
Dickinson

Employee Handbook

REVISED OCTOBER 2016

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*denotes information or benefits applicable to part-time employees

MESSAGE FROM THE PRESIDENT

Dear Colleague:

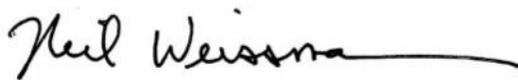
Dickinson's distinctive history and mission demand that we strive continually to offer a highly valuable and relevant education for today's emerging citizen leaders. No individual can accomplish this important goal alone; we all must work together. There is a palpable sense of vitality and energy on campus as Dickinson moves forward, and does so propelled by your contributions. The collaboration of employees across all areas of the college inspires me, as I hope it does for you as well. It represents what is possible when a community comes together with a common purpose: to sustain and nourish a great educational institution.

We have the opportunity to work together to prepare a new generation of global citizens through rigorous academics, a rich residential life, and the full range of activities supported by the college. Everyone at Dickinson plays a role to meet this noble goal. Students often tell us that staff members have played a key role in their lives and supported them at various points throughout their Dickinson career. That person might be a professor, a member of the financial aid office, a coach, or a housekeeper in their residence hall to whom a student has looked for help and mentoring. All of us must be aware that we're part of this common enterprise, and that we can play significant roles in our students' lives no matter what our job is.

This employee handbook is designed to provide an overview of the policies and procedures that guide our close community as we seek to accomplish common goals. It sets forth directives that reinforce the value of each and every employee. And it establishes the standards through which we may continue to foster a campus climate both of excellence in performance and of civility and respect for others.

I thank you for your dedication and commitment to making our community so very special, and I hope that you will find being a member of the Dickinson team a rewarding experience.

Sincerely,

A handwritten signature in black ink that reads "Neil Weissman" followed by a long horizontal flourish.

Neil B. Weissman
Interim President

PREFACE

This handbook is intended to be a general review of policies and procedures for employees of the college. Employees may need to refer to additional documents or resources for more specific policy interpretation, such as the faculty handbook and Dickinson College Campus Policy Manual. In order for all employees to work productively and take pride in their accomplishments, it is important that they have a clear understanding of their rights, responsibilities and benefits as members of this community.

The handbook is designed to acquaint readers with the most common employee policies that will affect their work and with the benefits that are available to members of the Dickinson community. Although it is not intended to be a complete statement of all college policies and procedures, it contains brief summaries of Dickinson's flexible compensation system, related benefits, other services, and programs available to employees and family members. If differing policies exist for different employee classifications, every attempt will be made to make this distinction in this handbook. Efforts have been made to summarize these programs and policies accurately. However, in instances of flexible benefits, health insurance and retirement plans, the summary plan descriptions, available from Human Resource Services, will contain more complete information, including important details about limitations on benefits and an employee's legal rights. The official summary plan descriptions and actual provisions of each benefit will govern if there is any inconsistency between this summary and Dickinson's formal plans.

The benefits and policies summarized in this booklet have been adopted voluntarily by Dickinson College and are not intended to give rise to contractual rights or obligations or to modify Dickinson's commitment to employment-at-will, in which employees are free to terminate their employment at any time for any reason or no reason, and the college may do the same for any nondiscriminatory reason. The college expressly reserves the right to change or terminate the benefits, policies, procedures and other provisions summarized in the handbook between printings of this document and to make exceptions to the policies, benefits and procedures in individual situations.

This handbook will enable employees to have a more thorough understanding of the college, its benefits and guidelines. Of course, no handbook can provide for all circumstances. Accordingly, Human Resource Services encourages ideas and suggestions on how the information in this handbook might be revised or updated to address changes in the workplace. We welcome everyone into our community and challenge each employee to become an active and enthusiastic member of the college. We hope all employees find employment with Dickinson both exciting and rewarding. This handbook, along with other valuable information, can be found on the Human Resource Services website or on the GATEWAY (the employee portal). Please feel free to contact Human Resource Services with any question or concerns.

Equal Opportunity in Employment Statement

Dickinson College is an intellectual and social community that values justice, free inquiry, diversity and equal opportunity. It is a fundamental policy of the college to respect pluralism and to promote tolerance, civility and mutual understