to heart, these values exist at our very core; they are made visible in our daily interactions.

Through a process of discernment based on dialogue and reflection, we have designated the following as the Core Values for our College.

### **FAITH**

Rooted in the teaching of Jesus Christ and the Catholic Church we respect diverse religious traditions and honor each individual's religious beliefs. Through the curriculum, sacramental opportunities and co-curricular activities, we invite all members of the College community to develop their faith as an essential dimension of their lives.

### **EXCELLENCE**

As a Catholic liberal arts college, we seek to combine faith with reason in the pursuit of academic excellence. We call upon all members of the College community to excel as individuals and as professionals within their specific roles.

### **INTEGRITY**

Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with students, faculty, staff, and administration. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies.

### **COMMUNITY**

Informed by the spirit of the Sisters of Mercy, we demonstrate our spirit of connectedness with one another through our expressions of hospitality, courtesy, inclusive relationships, shared values, and collaboration. We extend this value of

community by reaching out to neighbors and to members of the broader civic and ecclesial communities.

## RESPECT

Mindful of the achievements of the past, we value and respect the contribution of each member of the Saint Joseph's College community to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.

## COMPASSION

Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological, or spiritual need. We consciously reach out beyond our College boundaries to serve the needs of others with compassion and mercy.

## JUSTICE

Recognizing the dignity of all persons, we seek to address instances of injustice both within and outside our College community from a stance of informed advocacy. We hold ourselves accountable to each other and endeavor to practice responsible stewardship of the resources available to us.

### **1.04 VISION STATEMENT**

Saint Joseph's College of Maine, by the year 2010, will continue to grow as a leading, private, Catholic residential liberal arts college in New England, and will be increasingly recognized for:

- the distinctiveness of our Catholic-Mercy mission,
- the quality of our faculty and staff,
- the strength of our academic offerings,
- the preeminence of our distance education programs,
- the effectiveness of our co-curricular learning, and
- the excellence of our graduates.

### **1.05 HISTORY**

Saint Joseph's College is a Roman Catholic, coeducational, liberal arts college located on a 312-acre campus on the shores of Sebago Lake in Standish. The campus was once a large estate owned by the Verrill family of Portland.

Saint Joseph's was founded in 1912 by the Sisters of Mercy of Maine and chartered by the Maine Legislature in 1915. The College grants degrees in fulfillment of the educational ideals of the Sisters, whose congregation was founded by Mary Catherine McAuley in Dublin, Ireland in 1831.

From 1915 to 1956 the College was located on the grounds of the Sisters of Mercy Motherhouse in the Deering district of Portland. In 1949 the name of the College was changed from Saint Joseph's to The College of Our Lady of Mercy, but with the change of site in 1956 to its current location, the original name of Saint Joseph's was resumed.

In 1970 Saint Joseph's became a coeducational institution.

## **1.06 GOVERNING AUTHORITY**

The College is governed under a bicameral system consisting of the Board of Trustees and the Board of Overseers.

### **The Board of Trustees**

The Board of Trustees consists of the President of the Portland Region of the Institute of the Sisters of Mercy of the Americas and four members of her council. The Trustees hold the institution in trust, and are responsible for the preservation and enhancement of its assets, delegating the actual oversight and monitoring of College operations to a Board of Overseers.

### **The Board of Overseers**

The Board of Overseers consists of not fewer than 24 nor more than 36 members appointed by the Board of Trustees for three-year terms. At least one-quarter of the Overseers must be members of the Sisters of Mercy, clergy, or members of other religious orders of the Catholic Church. The president of the College is a member.

### **The President**

The President of the College is appointed by the Board of Overseers subject to the approval of the Board of Trustees and is directly responsible to the Board of Overseers. The constitution and bylaws vest him or her with "full authority for direction of the general welfare, development, operation and budget of the College."

### **Standing Committees of the Board of Overseers.**

There are eight standing committees and there may be special or ad hoc committees as the Board of Overseers may establish. The standing committees are the Executive

Committee, the Academic Affairs Committee, the Student Affairs Committee, the Finance Committee, the Buildings and Grounds Committee, the Institutional Advancement Committee, Graduate and Professional Studies Committee and the Membership Committee. The chair of the Board and the president of the College are ex officio members of all standing committees. The chairs of the standing committees and Board officers are members of the Executive Committee.

## **1.07 ORGANIZATION CHART**

Please see Appendix D.

## **1.08 COLLEGE STANDING COMMITTEES**

### **CRISIS RESPONSE TEAM**

A College-wide committee composed of Vice Presidents and key personnel who strategically manage the College's response to emergencies by providing an interdisciplinary and comprehensive response to the crisis. The College Crisis Response Team coordinates actions, policies, and official responses to crises and serves as the general clearinghouse for information.

### **SAFETY COMMITTEE**

A College-wide committee of faculty, staff and students charged with the development and conduct of the College's safety program. The committee meets periodically to review safety issues and conduct safety audits. This committee also coordinates the annual safety fair.

### **TECHNOLOGY ADVISORY COMMITTEE**

A College-wide committee of faculty and staff, which advises the campus community on matters pertaining to information technology, develops recommendations for policies and procedures regarding technology use and recommends priorities for technology applications at the College.

### **STUDENT JUDICIARY COMMITTEE**

The Student Judiciary Committee is comprised of faculty, staff, and students who are trained to hear judicial cases involving violations of the student code of conduct. It normally convenes for more complex cases. This group may also hear appeals of the student code of conduct.

### **STUDENT AFFAIRS COMMITTEE**

The Student Affairs Committee, whose membership includes the Associate Dean of Students, three faculty members elected by the Faculty Senate, the President of SGA, a commuter student and the Vice President for Student Affairs as an ex-officio member,

recommends new and revised operations and policies for the College regarding student life to further the College's mission and student goals.

#### **ORIENTATION ADVISORY BOARD**

The Orientation Advisory Board works to develop the annual program and schedule for the summer and fall orientation programs. This is a campus-wide committee made up of faculty, staff and students.

#### **COMMENCEMENT COMMITTEE**

The Commencement Committee is responsible for organizing various aspects of the College's annual Commencement. Members of the Committee oversee the following areas: physical set-up/seating, Baccalaureate Mass and set-up, music, photographers, program, invitations/tickets, Honorary Degree recipients/keynote speaker needs, ushers, marshals, rehearsals, receptions. Committee members represent all areas of the campus community involved in either the Baccalaureate or Commencement program.

#### **STANDING COMMITTEES OF THE FACULTY SENATE**

There are seven standing committees of the Faculty Senate. They are the 4-year College Education Policies Committee, Graduate Educational Policies Committee, Distance Education Educational Policies Committee, Rank and Tenure Committee, Educational Standards Committee, Faculty Development Committee, and Library Committee. The Faculty Senate elects members to these committees.

### **2.00 BEGINNING WORK**

#### **2.01 EMPLOYMENT OFFER**

The President of the College, the Vice President for Academic Affairs for faculty appointments, the Vice President for Graduate and Professional Studies for GPS adjunct faculty appointments or the Human Resource Director are authorized to issue an official offer of employment. This offer will take the form of an appointment letter or contract that will identify the position, compensation, start date and any other general conditions that are deemed important. Under no circumstances, will the College acknowledge an employment offer that comes from a person other than the four aforementioned individuals. The College adheres to the policy of employment-at-will, which enables either the employee or the employer to terminate the employment relationship at any time with or without cause, except as expressly provided in writing by one of the four above-mentioned individuals.

## **2.02 COMPLETION OF REQUIRED PAPERWORK**

Saint Joseph's College is committed to employing only United States citizens and foreign nationals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed a Form I-9 with Saint Joseph's College within the previous three years, or if their previous Form I-9 is no longer retained or valid.

Employees seeking more information on immigration law issues are encouraged to contact the Human Resource Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **2.03 MANDATORY TRAINING**

As a new member of the College community, all new employees will be required to complete required training on the topics of Sexual Harassment, OSHA's hazard communication standard (which deals with chemicals in the workplace), and video display terminal training. Any employee, who is assigned duties that require the employee to work at a terminal for four or more consecutive hours a day, will be subject to video display terminal training. This training shall be completed during the first week of employment. Those employees who have an occupational exposure to blood borne pathogens are required to complete blood borne pathogen training within the first 10 days of employment.

## **2.04 ORIENTATION**

Upon hire all new staff members will meet with the Human Resource Director and review the staff handbook and the benefits available to staff. They will also be oriented to their department and their position responsibilities by their direct supervisor. The Human Resource Office conducts a formal orientation program for new employees three times per year in September, January and June. During this program the College mission, goals, and division descriptions will be presented.

## **2.05 ADAPTATION PERIOD**

The Adaptation period is intended to give new employees the opportunity to demonstrate their ability to achieve an acceptable level of performance and to determine whether the new position meets their expectations. Saint Joseph's College uses this period to evaluate employee capabilities, work habits, and overall performance. If it is determined that the new employee is not achieving a satisfactory level of performance during this adaptation period, the College will inform the employee and terminate

employment at this time. The College will not ordinarily utilize its disciplinary process during the adaptation period, but reserves its right to do so.

All new and rehired employees work on an adaptation period basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend an adaptation period by the length of the absence. If Saint Joseph's College determines that the designated adaptation period does not allow sufficient time to thoroughly evaluate the employee's performance, the adaptation period may be extended for a period of time.

## **2.06 PARKING**

Administrative staff is allowed to park on campus free of charge when displaying a parking decal on their vehicles. These decals are available in the Campus Security Office in Standish Hall upon submission of a completed vehicle registration form.

At the time of registration, staff members will receive parking regulations and maps of designated parking locations on campus. Automobiles without permits or parked in improper areas will be ticketed and may be towed.

## **2.07 HEPATITIS B VACCINATION PROGRAM**

In an effort to protect employees from the possibility of Hepatitis B infection, Saint Joseph's College has implemented a vaccination program. This program is available, at no cost, to all employees who have occupational exposure to blood borne pathogens. This program is also available to minimally exposed employees (all others) at a fee equal to the cost to the College. The vaccination program consists of a series of three inoculations over a six-month period.

The Hepatitis B vaccine will be made available after the employee has received the training required by this OSHA standard, and within 10 working days of initial assignment to all employees who have occupational exposure unless an employee has previously received the complete Hepatitis B vaccination series, or in the event that antibody testing has revealed that the employee is immune or the vaccine is contraindicated for medical reasons. Employees hired into the following positions will be offered the Hepatitis B vaccination series at no cost:

- Campus Health Personnel
- Clinical Nursing Faculty
- Maintenance Staff
- Athletic Trainer
- Coaches
- EMT
- Housekeeping Staff

- Resident Life Staff including Vice President, Associate Dean and Assistant Dean and Area Coordinators
- Security Staff

Employees hired into one of these positions, will have their names forwarded to the Health and Wellness Office. If you are such an employee, please cooperate with their efforts to protect your risk of infection.

## **2.08 I.D. CARDS**

Administrative staff members are not required to carry a Saint Joseph's College identification card. However, identification cards are required to use the Alfond Center and to check material out from the Library. They may also be electronically encoded with pre-purchased meal dollars for use at the Holy Grounds and in the dining hall. This card is an employee's official College identification. Lending this card to anyone or failure to present it upon request of a college official could result in disciplinary action. This card becomes void upon termination of employment and must be returned to the Human Resource Office. Replacement cost is \$10.

## **2.09 KEYS**

Administrative staff will be issued key(s) to their own office and/or work area(s) that are regularly locked. New staff should report to Facilities Management and upon signing a record of key issuance will be issued the appropriate key(s). One key is issued to an employee for any one area at no cost. The employee/department will be charged for replacement keys. No person may duplicate a College key or request the unauthorized duplication of a College key.

# **3.00 EMPLOYMENT POLICIES**

## **3.01 EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Saint Joseph's College will be based on merit, qualifications, and abilities. Saint Joseph's College does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law.

Saint Joseph's College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the College. This policy governs all aspects of employment, including selection, assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and/or the Human Resource Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **3.02 POLICY OF NONDISCRIMINATION WITH RESPECT TO DISABILITY**

It is the policy of the College that no person shall be subject to discrimination on the basis of disability as prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable laws, regulations and Executive Orders. This policy applies to access and utilization of facilities, services, and programs; and to employment, including but not limited to recruitment, selection, training, promotion, compensation, continuation, probation, and discharge, if the person is qualified and able to perform the essential functions of the job with or without reasonable accommodation.

When an employee has a known disability, Saint Joseph's College will provide reasonable accommodation as necessary to enable the employee to perform the essential functions of his or her position. Saint Joseph's College does not assume that any individual has a disability or requires reasonable accommodation. It is always up to the employee to alert Saint Joseph's College to his or her need for accommodation. An employee who would like to alert the College to his or her disability and request reasonable accommodation should contact the Human Resource Director.

### **3.03 JOB POSTING**

Consistent with Saint Joseph's College's commitment to affirmative action and equal employment opportunity and with the exception of occasional internal departmental promotions and College-initiated transfers for special reasons, notice of full and part time vacancies shall be posted on strategically located bulletin boards and on the College's local page. All such vacancies are generally posted for a minimum of five days. Full-time vacancies shall be forwarded, for appropriate distribution, to the Portland Region of the Sisters of Mercy of the Americas. Our job postings program is aimed at allowing current employees the opportunity to apply for positions that will enhance their personal and professional growth. During the posting period, employees may express their interest to the Human Resource Office by completing an internal staff application. Employees must notify their current supervisor of their intent to apply for another internal position.

### **3.04 REFERENCE POLICY**

To ensure that individuals who join Saint Joseph's College are well qualified and have a strong potential to be productive and successful, it is College policy to check the employment references of all applicants prior to an offer of employment.

Saint Joseph's College will respond to all reference check inquiries from other employers. All telephone reference inquiries shall be forwarded to the Human Resource Office. No employment data other than verification of job title, dates of employment, eligibility for rehire and verification salary should be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Those approached for reference information must coordinate with the Human Resources to determine whether the employee has a signed authorization on file, and what information may appropriately be released. The Human Resource Director shall review all written employment references.

### **3.05 HIRING OF RELATIVES**

The employment of relatives in the same area of an organization may cause serious conflict and problems with favoritism and employee morale. For purposes of this policy a close relative is defined as a parent, stepparent, sibling, child, stepchild, spouse, partner, grandparent, grandchild, and in-laws. Close relatives of persons currently employed by SJC will not normally be hired or transferred into positions when or where another close family member directly or indirectly would supervise them.

### **3.06 CONFLICT OF INTEREST**

Employees have an obligation to conduct their employment responsibilities with a high standard of integrity. Employees are expected to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of Saint Joseph's College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by a mere existence of a relationship with outside firms. However, if a conflict of interest may arguably exist, it is expected that the employee will discuss the nature of the conflict with his/her supervisor. If the supervisor and employee cannot agree on appropriate action (if any) to resolve the conflict, the supervisor shall consult with the appropriate Senior Administrator who will make a binding determination. If an employee disagrees with that determination, she/he may appeal through the complaint process as described in Section 8.00.

### **3.07 OUTSIDE EMPLOYMENT**

Outside employment is permissible if it does not interfere, compete, or conflict with Saint Joseph's College interests, and provided it does not hinder the employee's ability to meet the responsibilities and demands of his/her required work.

Employees must obtain approval from their supervisor prior to accepting outside positions. Approval may later be withdrawn if it is believed to be in the best interests of Saint Joseph's College. Refusal to comply with a request to discontinue outside employment may result in termination of employment at Saint Joseph's College.

In addition the College encourages outside involvement in community, industry and charitable activities, including directorships in non-profit community organizations, as long as it does not cause conflicts of interest or create demands that interfere with job responsibilities.

### **3.08 EMPLOYMENT STATUS**

It is the intent of Saint Joseph's College to clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Saint Joseph's College.

Each employee is designated as either NONEXEMPT or EXEMPT from the federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. A change in classification will be considered only upon written notification to the Human Resource Director of a significant job responsibility change.

In addition to the above categories, each employee will belong to one other of the following employment categories:

REGULAR FULL-TIME employees are those who are not in a temporary or adaptation period status and who are hired into a designated full-time position regularly scheduled to work 35 or more hours per week. Regular full-time employees are eligible for the Saint Joseph's College benefit package, subject to the terms, conditions, and limitations of each benefit program. Employees working 32 hours per week are eligible for the full time employee benefit package.

REGULAR PART-TIME employees are those who are not assigned to a temporary or adaptation period status and who are hired into a designated regular part-time position regularly scheduled to work less than the full-time work schedule, but at least 24 hours

per week. Regular part-time employees are eligible for some benefits sponsored by Saint Joseph's College, subject to the terms, conditions and limitations of each benefit program.

PER DIEM employees are those who are not assigned to a temporary or adaptation period status and who work fewer than 24 hours per week. While they do receive all the legally mandated benefits (such as unemployment and workers' compensation insurance), they are ineligible for other College benefit programs.

STUDENT employees are those who are currently enrolled in college courses for credit and whose primary purpose for being at the College is to obtain an education. Work schedules accommodate the students' class schedules. Although student workers may work intermittently or continuously during their enrollment, they are considered temporary. Therefore, while student employees receive all the legally mandated benefits (such as unemployment and workers' compensation insurance), they are ineligible for other College benefit programs.

ADAPTATION employees are employees whose performance is being evaluated to determine whether further employment in a specific position at Saint Joseph's College is appropriate. Employees who satisfactorily complete the adaptation period will be notified of their new employment classification. Adaptation employees are eligible for the Saint Joseph's College benefit package, subject to the terms, conditions, and limitations of each benefit program. Employees working 32 hours per week are also eligible for the full time employee benefit package.

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the work force, to assist in the completion of a specific project or to work in a grant funded position. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all the legally mandated benefits (such as unemployment and workers' compensation), they are ineligible for all the College's other benefit programs.

### **3.09 NONEMPLOYEE CLASSIFICATIONS**

AGENCY WORKERS are individuals assigned to work at the College through an employment agency. These workers are typically used for short term or emergency assignments. Such workers are not employees of the College, but of the respective employment agency that assigned them for work at the College.

CONTRACT WORKERS are individuals hired to work at the College by a College authorized subcontractor. Such workers are not employees of the College but of the respective contracting company.

CONSULTANTS are individuals who are not considered to have employee status under common law. To be hired in this category, an individual must meet the IRS definition of an independent contractor and sign an independent contractor agreement with the College.

### **3.10 PERFORMANCE EVALUATIONS**

It is the College's goal that every employee be evaluated after six months of employment and at least annually thereafter. Performance evaluations are designed to enhance performance by formal goal setting and the discussion of performance on College wide standards based on an employee's position. The goal our performance evaluation program is to a) document and provide feedback on an employee's performance effectiveness b) highlight achievements or deficiencies for the purpose of recognition or improvements c) determine the retention of an employee during and at the end of the adaptation period.

#### Six-Month Adaptation Period

After six months (180 days) of employment, the newly hired employee's performance will be reviewed by their supervisor against the position responsibilities. This evaluation, which will include a dialogue process between the supervisor and the employee, is to review the new employee's performance, progress and potential to conduct in a satisfactory manner the responsibilities of the position into which he/she was hired. If the employee's performance does not meet minimum expectations, the decision will be made to either extend the adaptation period for an extended period of time or terminate the employment relationship.

#### Annual Appraisals

Annual performance appraisals will be job specific. They will consist of an evaluation of an employee's effectiveness in carrying out the specific responsibilities as defined in his/her job description. Each employee will also be expected to achieve specific individual and College goals. Beginning July 2004, performance appraisals will be conducted annually during the month of July. It is the College's goal that every employee be evaluated after six months of employment and at least annually thereafter.

Through the performance appraisal process, the College is committed to constructive feedback aimed at continuous learning and growth for employees. It, however, does not in any way limit the College's policy of employment-at-will, which enables either the employee or the employer to terminate the employment relationship at any time with or without cause.

## **4.00 THE WORK ENVIRONMENT**

### **4.01 SEXUAL HARASSMENT**

Saint Joseph's College will not tolerate sexual harassment of its employees or students. Sexual harassment in the workplace is unlawful under both state and federal law. Sexual harassment is defined as conduct of a sexual nature (which may be verbal, non-verbal, or physical) that has the effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work or learning environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education or
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same College status, e.g., student-student and employee-employee.

Examples of conduct, which may, if continued or repeated, constitute sexual harassment, are:

unnecessary touching, patting, hugging or brushing against a person's body, staring, ogling, leering, whistling, sexually explicit statements, comments, jokes, or anecdotes, graphic comments about a person's clothing or body, sexually suggestive objects or pictures in the workplace, harassing use of electronic mail or telephone communication system, other physical or verbal conduct of a sexual nature.

Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Violations of this policy will not be permitted.

Employees who believe that they are or have been a victim of sexual harassment should first report their allegations to their supervisor or to a sexual harassment officer of the College. The sexual harassment officers are the Human Resource Director, the Vice President for Student Affairs and an appointed faculty member. Employees will be requested to put their complaint in writing. The complaint will be investigated promptly and as confidentially as possible. The complainant (employee filing the complaint) will be notified of the results of the investigation. In cases where the complaint was found to

have merit, disciplinary actions will generally be disclosed to the complainant only if they include no contact with the complainant. In no case shall the person an employee alleged to have harassed them be responsible for the investigation.

No employee or student who is filing a claim or is a witness in the investigation shall be subject to retaliatory action for their good faith participation in this procedure. Words or behaviors that punish a person for the good faith filing of a complaint or participating in an investigation are illegal. The full Procedure for the Resolution of Sexual Harassment Complaints is included in Appendix A.

#### **4.02 CONSENSUAL RELATIONSHIPS POLICY**

Saint Joseph's College acknowledges its responsibility to provide clear direction to the College community about the professional risks associated with consensual romantic and/or sexual relationships between faculty and students, staff and students, or supervisors and subordinate employees. Such relationships have the potential for adverse consequences, including the filing of sexual harassment charges. The fundamental asymmetric nature of the relationships where one party has the power to give grades, recommendations, promotions or determine the work schedule or work load makes the apparent consensual nature of the relationship inherently suspect. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others. It is therefore against College policy for faculty and staff to have anything other than professional relationships with students. It is also against College policy for Faculty chairs, managers and supervisors to date or have romantic relationships with members of their staff.

#### **4.03 POLICY ON HARASSMENT AND DISCRIMINATION**

Saint Joseph's College reaffirms that it does not condone harassment or discrimination directed toward any person or group within its community — students, employees, or visitors. Every member of the College must refrain from actions that intimidate, humiliate or demean persons or groups, or that undermine their security or self-esteem.

Harassment consists of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder. Discrimination consists of making job decisions based on protected classes membership or when the result of neutral job policies has a disproportionate effect on members of a protected class.

All members of the College community are responsible for the maintenance of a social environment in which people are free to work and learn without fear of discrimination and abuse. Managers at every level shall work with the Human Resource Director to remedy harassment or discrimination concerns occurring in their areas. All real or apparent cases

of harassment or discrimination shall be reported to the Human Resource Director who will investigate the complaint.

#### **4.04 INVESTIGATION PROCESS FOR HARASSMENT AND DISCRIMINATION COMPLAINTS**

Staff members are required to report real or apparent cases of harassment that come to their attention to the Human Resource Director who will promptly investigate the matter and attempt to effect a remedy.

In addition, any employee who believes he/she has been the object of harassment or discrimination, he/she should advise the Human Resource Director who will process the complaint according to specified procedures. If the complaint involves students, the Human Resource Director will coordinate the investigation and processing of the complaint with the Vice President for Student Affairs. An investigation will be conducted expeditiously, assuring maximum practicable confidentiality consistent with the concepts of due process. Procedures are as follows:

- a. The complaint shall be stated in writing with sufficient specificity and submitted to the Human Resource Director
- b. The person is notified of the complaint filed against them and will be given an adequate opportunity to respond.
- c. The complaint will be promptly investigated. The investigation may include interviews with the parties involved and/or with individuals who may have observed the alleged conduct or may have relevant knowledge. The investigation may also involve reviewing written documentation and observing the site where the alleged harassment/discriminated is alleged to have occurred.
- d. The investigation will be handled with sensitivity, and confidentiality will be maintained to the extent practicable and appropriate under the circumstances
- e. If the complaint is believed to be valid, prompt corrective action including appropriate disciplinary action up to and including discharge will be recommended to the President. Employees who have any questions or concerns about discrimination or harassment in the workplace should direct them to the Human Resource Director.

#### **4.05 SMOKING POLICY**

The campus smoking policy intends to define areas on campus where students, faculty, administrative staff and visitors may smoke. The limitation of smoking to identified areas supports the College's goal of fostering a smoke-free environment while at the same time allowing a transition period for the smoking members of the campus community. This

policy is intended to address the health issues that arise from work, academic and residential areas being contaminated by environmental tobacco smoke or second-hand smoke.

The College is smoke-free in all buildings and in all adjacent building entrances or areas adjacent to these buildings. The following areas are designated as No-Smoking zones:

1. entrances to Mercy Hall located near the bookstore, the dining hall and the green house;
2. rear entrance to Mercy Hall near the trailers;
3. main entrance to Wellehan Library;
4. all entrances to Saint Joseph's Hall;
5. entrance to Carmel Hall by the Health & Wellness Center.

All No-smoking designated areas will be appropriately identified. Campus Security and the Student Affairs staff will monitor no-smoking areas. Violations of this policy will be subject to disciplinary procedures.

#### **4.05 DRUG-FREE SCHOOLS AND WORKPLACE POLICY**

The College believes that illegal drugs and the abuse of alcohol have no place in the College environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring certification by federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989 requiring institutions of higher education receiving federal funds to certify adoption and implementation of programs to prevent possession, use or distribution of illicit drugs and alcohol by students and employees. The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol by students and employees on College property or as part of any College activities. This prohibition is a condition of employment with Saint Joseph's College. Violations of this policy will result in disciplinary action, up to and including termination of employment. Employees must report any convictions under a criminal drug statute for violations occurring on the College campus within 5 days. The College recognizes alcohol and drug abuse as treatable health problems, which will receive the same consideration and offer of assistance extended to employees having any other health problem. The College commits to continuing efforts to heighten awareness of the dangers of drug abuse in the workplace. For the full policy see Appendix B.

#### **4.06 USE OF DRUGS AND ALCOHOL POLICY**

It is the policy of the College that employees shall not possess, consume or be under the influence of alcohol or drugs during the workday, including rest periods and meal periods. These restrictions hold true for employees who are serving in an on-call capacity. While on call, an employee must refrain from all alcohol consumption.

Notwithstanding this, there may be College functions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with management approval.

Except for the situation outlined above, employees who use or are under the influence of illegal drugs and/or alcohol during work time will be subjected to disciplinary action up to and including discharge.

Employees who are suspected of being under the influence of alcohol will be required to submit to a breathalyzer test administered by either the nurse in the Health and Wellness Center or the security officer on duty. The College has a zero tolerance policy. Any positive reading subject to the error guidelines of the machine will be considered a violation of this policy. The employee will be suspended immediately. The Human Resource Director will review the facts of the incident and decide on appropriate disciplinary action.

Employees who typically use machines and/or motored vehicles are on medicine that has a safety warning regarding operation of machine and motor vehicles shall have the safety of that situation evaluated by their supervisor prior to beginning work. Employees suspected of using or being under the influence of illegal drugs will be suspended pending an investigation.

All suspensions resulting from this policy will be without pay unless otherwise provided by state or federal law.

#### **4.07 SEVERE WEATHER AND EMERGENCY CONDITIONS**

In the event of severe weather conditions or other natural or man-made emergencies, the Vice President for Academic Affairs will make decisions regarding campus closings or delayed openings.

##### **Announcement of Cancellation or Delayed Openings**

Area radio and TV stations will carry announcements of cancellation or delayed openings prior to the start of the workday. Such announcements mean that the College will be closed or have a delayed opening for both faculty and nonessential staff. If a severe weather condition or other natural or man-made emergency develops during working hours the Vice President for Academic Affairs may close campus and allow non-essential employees to leave work early. No loss of pay or utilization of earned time will occur in the event of early dismissal for this reason.

##### **Bulletin Board Line**

Student, faculty and staff may also call 893-3333. This line will serve as a community bulletin board and will carry cancellations, updated regularly throughout the severe weather events.

### **Obligation of Employees**

If a severe weather condition or other natural or man-made emergency forces any employee to be late for work, the employee shall contact the respective supervisor, inform the supervisor of the impending lateness, and state the expected time of arrival for work. Reasonable delay in arriving at work due to poor travel conditions will not be a basis for charging earned time. If an employee decides that he/she cannot make it in when the College is not officially closed, the supervisor must be notified. When the College is not officially closed, individual supervisors may release employees who request to leave early. In both these cases, earned time will be used.

### **Compensation During Campus Closings**

Administrative staff scheduled to work on a day when there is a College closing will receive the normal rate of pay for that day. For example if the College officially closes at 2:00 p.m., employees will be compensated for the remainder of their normal workday. If the College closes for a full day, employees will be compensated for that day at their normal rate of pay. Staff who were previously scheduled for sick leave, or who had pre-approved vacation time, shall report sick or vacation time for that period of time on their time sheets. The College is not considered closed for second and third shifts, therefore normal work hours and pay apply to those hours.

## **4.08 ESSENTIAL PERSONNEL**

An essential employee is defined, as one who is indispensable to the emergency service function of the campus and is required to assist the campus in meeting its emergency operational needs. In most cases, essential personnel include: housekeeping, maintenance, security and residential life staff.

The Crisis Response Team may change the essential personnel roster if they determine a change is necessary to carry out the emergency service responsibilities of the campus; or if it is in the best interest of the campus. An employee whose essential/nonessential status is changed after a state of emergency is declared shall be so notified in person or by telephone by the appropriate Vice President or designee.

Regardless of weather, essential personnel will be expected to report according to inclement weather protocols in place. If an essential employee is required to work but is specifically prevented by the police and/or other emergency personnel from traveling to his/her work site due to a severe weather condition or other natural or man-made emergency, after notifying such emergency personnel of his/her essential status, the essential employee shall immediately notify his supervisor of the obstruction and shall be excused.

All emergency essential personnel previously scheduled to work will be required to report to work during a College closing. A supervisor may ask essential personnel to work an alternative shift and/or may call emergency essential personnel to report to work. If contacted, they must abide by rules that apply to on-duty emergency essential personnel. The Maintenance Supervisor is responsible for determining snow emergencies. A snow emergency may extend beyond a closing of the College.

#### **4.09 WORKPLACE VIOLENCE**

Saint Joseph's College expressly prohibits any acts or threats of violence by any faculty, staff, or student against another member of the College community in or about the College campus.

Faculty, staff and students have a duty to advise their supervisors, security personnel, or the Human Resource Director if they are aware of or suspect any problematic activity, situation, or incidents that involve other employees, former employees, students or visitors. This would include for example, threats, acts of violence, aggressive behavior, or threatening or offensive acts or comments. Employee or student reports made pursuant to this policy will be held in confidence, to the maximum extent possible. Saint Joseph's College prohibits any form of retaliation against any employee for making a reasonable good faith report under this policy.

#### **4.10 PETS**

Pets in classrooms, offices, residence halls, and other campus facilities can create distractions and possible health and safety hazards. Consequently, pets are not permitted in campus buildings and facilities. Pets on campus grounds must be kept on a leash and must not be left unattended. People bringing pets to campus are expected to clean up after their pets. Service animals, such as seeing-eye dogs, are exempt from this policy.

#### **4.11 HEALTH AND WELLNESS OFFICE**

The Health and Wellness Office's primarily role is to offer health and wellness services to students. In addition to this, the office will provide injury evaluation and first aid to employees who are injured on the job. A flu clinic will be offered at cost each fall to faculty and staff. It is expected that all other health services required by faculty and staff will be obtained through their own personal physician.

## **5.00 WORK RULES**

### **5.01 HOURS**

The workweek begins at 12.01 a.m. on Monday, and ends at midnight on Sunday. The College's official operating hours are 8:30 a.m. to 4:30 p.m., Monday – Friday. Some departments have full time schedules of 40 hours per week. All offices are expected to be open during these hours unless business necessity requires other hours. The following departments have been approved to operate on a different schedule.

<u>Department</u>	<u>Hours</u>
Distance Education (Mercy Hall)	8 AM – 9 PM
Distance Education (840)	8 AM – 9 PM (M-TH) 8 AM-4:30 PM (F)
Health Services	9 AM – 5 PM (M-F)
Library	8 AM – 11PM (M-TH) 8 AM- 4 PM (F) 10 AM- 5 PM (Sat) 1 PM – 10 PM (Sun)
Maintenance	8:AM – 4:30 PM
Security	24 Hours
Campus Services	8 AM- 4 PM

Salaried employees are paid for the work that they do rather than the hours that they put in. It is however, expected that each salaried employee will meet the minimum 35 hours per week the official operating hours of the College or his/her position's stated hours if he/she is part time.

### **5.02 FLEXIBLE WORK SCHEDULING**

The demands of a position may require schedule flexibility in order to complete the responsibilities. Nonetheless, every effort should be made to follow the official hours of the College to ensure availability for coordination of work within and across departments.

Flex time may be granted for specific individual situations with the approval of the direct supervisor, the area Vice President and the Human Resource Director. Requests for flextime should be submitted in writing to an employee's supervisor. As individual flextime arrangements are not intended to be permanent, they will be reviewed every six months.

### **5.03 LUNCH BREAKS**

The College's practice is an unpaid hour for lunch.

### **5.04 SNOW REMOVAL**

When approximately two inches of snow has accumulated and more is expected, the College begins the plowing operation. Facilities Management crews first open roadways, then move on the parking lots.

When necessary, the College will announce that it is initiating parking bans in specific locations. Campus Security will announce these bans. Please cooperate with the parking bans. Violators of the bans may be subject to towing at the owner's expense.

### **5.05 VAN USAGE GUIDELINES**

Vans will be reserved on a first come-first served basis to members of the Campus community (students, faculty and staff). Anyone wishing to become a van driver must pass a driver safety class administered by Campus Security and pass a motor vehicle record check. Priority group usage and van procedures have been established. Contact the Student Affairs Office for specific guidelines on van usage.

### **5.06 ATTENDANCE**

Saint Joseph's College expects all employees to assume diligent responsibility for their attendance and promptness. Regular attendance of employees is necessary in order to accomplish the work of any department. Continuity of service coverage and production rely on the dependability of staff to be at work on a regular basis. Employees are expected to seek approval of and give notice to their supervisor for time off. If employees need to call in for an unscheduled use of earned time for the day, they shall leave a message directly with their supervisor prior to the start of their scheduled day. Excessive absenteeism is defined as three or more instances of unscheduled use of earned time in a three-month period. If an employee has excessive absenteeism he/she will be placed on absenteeism alert status. Absenteeism alert status means that all time off shall be pre-approved and scheduled in advance directly with their supervisor. If the time off is illness or injury related, the absences will require written notification from a licensed medical practitioner supporting the need for the absence from work.

Absences or instances of lateness covered by an employee's use of approved FMLA leave are not considered grounds for disciplinary action.

It is expected that employees will use their time off in a responsible way keeping unscheduled absenteeism to a minimum.

### **5.07 CONFIDENTIALITY**

We expect all employees to hold in strictest confidence and consider as privileged all business and personal information they may learn about those whom they serve, as well as about other employees. Confidential information should be labeled as such and should be safeguarded when in use and filed appropriately when not in use, and discussed only with those who have a legitimate need to know.

For those employees who handle student records, FERPA guidelines should be strictly followed. FERPA guidelines are available from the Academic Records Office.

For those employees who handle health records, HIPPA guidelines should be strictly followed. HIPPA guidelines are available from the Human Resource office.

### **5.08 DRESS**

Personal appearance and attire help to create and promote the professional, collegiate environment we wish to experience among ourselves and reflect to all who come on campus. Housekeeping, Maintenance, Campus Services and Information Systems personnel are issued departmental shirts and Security personnel are issued uniforms. Professional, business casual dress is expected for all others. Neatness, cleanliness and appropriateness should dictate behavior in this area. If employees have questions, confer with their supervisor or director.

### **5.09 PERSONAL CALLS/PERSONAL MAIL**

Occasionally emergencies and other events occur which require an employee's attention during the working day. Personal calls for local numbers are permitted if they are brief and infrequent. College 800 numbers are for business purposes only. When personal toll calls must be made from work, they shall be charged the employee's home phone. Similarly, only personal mail that has been stamped should be dropped at the mail pick-up sites.

### **5.10 COLLEGE NAME/COLLEGE SEAL**

As a Catholic institution we rely heavily on our good name and reputation. The visible representations of that name, the logo and seal, are copyrighted entities, which may not be used without specific permission from the appropriate vice president. This holds true of College stationary and envelopes as well.

### **5.11 TECHNOLOGY USE POLICY: COMPUTER AND NETWORK FACILITIES**

Saint Joseph's College is committed to providing staff and faculty with electronic communication systems that increase their effectiveness and efficiency. It is important for users to understand that although appropriate security systems are in place, they

should not have an expectation of privacy. All electronic communication systems as well as all information transmitted, received, or stored in these systems is the property of Saint Joseph's College. This includes password protected third party email accounts with service providers such as Yahoo! or Hotmail, which are accessed via the College computer and network facilities. Although the College does not intend to monitor these systems on a regular basis, Saint Joseph's College management reserves the right at any time and without prior notice to examine, copy and disclose as it deems appropriate, the contents of e-mail on a need to know basis, personal file directories and other information stored on Saint Joseph's College computers and network facilities. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists management of the College's information systems. In most circumstances this action will be taken only after it is directed by the combined authorization of the Director of Information Systems, the Human Resource Director and the appropriate Vice President. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Use of SJCnet constitutes acceptance of this policy.

Please see Appendix C.

## **6.00 COMPENSATION**

At Saint Joseph's College employees' total compensation includes: 1) annual base salary, 2) other salary through stipends and overtime, and 3) the value of College benefits such as health, dental, life, long term disability insurance, retirement plan contributions, workers' compensation, social security, Medicare, unemployment insurance and plans such as tuition remission and tuition exchange.

### **6.01 TIME SHEETS**

The College is required to keep accurate records of work time. We request that time sheets be submitted each pay period. Employees are responsible for recording their use of earned time and other time off. Salaried employees shall track their time away in full day increments. This means that salaried employees should charge earned time or other benefit time only if they were away from work for the full day.

Time sheets are due to Payroll by noon on the Friday ending the pay period. Strict adherence to these deadlines is required so that payroll may be processed and forwarded to the College's payroll processing company by their established deadline.

### **6.02 PAY ADJUSTMENTS**

Pay adjustments are usually made to employee's compensation at the beginning of the academic year (September) based on the pay plan approved by the Board of Overseers.

## **6.03 CLASSIFICATION REVIEW**

Within the College, the duties and responsibilities of each job have been carefully evaluated and compared with internal and external pay data. When there is a significant change in the responsibilities of an employee's position, a "classification review" may be in order. The supervisor, with the help of the employee, will develop a new position description. The new description will be compared against other position descriptions at the College, and external market data. If the review of all data indicates that there is a significant change and a new level of responsibility and authority, the position will be reclassified. A reclassification will not always result in a compensation adjustment.

## **6.04 TRANSFER TO A LOWER JOB CLASSIFICATION**

Transfer to a lower job classification may occur for several reasons. For example, an employee may voluntarily transfer to a vacant position that is at a lower job classification. When this occurs, determination of the appropriate compensation will be made on a case-by-case basis. A compensation adjustment (if necessary) will be made to maintain salary equity within the department and across the College.

## **6.05 EMPLOYMENT IN TWO DEPARTMENTS**

With the approval of the area Vice President, supervisor and the Human Resource Director, an employee may take on additional duties for the College. This usually takes the form of coaching or teaching. It is understood, that the additional responsibilities will only be approved if the employee's ability to meet the demands of their primary position are not hindered.

Salaried employees may teach up to one class per semester and one summer session during regular working hours. FDIS distance education classes may be taught at any time. Any variation from this will be considered an exception and will be decided based on the employee's ability to manage primary work demands.

## **6.06 PAYCHECK DISTRIBUTION**

Administrative staff is paid every other Friday for work performed through the previous Sunday. If a payday falls on a holiday, paychecks are dated and distributed on the workday preceding the holiday. Paychecks can be deposited automatically by electronic check deposit into a checking or saving account at a financial institution of the employee's choice. Those employees who do not have electronic check deposit may pick up their check from their department director.

## **6.07 PAYROLL DEDUCTIONS**

Mandatory deductions that are made automatically from the paycheck include federal income tax, state income tax, Medicare and social security (FICA). Optional deductions are made with the employee's approval for health, dental, life premiums, reimbursement accounts, retirement, Saint Joseph's College annual fund, and United Way contributions.

## **6.08 W-2 STATEMENTS**

W-2 Statements indicating total earnings, federal and state tax deductions, and Medicare and social security tax deductions for the year are distributed in late January and are usually not forwarded by the post office. Employees leaving the College or move during the year, should notify the Human Resource Office of their new address.

## **7.00 LEAVING THE COLLEGE**

There are two broad categories of termination, voluntary and involuntary. Most people leave the College through a voluntary termination initiated by the employee--- resignation or retirement. There are also several categories of involuntary separation.

### **7.01 VOLUNTARY SEPARATION**

After the adaptation period is completed, salaried employees wishing to terminate their employment will be expected to give a minimum four-week notice.

Retirement. There is no mandatory age for retirement. Employees provide as much notice as possible to the College if they intend to retire.

Resignation. Resignation is a severance action by which an employee voluntarily severs his/her relationship with the College. Because untimely resignations cause difficulty in operations, employees are asked to give at least the minimum requested notice.

Job Abandonment. Employees who are absent from work for three (3) consecutive working days or more without notice are deemed to have quit. They will be officially separated on the fourth day.

Employees separating from the College will receive final payment no later than the next regular payday following their last day worked. Final payment will include payment through the last day worked and any accrued earned time.

### **7.02 INVOLUNTARY SEPARATION**

Prolonged Mental or Physical Illness. Termination for prolonged mental or physical illness will be based upon medical evidence that the employee is or will be unable to perform the essential functions of his or her position and that all applicable paid leave periods to which the individual is entitled have been exhausted. Termination for this reason will not effect eligibility for disability benefits as described in this handbook, and the College in each case will work within the disability program to ease the burden of termination. The decision to terminate for prolonged mental or physical illness will be

made only after the employee or his or her representative has been informed in writing of the basis of the proposed action.

**Reorganization.** Reorganization may result from program redirection, enrollment changes, lack of funding, staff reduction, or similar circumstances in which a position is eliminated.

**Dismissal for Disciplinary or Performance Reasons.** The following guidelines have been established for all administrative staff employees. They are fundamental in character and are designed for the convenience and protection of everyone. Breach of these guidelines will result in disciplinary action, up to and including dismissal.

Since it is impossible to list guidelines to cover every situation, the absence of an illustration from this list will not be a basis for avoiding disciplinary action when the College believes such action is warranted. The activities prohibited by the College include, but are not limited to, the following:

- Professional incompetence;
- Continued neglect of employment duties;
- Unsatisfactory work performance
- Serious personal misconduct;
- Deliberate and serious violation of the rights and freedom of fellow members of the Saint Joseph's College community;
- Serious violation of professional ethics or criminal statutes;
- Harassment;
- Fabrication of credentials, falsification of employment applications or resumes or any College related pre- or post-employment forms, or any other form of dishonesty;
- Insubordination;
- Reporting to work intoxicated or under the influence of drugs. Any employee under the care of a physician prescribing a specific drug should bring this to the attention of the supervisor;
- Excessive absenteeism or tardiness;
- Altering or making misrepresentations on a time sheet;
- Smoking in an area where smoking is prohibited;
- Defacing or damaging College property;
- Unauthorized possession or use of firearms, fireworks, or any other weapon on College property or while engaged in College business;
- Excessive use of College telephones for personal matters;
- Failure to adhere to safety regulations, including ergonomic work practices and failing to promptly report work-related accidents to the direct supervisor;
- Intentional tampering with fire and safety equipment;
- Failing to maintain confidentiality of employee and College information.

The above mentioned involuntary separation discussion is included here as a guideline and in no way limits the College's policy of employment-at-will, which enables either the employee or the employer to terminate the employment relationship at any time with or without cause, except as expressly provided in writing by one of the four individuals authorized to enter into a contract deviating from this policy.

## **7.03 DISCIPLINARY ACTION**

Saint Joseph's College is committed to treating all employees equitably, and to administering policies, procedures, rules and regulations consistently. When an employee's performance is unsatisfactory, or when an employee violates College policy, appropriate disciplinary action may have to be taken.

The formal discipline process focuses on correcting employee performance. Supervisors are expected to work with employees to:

- ensure that the employee understands the standards and expectations for good performance;
- provide the employee with the opportunity to correct work performance which does not meet the standards of the position;
- address workplace misconduct or policy violations;
- document performance issues and maintain records of actions taken to address performance problems.

The implementation of this policy and procedure should not be construed as preventing, limiting, or delaying the College from taking appropriate disciplinary action against an employee at any point in the procedure, including termination without prior warning, where the College, in its sole discretion, finds such action appropriate.

### Types of Disciplinary Action.

Whenever disciplinary action is warranted, an employee's supervisor may begin disciplinary action using any of the types of discipline listed below, depending on the seriousness of the offense committed.

1. *Employee counseling or oral warning.* The employee is counseled by the supervisor about the employee's performance or conduct following a *minor offense* in an effort to eliminate possible misunderstandings, improve job performance, or to explain what constitutes proper conduct.
2. *Written warning.* The employee receives a written notice of discipline following continued poor job performance or repeated minor offenses. The purpose of a written warning is to make certain that the employee is fully aware of the level of the misconduct the employee has committed, or for those areas of performance that must be improved. The written warning should also

- inform the employee of what is expected, thereby enabling the employee to correct performance problems or avoid a recurrence of the incident.
3. *Final written warning.* A final warning indicates the seriousness of the infraction and is intended to alert the employee that the next step is termination. The employee receives final written notice if sufficient progress in job performance has not occurred after prior counseling or written reprimands following repeated minor offenses, or certain levels of misconduct. A *First and final written warning* may be issued if the supervisor in consultation with the Human Resource Director believes that an offense in the first instance is serious enough to warrant a final written warning.
  4. *Suspension.* If investigation is necessary at any stage during a disciplinary process, an employee may be placed on leave with or without pay pending the results of an investigation
  5. *Termination.* Termination of employment is the greatest penalty the College can impose upon an employee.

#### **7.04 EXIT INTERVIEWS**

Human Resource staff is responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and for arranging the return of College property including:

- Picture Identification Card
- Office keys
- College-issued credit cards
- Any additional College-owned or issued property

A review of the employee benefits, employee rights to benefit continuation and conversion will be discussed. The employee will be asked to complete a questionnaire evaluating their experience at the College and why they are leaving. This information will be reviewed with the Human Resource Director who will share it with the appropriate managers to be used for future planning.

#### **8.00 COMPLAINT RESOLUTION**

Saint Joseph's College recognizes that at times problems and complaints may arise in the workplace. Saint Joseph's College treats employee concerns with respect. They will be given careful consideration and prompt action. Saint Joseph's College will not permit any supervisor, manager, department director or employee to engage in any form of retaliation against an employee who uses this procedure reasonable and in good faith or participates in the complaint resolution process reasonably and in good faith.

Step 1:

Employees who have a concern about policies, procedures, practices or any issue arising in the workplace should express the concern to their immediate supervisor, where practicable. If an employee believes it would be inappropriate to express the concern to the supervisor, he/she may bypass his/her supervisor and seek assistance from the next level of management in the department or the Human Resource Director.

If a satisfactory solution is not reached at this level, proceed to Step 2.

**Step 2:**

If an employee has discussed the concern with his/her immediate supervisor, and it is not resolved to his/her satisfaction, the concern should then be presented to the next level of management to seek resolution. If a satisfactory solution is not reached at this proceed to Step 3.

**Step 3:**

The problem will then be presented in writing to the Human Resource Director who will further attempt to resolve the matter. In the event the problem is still not resolved at this proceed to Step 4.

**Step 4:**

The problem will be referred in writing to the President who will make the final decision in this matter.

## **9.00 MISCELLANEOUS**

### **9.01 COPYRIGHTED MATERIAL**

Federal copyright law strictly governs the use of copyrighted material. Guidelines for copyright laws are available in the bookstore and library.

## **10.00 BENEFITS**

The College provides a full benefit package. Please note that the summary information given below is for quick reference only. To the extent that the descriptions conflict with state or federal law, state or federal law shall govern, and to the extent that the information conflicts with any benefit plan documents, the plan document will govern. More detailed information may be found on the Human Resource page of the College's website.

## **10.01 NON-ERISA STATUS**

The primary law that regulates benefits offered by many employers is ERISA (Employee Retirement Income Security Act). The College is exempted from ERISA because its plans have church plan status. This means that the College offers NON-ERISA plans.

## **10.02 MEDICAL INSURANCE**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff  
Effective: First of the month coincident with or following the date of hire.

The College provides medical insurance to employees and their immediate family. Coverage is contributory; full-time employees share the cost of the premium and regular part-time administrative staff pays the full group premium. The College offers an open enrollment period during December of each year. Employees may elect or change coverage during this time or, under specified federal guidelines, throughout the year.

## **10.03 DENTAL INSURANCE**

Eligibility: Regular full-time administrative staff, and regular part-time administrative staff  
Effective: First of the month coincident with or following the date of hire.

The College provides dental insurance to employees and their immediate family. Coverage is contributory; full-time employees share the cost of the premium and regular part-time administrative staff pay the full group premium. The College offers an open enrollment period during December of each year. Employees may elect or change coverage during this time or, under specified federal guidelines, throughout the year.

## **10.04 BASIC LIFE INSURANCE**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff  
Effective: First of the month coincident with or following the date of hire.

The benefit is a \$20,000 term life insurance policy carried in the employee's name. Coverage is non-contributory (the total premium is paid for by the College) for full-time employees. Regular part-time administrative staff may elect this coverage and pay the full group premium. The basic coverage also has an AD&D rider that may increase the benefit if there is an accidental death or dismemberment

## **10.05 SUPPLEMENTAL LIFE INSURANCE**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff  
Effective: First of the month coincident with or following the date of hire.

Employees may elect supplemental life insurance coverage in \$10,000 increments up to seven times their basic annual earnings rounded to the next higher \$10,000, to a maximum of \$520,000. At time of hire any amounts below \$150,000 are guaranteed but amounts

above that are subject to satisfactory evidence of insurability. Further information is available at Human Resource site on the web page.

## **10.06 CAFETERIA PLAN**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff.

Effective: First of the month coincident with or following the date of hire.

The College offers a cafeteria benefits plan under Section 125 of the Internal Revenue Code of 1986 to enable eligible employees to pay their share of health and dental insurance premiums on a pre-tax basis, and to offer medical and dependent care reimbursement account options. (See Flexible Spending Accounts in next section.)

Cafeteria Plan Status requires that eligible employees make an annual election to participate in the pre-tax reduction of their salary for health and dental insurance.

## **10.07 FLEXIBLE SPENDING ACCOUNTS**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff

Effective: First of the month coincident with or following the date of hire and January 1<sup>st</sup> of each subsequent year.

Saint Joseph's College offers tax-exempt spending accounts for dependent care and medical reimbursement. These accounts allow employees to put money aside pre-tax to pay for eligible expenses. The College sets a maximum annual contract of \$2,000 for medical reimbursement and \$5,000 for dependent care reimbursement.

## **10.08 LONG TERM DISABILITY INSURANCE**

Eligibility: Regular full-time administrative staff.

Effective: First of the month coincident with or following the date of hire.

Subject to exceptions and limitations contained in the Group Long Term Disability Insurance Program booklet distributed to employees, the College's Disability Insurance Plan covers regular, full-time employees. The College pays the full cost of this plan. The plan has a 180-day waiting period. It provides 60% of basic monthly earnings to a maximum benefit of \$5,000 per month.

## **10.09 PAID TIME OFF BENEFITS**

The College offers several time off benefits. Each paid time off benefit is described below.

## **10.10 HOLIDAYS**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff.

Effective: First day of employment

The College observes 11 holidays each year. They are:

New Year's Day	Labor Day
Martin Luther King Jr. Birthday	Columbus Day
Presidents Day	Thanksgiving Day
Good Friday	Thanksgiving Friday
Memorial Day	Christmas Day
Independence Day	

Salaried employees will be paid their regularly scheduled day.

### **10.11 EARNED TIME**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff

Effective: First day of employment

#### **Salaried Employees:**

Accrual rates are per pay period.

<u>Category</u>	<u>Accrual Rate</u>	<u>Maximum Earned Time Balance</u>
FULL- TIME	1.15 days /pay period	30 days
<b>PART-TIME</b>		
24 hour position	.40days/ pay period	16 days
27 hour position	.88days/pay period	23 days
30 hour position	.99 days/pay period	25days

Once an employee has reached the maximum Earned Time balance, the accrual will be suspended until the balance falls below the maximum. A maximum of 24 days for full-time employees and 16 days for part-time employees may be carried over into the new fiscal year. (The fiscal year ends on June 30.) For full-time employees, unused earned time above these amounts will be converted into LTI (See Long Term Illness).

Employees should plan time off only when they have enough earned time to cover their absence.

## **10.12 LONG TERM ILLNESS (LTI)**

Eligibility: Regular full-time administrative staff

Effective: First day of employment

Regular full-time administrative staff are eligible to participate in the Long Term Illness plan. Long Term Illness is a sick pay benefit that is meant to accrue over time to fill in the gap between the use of Earned Time and the qualification for Long Term Disability benefits. For each leave period there is a five-workday waiting period. During this waiting period, work time missed will be charged to the Earned Time. LTI benefit will begin on the sixth workday for work time missed.

LTI will accrue at the following rates per pay period:

Employed: 0-6 years: .846 days/pay period to a maximum benefit of 130 days

Employed: 7+ years: 1.26 days/pay period to a maximum benefit of 130 days

As a sick time benefit, long-term illness will not be paid out upon separation from service.

*Example 1:*

Ms. X will be out for surgery for 8 weeks. She qualifies for medical leave. Provided that the balances in her Earned Time and LTI benefit accounts are adequate, her medical leave will be paid as follows:

- This first five days will be charged to her earned time account.
- The next seven weeks will be charged to her LTI account. (If LTI balance is insufficient, her earned time account will be charged after the LTI is depleted.)

*Example 2:*

Ms. X has been diagnosed with an illness that will have her out of work for an unknown period of time. Her medical leave will be paid as follows:

- The first five days will be charged to her earned time account.
- The subsequent weeks will be charged to her LTI account until that is depleted.
- The remaining weeks charge to her earned time account until that is depleted.
- After week twenty-six (26), if eligible she will be placed on Long Term Disability otherwise she will continue to charge her earned time balance until it is depleted.

LTI balances will be reinstated for employees who are rehired or return to full time status within six months.

## **10.13 BEREAVEMENT LEAVE**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff

Effective: First day of employment

Any regular full-time or regular part staff may take up to five (5) working days of bereavement leave upon request. This leave is to be used to make arrangements for and to attend services for an immediate family member. (Immediate family member is understood to include mother, father, spouse, child, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, stepchildren, any minor child for whom the employee is standing in loco parentis; and any relative or significant other living in the household of the employee. Bereavement days are meant to be taken consecutively.

One (1) day may be taken to attend the funeral of other relatives of the employee or for any friend living in the household. If additional time is required, earned time may be used.

## **10.14 FAMILY MEDICAL LEAVE**

Both the Federal government and the State of Maine have passed laws defining family medical leave benefits. The eligibility and benefits for each plan differ slightly. When an employee is considering a leave, the Human Resource Office will review both family leave benefits with him/her to determine and explain which will apply and why. The Leaves will generally run concurrently. Below, please find summaries of both leaves.

### **Federal**

#### *Eligibility*

To qualify for Federal family medical leave, an employee:

- (1) must have worked for Saint Joseph's College for at least one year prior to the commencement of the leave, or
- (2) must have worked 1250 hours for Saint Joseph's College during the 12 month prior to the commencement of the leave, and must not have already used 12 weeks of Family Medical Leave during the past 12 months.
- (3) After a 12-month period following the completion of an FMLA leave, an employee is eligible for another FMLA leave. The FMLA 12-month eligibility period means that the 12-month period measured forward from the date on which the employee's earlier leave began.

#### *Benefit*

Up to 12 weeks of unpaid leave for

1. the birth of the employee's child or the adoption or commencement of foster care by the employee of a minor child;
2. to care for the employee's spouse, parent, or a son or daughter (including stepchild, foster child, or child of an employee standing in loco parentis) who has a serious health condition;
3. for an employee's serious health condition that makes the employee unable to perform the essential functions of his/her position.

During a Family Medical Leave, Saint Joseph's College will maintain an employee's basic life insurance coverage and make payment arrangements with the employee to continue health, dental, flexible spending accounts and supplemental life insurance. The College's contribution to the 403(b) retirement plan will be made on the same terms and conditions as before the leave. Earned time and LTI accruals are not earned during FMLA leave. Holiday pay will only be granted if the employee on FMLA is in a paid status(collecting ET or LTI).

## **Maine**

### *Eligibility*

To qualify for Maine Family Medical Leave, an employee:

- 1) must have worked for Saint Joseph's College for 12 consecutive months prior to the commencement of the leave, and
- 2) must have worked two years since the end of a previous family medical leave.

### Benefit

Up to 10 unpaid consecutive weeks for:

- 1) A serious health condition of the employee, or the employee's child, parent, or spouse
- 2) the employee's adoption of a child age sixteen or younger.

During a Family Medical Leave, Saint Joseph's College will maintain an employee's health and life insurance coverage and the College's contribution to the 403(b) retirement plan on the same terms and conditions as before the leave. Earned time and LTI accruals are not earned during FMLA leave. Holiday pay will only be granted if the employee on FMLA is in a paid status(collecting ET or LTI).

### Procedure

When the leave is foreseeable, an employee must provide 30 calendar days advance notice by submitting a "Request for Family or Medical Leave" form to the Human Resource Director for approval. Saint Joseph's College may require medical certification (1) to support a request for leave because of a serious health condition of the employee or family member as specified above, and (2) to confirm an employee's fitness to return to work. The request for leave may be denied if the advance notice and medical certification requirements are not met.

A Federal FMLA leave may be taken all at once or on an intermittent or part-time basis. There is no intermittent leave under the Maine Act. In order to accommodate FMLA, the Human Resource Director, in collaboration with the appropriate Vice President, may temporarily alter an existing position or transfer the employee to an alternative position with equivalent pay and benefits.

Upon return from a Family Medical Leave, Saint Joseph's College will restore the employee to the employee's original position or an equivalent position, unless (a) the employee, with or without reasonable accommodation, cannot safely perform the essential functions of a position to which the employee may be restored, or (b) the employee would have ceased working for Saint Joseph's College if no leave had been taken.

Further details about Family Medical Leaves may be obtained from the Human Resource Office.

#### **10.15 COLLEGE MEDICAL LEAVE**

Eligibility: Regular full-time administrative staff

Effective: First day of employment

This is an unpaid leave with a maximum duration of six (6) consecutive months. Beyond the provisions of the Family Medical Leave Act, an employee who has medical certification of a continued serious health condition may apply for an extended medical leave. Such leaves will be evaluated against institutional needs, length of requested leave and budgetary constraints. The College will have sole discretion in determining if an employee's position will or will not be held for the duration of the leave. If available, administrative staff may use earned time and/or long-term illness benefits.

#### **10.16 JURY DUTY AND APPEARANCE WITNESS LEAVE**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff.

Effective: First day of employment

Employees who, during their regular working hours, actively serve on jury duty or are under subpoena as a witness, when not a principal, continue to receive their regular pay. When requesting jury duty pay, employees should attach a copy of their subpoena to their time sheet. Employees shall return to work within a reasonable time on days released from such duty.

Any employee appearing on behalf of the College before a court, legislative committee, or judicial or quasi-judicial body will also be excused with pay.

#### **10.17 MILITARY LEAVE**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff

Effective: First day of employment

*Reservists and members of the National Guard.* Employees serving in the reserve or National Guard will be granted military leave to enable them to attend training as

reservists or guard members. Regular employees will be eligible for unpaid leave for up to ten days of training leave each year.

*Active Duty.* *Active Duty.* Employees entering active duty either voluntarily or through the draft will be granted unpaid leave. Upon completion of service, those employees who satisfy the reporting, notification, reapplication, and honorable service provision of USERRA will be accorded the reemployment and benefits rights as provided by USERRA. In general, you must return to your regular work schedule without delay.

Although benefits will not accrue while an employee is in the service, the employee will not lose any seniority and time spent on active duty will be treated as if continuously employed and given credit for vesting and benefit accrual purposes. Saint Joseph's College will not make contributions to the retirement account during a military leave, but upon return to work the College will contribute amounts not contributed during the leave.

Employees on military leave for more than 31 days are permitted to elect, through COBRA, to extend all health and dental plan coverage for themselves or covered dependents for up to 18 months from the date the military absence begins. Regulations require that all other benefits be continued for employees on military leave to the same extent they are continued for employees on other types of leave. This means that for employees on military leave, the College will make payment arrangements to continue health, dental, flexible spending accounts and supplemental life insurance until the employee is eligible to receive COBRA benefits. The College will allow the employee to choose to use his/her earned time to cover some of the unpaid leave time. The College will continue to pay the basic life premiums.

Employees who will require leave are expected to show their orders to the Human Resource Director as soon as they are received.

## **10.18 PERSONAL LEAVE**

Eligibility: Regular full-time administrative staff

Effective: Three (3) years of service

An employee who wishes to take time off to further their education, for public service for a specified period, or needs additional time to care for a dependent child, spouse, parent or household member for an extended period of time beyond the provisions of family medical leave, may request a leave for this purpose. This is an unpaid leave, which may be granted for up to 12 months. The College will have sole discretion in determining if an employee's position will or will not be held for the duration of the leave.

## **10.19 VIOLENCE LEAVE**

Eligibility: Regular full-time administrative staff and regular part-time administrative staff

Effective: First day of employment

An employee who is a victim of violence, or any act that would support an order for protection may have necessary leave without pay to:

- Prepare for and attend court proceedings;
- Receive medical treatment; or attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse; or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

Such leave are subject to reasonable notification to the College and be granted only if the College would not sustain undue hardship from the employee's absence.

## **10.20 TUITION REMISSION**

Eligibility: Regular full-time administrative staff

Effective: Employees: six months of full time continuous service or its equivalent in prior continuous part time service

Dependents: one year of continuous full time service by sponsoring employee or its equivalent in prior continuous part time service.

Service requirements must be met by the beginning of the semester in which an employee requests tuition remission (entering semester).

### Employee Undergraduate Benefit:

Employees requesting the benefit must be academically qualified and may attend classes at Saint Joseph's College on a space available basis during non-working hours (or during working hours with written approval of their supervisor). A limit of one classroom based course per semester or a combination of Graduate and Professional Studies and 4-year College courses that add to three courses per academic year may be taken under these circumstances. The charge for tuition is waived, but the employee is responsible for any book charges or incidental fees. Continued participation in this plan requires that the employee remain current with all fees and charges other than tuition.

### IRS Dependent Undergraduate Benefit:

After twelve months of continuous full time service or its equivalent at the College, a full-time employee's spouse, and/or dependent children are eligible to attend classes at the College as long as the employee's full-time employment continues. The customary admission procedures apply. Dependent children are defined for this purpose as those claimed on federal income tax forms. Tuition is waived but the employee is responsible for all book charges and other incidental fees. IRS dependent undergraduate tuition remission is a tax-free benefit to the sponsoring employee. Continued participation in this plan requires that the dependent remain current with all fees and charges other than tuition. All dependents participating in this plan are considered sponsored by the full-time employee. Should a dependent fail to pay the incidental fees, the sponsoring

employee will be held responsible. No additional family participation will be allowed until all fees are paid.

The College requires that applicant's applying for tuition remission for full time study apply for federal and state grants. These grants, if any, will be used first toward the tuition costs. The tuition remission benefit will cover the remaining tuition. To apply for these grant programs interested employees will have to complete the Free Application for Federal Student Aid (FAFSA). Information on the FAFSA and how to submit the form is available at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Use our Title IV Code, 002051, to have the information sent to the College

**NON-IRS Dependent Undergraduate Benefit and Employee Graduate Benefit:**

After twelve months of continuous full time service or its equivalent at the College, a full-time employee's natural or adopted child under the age of 30 is eligible to attend classes at the College as long as the employee's full-time employment continues. The customary admission procedures apply. Effective, September 1, 2003, this benefit will be set at 90% of the current tuition cost after grants and is a taxable benefit. The amount of the tuition will be added to sponsoring employee's gross pay and taxes withheld.

Sponsoring employees are advised that additional federal and/or state tax liability may remain at the end of the year. Continued participation in this plan requires that the child remain current with all fees and charges other than tuition. All children participating in this plan are considered sponsored by the full-time employee. Should a child fail to pay the incidental fees, the sponsoring employee will be held responsible. No additional family participation will be allowed until all fees are paid

The College requires that tuition remission recipients apply for federal and state grants. These grants, if any, will be used first toward the tuition costs. The tuition remission benefit will cover the remaining tuition. To apply for these grant programs interested will have to complete the Free Application for Federal Student Aid (FAFSA). Information on the FAFSA and how to submit the form is available at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Use our Title IV Code, 002051,to have the information sent to the College

**10.21 TUITION EXCHANGE**

Eligibility: Regular full-time administrative staff

Effective: CIC and CCCTE: one year of full time continuous service or its equivalent in prior continuous part time service.

TE: four years of continuous full time service by sponsoring employee or its equivalent in prior continuous part time service.

Service requirements must be met by the beginning of the semester in which an employee requests tuition remission (entering semester).

The College is a member of three national scholarship exchange programs for institutions of higher education: the Tuition Exchange Inc. (TE), the Council of Independent Colleges (CIC) and the Catholic College Cooperative Tuition Exchange (CCCTE). Through these organizations tuition reimbursement for the dependent children of full time college employees is available at over 350 colleges, most of which are private.

Each member institution determines eligibility criteria for students it "exports," and also sets criteria, for those students who are accepted or "imported." Member institutions, according to their own criteria award TE, CIC and CCCTE scholarships. Either the sponsoring institution, or in the case of Tuition Exchange, Inc. the governing organization, sets the amount of its scholarship.

**The deadline for employees to submit tuition exchange applications for consideration for any academic year is September 30<sup>th</sup> of the prior year.** For example, if an employee's child is applying for college acceptance for next fall, the tuition exchange application is due in Human Resource Office by the previous September 30th. Applications submitted after that date will be reviewed on a cases by case basis.

## **1. CIC**

Eligibility The program is available to full time administrative staff who have completed one year of uninterrupted full-time service (or its equivalent) with the College by their date of application. Employees must continue to be employed full time by Saint Joseph's College for the full duration of the tuition exchange period in order for the benefits to continue.

Children or stepchildren of the employee who meet IRS dependency requirements are eligible to apply. If questions arise, the Tuition Exchange Committee, which consists of the Human Resource Director, Financial Aid Director, Vice President for Enrollment Management and the College Liaison Officer will determine the eligibility of dependent children by utilizing the IRS dependency requirements.

The scholarships are limited to full-time undergraduate study for the nine-month on-campus program only. They are not available for part-time study, graduate school, summer session, intersession, external degree or study abroad.

Duration and Coverage The College does not restrict the number of exports authorized under this program. A student may receive up to 8 semesters of tuition benefit. Authorization is granted on a year-by-year basis. Students renewing their CIC scholarship must meet College eligibility guidelines anew each year and be re-certified by the Tuition Exchange Committee.

## **2. TE**

Eligibility The program is available to full time administrative staff who have completed four years of uninterrupted full time service (or its equivalent) with the

College by their date of application. Employees must continue to be employed full time by Saint Joseph's College for the full duration of the tuition exchange period in order for the benefits to continue.

Only natural and legally adopted children of the employee that meet IRS dependency requirements are eligible to apply. If questions arise, the Tuition Exchange Committee will determine the eligibility of dependent children by utilizing the IRS dependency requirements. The scholarships are limited to full time undergraduate study for the nine-month on-campus program only. They are not available for part-time study, graduate school, summer session, intersession, external degree or study abroad.

**Duration and Coverage** Because the College must balance the number of TE students it "exports" with those it "imports" or enrolls at the College, there may be a limited number of export scholarships available. The maximum individual TE benefit will be four semesters. The College has established the following guidelines for awarding Tuition Exchange eligibility:

- 1) Only one child per family can be eligible at the same time
- 2) Seniority of employee-length of service at Saint Joseph's College
- 3) Priority to seniors, juniors, sophomores then first year students

Students renewing their TE scholarship must meet College eligibility guidelines anew each year and be re-certified by the Tuition Exchange Committee.

### **3. CCCTE**

**Eligibility** The program is available to full time administrative staff who have completed four years of uninterrupted full time service (or its equivalent) with the College by their date of application. Employees must continue to be employed full time by Saint Joseph's College for the full duration of the tuition exchange period in order for the benefits to continue.

Children or stepchildren of the employee who meet IRS dependency requirements are eligible to apply. If questions arise, the Tuition Exchange Committee, which consists of the Human Resource Director, Financial Aid Director, Vice President for Enrollment Management and the College Liaison Officer will determine the eligibility of dependent children by utilizing the IRS dependency requirements.

The scholarships are limited to full-time undergraduate study for the nine-month on-campus program only. They are not available for part-time study, graduate school, summer session, intersession, external degree or study abroad.

**Duration and Coverage** The College does not restrict the number of exports authorized under this program. A student may receive up to 8 semesters of

tuition benefit. Authorization is granted on a year-by-year basis. Students renewing their CCCTE scholarship must meet College eligibility guidelines anew each year and be re-certified by the Tuition Exchange Committee.

## **10.22 RETIREMENT**

### **COLLEGE PARTICIPATION**

Eligibility: Regular full-time administrative staff

Effective: One year of credited service

Saint Joseph's College offers an IRS Section 403 (b) defined contribution pension plan to regular full-time employees. Please note that the summary information given below is for quick reference only. To the extent that the descriptions conflict with state or federal law, state or federal law shall govern, and to the extent that the information conflicts with any benefit plan documents, the plan document will govern. After the completion of a one-year waiting period, the College contributes the equivalent of five percent (5%) of base salary. Employees are offered a variety of investment vehicles. Investment options include the combination of a fixed account and variable account annuities. The actual investment options and requirements are determined by the individual company contract. The plan currently provides contracts with TIAA-CREF and VALIC. By completing, signing and filing an approved plan enrollment form from TIAA-CREF or VALIC and returning it to the Human Resource Office, an employee makes an election to participate in the plan.

### **INDIVIDUAL PARTICIPATION**

Eligibility: All administrative staff.

Effective: First day of employment

Participation is voluntary. The amount that an employee may choose to contribute individually is subject to a maximum exclusion allowance calculation pursuant to IRS guidelines. This calculation, done at the time of enrollment, is performed to ensure that a salary reduction request is within all IRS guidelines. An employee makes an election to participate in the plan by completing, signing and filing an approved Plan enrollment form from TIAA-CREF or VALIC and returning it to the Human Resource Director.

## **10.23 SOCIAL SECURITY AND MEDICARE**

Eligibility: All administrative staff

Effective: First day of employment

With few exceptions, which are explained to the individuals to whom they apply, both Saint Joseph's College and each employee pay an equal amount of tax for Social Security and Medicare as defined by the Federal Insurance Contributions Act (FICA). The FICA taxes are comprised of two separate taxes. These taxes provide social security and

Medicare benefits. Social Security benefits include income, disability, survivor, disability and, in some instances, dependent benefits. Medicare, the hospital insurance portion pays for hospital and some medical benefits.

## **10.24 UNEMPLOYMENT COMPENSATION**

Eligibility: All administrative staff

Effective: First day of employment

Unemployment compensation coverage is provided as required by the State of Maine.

## **10.25 WORKER'S COMPENSATION**

Eligibility: All administrative staff

Effective: First day of employment

The Maine Worker's Compensation Act protects employees against accidental injury and/or illness occurring in or arising out of the workplace.

When an employee is injured while performing assigned job duties, an Injury Report must be completed within 24 hours. This report is to be completed by the injured employee or, if necessary, a co-worker or supervisor who witnessed the injury. Failure to give notice or to accept medical services may deprive the employee the right to Worker's Compensation payments.

### *Accident Reporting Procedure*

1. Evaluate incident for the necessity of medical attention.
  - For immediate medical attention contact Security at ext. 7911 or Health Services at ext. 6633
  - For non-emergency incidents contact the Human Resource Office.
2. Complete an incident/accident report form. The affected employee should complete this form if possible. If not, any witness to the incident should complete the required information. This report must be submitted to the Human Resource Office within 24 hours.
3. Complete the Accident Investigation Report. The supervisor should investigate the incident to identify the possible factors that might have contributed to the incident. This report should be submitted to the Human Resource Office as soon as the information has been gathered, but no later than 72 hours after the incident
4. The Human Resource Office will refer all work-related injuries to the College's Preferred Provider Physician for evaluation. Employees must avail themselves of this medical referral within the first ten days following notice of injury.
5. The Human Resource Office will work with an injured employee to coordinate lost time wage payments, medical treatment, and work accommodation.



## **APPENDIX A**

### **PROCEDURE FOR THE RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS**

In order to provide an internal mechanism for employees and students to resolve complaints of sexual harassment, the College provides the following procedures.

#### **PROCEDURE**

##### **Sexual Harassment Officers**

Saint Joseph's College has appointed three sexual harassment officers. They are the Vice President for Student Affairs, the Human Resource Director and an appointed faculty member. The identity and telephone numbers of these officers are posted on conspicuous bulletin boards across campus and are identified in the annual mailing of the College's sexual harassment statement.

##### **Initial Complaint**

A complaint may be brought to any of the College's sexual harassment officers. The person to whom the complaint is brought will counsel the complainant as to his/her rights under the law, explain College policy, and describe the informal and formal complaint procedures. The complainant will be advised that the complaint will be kept in confidence to the extent practicable and appropriate under the circumstances. He/she will also be advised that once an officer hears a complaint, the College is bound to address it. An individual reporting sexual harassment should be aware that the College may because of the facts of the situation decide it is necessary to take formal action to address the harassment even if the complainant does not want to move forward with a formal procedure. The decision to do so shall be discussed with the complainant in advance.

After hearing the complaint, the sexual harassment officer will determine the best strategy to stop the behavior. Some situations are minor and may be corrected by informal procedures such as coaching the complainant on possible tactics they may take to stop the behavior. Others will require following a formal complaint procedure.

##### **Informal Procedure**

Informal procedures are aimed at *stopping the behavior* rather than determining culpability or intent.

- The complainant will file a complaint with a sexual harassment officer. The complaint will be in writing.
- The complainant will, after consultation with a sexual harassment officer, decide which informal strategy they believe will work. Some informal strategies include;

- telling the person that the behavior is unwelcome and to stop,
- writing the person a letter telling them that his/her behavior is unwelcome and to stop,
- sending a copy of the sexual harassment policy with a note asking the person to stop the offensive behavior.
- Appropriate follow-up will be established by the officer and agreed to in the initial meeting. The purpose of the follow up is to determine if the action taken was successful in stopping the alleged harassment. Upon conclusion of the follow up, the officer will summarize the incident, intervention and results in a written report.
- If a satisfactory resolution is not achieved, the complainant has 10 days from the date of the written report to file a formal complaint.

### Formal Procedure

An complainant may choose to file a formal complaint immediately. A formal complaint is filed by following the procedure outlined below.

**Step I:** A written and signed complaint of sexual harassment, stating precisely and clearly the facts, shall be submitted to a sexual harassment officer as soon as possible following the alleged harassment incident. The complainant may submit this written and signed complaint or the sexual harassment officer, following an interview with the complainant, may draft the complaint. If written by the sexual harassment officer, the complainant must sign the complaint indicating that the statement is a fair and complete representation of the complaint that was presented to the sexual harassment officer.

### **Step II:**

All complaints involving employees will be reviewed with the Human Resource Director. The Director will decide which of the three sexual harassment officers shall promptly investigate the complaint. The investigating officer shall be responsible for maintaining and keeping all records and appropriate documentation during the investigation. The investigation may include interviews with the parties involved and/or with individuals who may have observed the alleged conduct or may have relevant knowledge. The investigation may also involve reviewing written documentation and observing the site of the alleged harassment. The investigation will be handled with sensitivity, and confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

### **Step III:**

If necessary, one or more of the sexual harassment officers shall hear and consider testimony and other relevant reliable evidence, to make findings of fact, to determine

whether the College's policy on sexual harassment has been violated. In determining whether the alleged conduct constitutes sexual harassment, the sexual harassment officer will look at the record as a whole and at the totality of the circumstances, such as the nature of the complaint and the context in which the alleged incident occurred. In cases involving employees, the officers shall submit a written summary report to the Human Resource Director. The Director will then review the case and include recommended disciplinary action and submit the report to the President. The President will make the final decision on disciplinary action. In cases involving students, the officers will submit a written report to the Vice President for Student Affairs who will process the finding according to the student handbook.

Use of these procedures does not preclude an employee or student from seeking recourse through the appropriate State or federal agencies at any time. A charge may also be filed with the Maine Human Rights Commission (MHRC). The charge should state the facts and circumstances underlying the allegation of sexual harassment, and it must be filed within six months of when the harassment occurred. It is unlawful for anyone to be punished or penalized for 1) exercising his or her right to be free from sexual harassment; 2) filing a charge in good faith with the MHRC; or 3) testifying in good faith in any matter before the MHRC. The MHRC can be contacted by telephone at 289-2326, or by mail at Station 51, State House, Augusta, Maine 04333.

No employee or student shall be subject to retaliatory action for participating in this procedure. Words or behavior that punish a person for filing a complaint are illegal. False and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action up to and including termination of employment.

## **APPENDIX B**

### **DRUG-FREE SCHOOLS AND WORKPLACE POLICY**

The College believes that illegal drugs and the abuse of alcohol have no place in the College environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring certification by federal grantees of a drug-free workplace; and the Drug-Free Schools and Communities Act Amendments of 1989 requiring institutions of higher education receiving federal funds to certify adoption and implementation of programs to prevent possession, use or distribution of illicit drugs and alcohol by students and employees.

For these reasons, the College adopted the following policy:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace at Saint Joseph's College. This prohibition is a condition of employment with Saint Joseph's College. Violations of this policy will result in disciplinary action up to, and including, termination of employment.
2. Employees must report any conviction under a criminal drug statute for violations occurring on the College campus within 5 days.
  - After learning of such a conviction from the employee or from another source, the College has 10 days to report the conviction to the Federal Agency funding any program in which the employee participates.
  - The College, through the President, will determine within 30 days if the charges warrant any action taking into consideration the interests of the campus community, the rights of the individual, and personnel guidelines. The action may include disciplinary action up to and including termination. It may require satisfactory participation in an approved substance abuse or rehabilitation program. If participation in a rehabilitation program is required, the College expressly reserves the right to require as a condition of continued employment the successful completion of a planned program of recovery from the identified substance abuser. This plan, which will be in writing, may stipulate that failure to fully participate in the programs or meetings required therein, or to satisfactorily complete the requirements of the plan may result in termination of employment.
3. The College recognizes alcohol and drug abuse as treatable health problems that should receive the same consideration and offer of assistance extended to employees having any other health problem. The employee's ability to perform his/her employment responsibilities will be determined on an individual basis.

- The Human Resource Office maintains a list of local agencies that offer assistance from a trained professional for issues of drug dependency issues, treatment, and/or referral.
  - Saint Joseph's College's health insurance program has provisions for coverage of both inpatient and outpatient drug dependency and alcohol dependency treatment for both employees and dependents.
  - The College will provide time off, consistent with the College's Family Medical Leave policy, for employees who wish to or are required to undertake inpatient drug dependency treatment.
4. The College commits to continuing efforts to heighten awareness of the dangers of drug abuse in the workplace; to maintaining information on available drug counseling, rehabilitation and to uphold the College's policy of maintaining a drug-free workplace.
  5. The College shall make a good faith effort to continue to maintain a drug-free environment through the implementation of this policy, and ensure that all new employees are informed of the policy.

## **APPENDIX C**

### **TECHNOLOGY USE POLICY: COMPUTER AND NETWORK FACILITIES**

Saint Joseph's College provides computer and network facilities as shared resources that support and facilitate the teaching, research and administrative functions of the College. The computer and network facilities of the College include, but are not limited to the Internet, e-mail, database and file sharing of documents such as word processing and spreadsheets. The College network facilities include servers, disk storage space, modems, communication lines and all forms of operating software that are owned by the College. The computer and network facilities are a College community resource. Use by students, administrators, faculty and staff and other members of the College community is encouraged and is a right that is accompanied by corresponding responsibilities to use them in an appropriate manner.

All electronic communication systems as well as all information transmitted, received, or stored in these systems is the property of Saint Joseph's College. Internet messages are public communication and are not private. This includes password protected third party email accounts with service providers such as Yahoo! or Hotmail, which are accessed via the College computer and network facilities. Although the College does not intend to monitor these systems on a regular basis, Saint Joseph's College management reserves the right at any time and without prior notice to examine, copy and appropriately disclose the contents of e-mail, personal file directories and other information stored on Saint Joseph's College computers and network facilities. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists management of the College's information systems. In most circumstances this action will be taken only after it is directed by the combined authorization of the Director of Information Systems, the Human Resource Director and the appropriate Vice President.

a.) Responsibilities when using SJCnet include:

Computer Accounts: Employees will use only those computer accounts that have been issued to them or authorized for their use by the Information Systems Department. The unauthorized use of another person's account, as well as providing false or misleading information for the purpose of obtaining access to computer and network facilities is prohibited. Employees are the only person authorized to use an account issued to them. Employees may not authorize anyone to use their account for any reason.

Employees are responsible for all usage on their account. They must take all responsible precautions, including password maintenance and file protection measures to prevent use of their account by unauthorized persons. Employees should change their password regularly and keep it secure. If anyone other than the account owner is found using an account, the owner and user shall be subject to disciplinary action. However, a supervisor may gain or grant access to an account to ensure uninterrupted workflow.

- b). SJCnet use consistent with one's objective as administrator, student, staff or faculty member.

Saint Joseph's College provides SJCnet access to administrators, students, faculty and staff for their use pertaining to the College's business. It also provides SJCnet access incidentally for personal purposes, so long as those purposes do not violate College policy or adversely affect others. However personal use should not interfere with Saint Joseph's College operations, nor should it cause any harm or embarrassment to the College. Any personal use is expected to be on the employee or user's own time and is not to interfere with the person's job responsibilities. The SJCnet is not to be used to cause any harm to any individual or computer facility. Users must apply the highest level of ethical conduct when using the College's computer network and facilities.

The College has a limited amount of computer resources available. These will be provided for use to the College community to the greatest extent feasible. Please be considerate when using these facilities. Priority for use will be given to those performing academic duties and other College functions. Employees must relinquish any resources that are not being used for College business in favor of an individual who needs the resources for College purposes.

- c.) Respect the privacy of others:

Each computer user must respect the rights of others. Federal law protects the privacy of users of electronic communications. Invasion of privacy can take many forms, often inadvertent or well intended. Use of the SJCnet should not violate the privacy of others.

Employees may not access or copy any files or directories, including hard copy, belonging to another user without clear authorization from that user. Altering another's user files, system files or software without permission is considered vandalism and destruction of property.

- d) Handling potentially offensive material:

The use of computer messages, e-mail, or other mechanisms for the purpose of harassing other users, as well as the displaying of graphic material of an obscene nature on public systems is prohibited.

e) Not to harass anyone:

Saint Joseph's Harassment Policy and Procedures apply also to SJCnet use. Sending offensive mail or messages may constitute harassment and is in violation of the intended use of the computer and network facilities.

f) Not to modify or reconfigure the software or hardware of any College computer or network facility:

Users are not to modify the hardware, operating system, or application software of a College computer or network facility unless specific permission has been given to do so by the Information Systems Department. The other users with whom an employee shares the machine, and the technicians, on whom he/she may rely for support, are expecting to find it set up exactly the way they left it.

g) Not pirating copyrighted software or related material:

Many programs and related materials such as documentation, are owned by individual users or third parties, and are protected by copyright and other laws, together with licenses and other contractual agreements. Employees must abide by these restrictions, because to do otherwise is a crime. No one shall copy, install or use any software or data files in violation of applicable rights or license agreements. The College's software is copyrighted and licensed software. This rule forbids making unauthorized copies, for use off-campus, of software residing on the College's computer. It also forbids installing or using pirated software on the College's computer.

h) Academic Honesty:

All members of the Saint Joseph's College community are expected to adhere to the principles of academic honesty central to the College's mission. Plagiarism, collusion, misrepresenting one's own work, or collaborating in the misrepresentation of another's work are contrary to the traditions and goals of the institution. Instances of academic dishonesty are subject to disciplinary action and/or academic sanctions. See the College catalog for the full policy.

i) E-Mail privileges:

Disk space is a limited resource; we do not have enough disk space for every user to be needlessly storing files over long periods of time. Users are encouraged to delete files on a monthly basis and may be asked to free up space before then if resources become limited.

Large distributions of messages is discouraged because the mail server can become over loaded, disks fill up, and staff intervention is required. The overall result is a negative impact on the quality of service provided to all users.

The proliferation of electronic chain letters is especially abusive to the e-mail system and the network. Chain letters waste valuable computing resources. Creating or forwarding chain letters will be dealt with as a violation of this policy.

j) Acceptable Use:

Employees will not engage in any action that is intended to compromise the security of any system resource. Employees will not engage in any activity whose purpose is to degrade systems response. Employees will not purposely do anything to cause inconvenience to other users of the systems. This includes use of excessive disk space and running programs designed to degrade system performance and/or response time.

Use for the purpose of private financial gain not relevant to the mission of the College is NOT acceptable. Use for personal or private business is NOT acceptable. Here are some of the most common examples of things we consider unacceptable:

- Using SJCnet system to host any internet services using any internet protocol for any business activity, including a private consulting practice.
- Referring people to a SJC e-mail address for commercial use (e.g. in print ads or commercial web pages).

Employees may not use their account in any illegal activities.

k) Computer Lab Use Policy:

Saint Joseph's College designates certain computer labs for use by all students, staff, faculty and administrators. All College policies are followed pertaining to the use of the equipment and the behavior of individuals within these labs.

Within the labs, strict policies are followed pertaining to copying files and applications, and the installation of any software not licensed to Saint Joseph's

College. It is prohibited to copy any application software not already licensed to Saint Joseph's College without the consent of the Director of Information Systems.

It is also prohibited to turn off any copy-protection software, anti-virus software, or otherwise change the configuration of any machine within the labs without the written consent of the Director of Information Systems. Making changes to the system hardware and software configuration that interfere with others' use of the same machine, or any portion of the data network and printing, may result in the restriction of the individual's right to use the computer labs. In order to insure the proper working conditions of the equipment located in the labs, gaming is NOT permitted.

Usage priorities are set within the labs based on a set of practical rules. These rules will be strictly enforced and will be obeyed by all users. The lab priorities are determined as follows:

- Classes in session during scheduled times
- Training and seminar sessions
- Students using word processing for papers and/or e-mail and Internet access as it pertains to class assignments.

l) Sanctions/Consequences:

Violations of the policies and procedures described above are dealt with on a case-by-case basis. Violators who are Saint Joseph's College administrators, students, faculty and staff are subject to disciplinary procedures of the College. Depending on the seriousness of the violation, termination and/or dismissal from the College may result.

**APPENDIX D**

**ORGANIZATION CHART**

## **HANDBOOK ACKNOWLEDGEMENT FORM**

I, the undersigned, acknowledge that I have received and have read this Handbook and will adhere to the policies set forth in this Handbook. I have had an opportunity to clarify any questions, which I may have concerning the provisions of this Handbook.

I understand that St. Joseph's College adheres to the policy of employment-at-will, which enables either the employee or the employer to terminate the employment relationship at any time with or without cause. I further understand that this personnel Handbook is not a contract and that the policies contained herein may be changed without notice at the sole discretion of the College and that the College retains the right to interpret and apply the stated policies as it deems appropriate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee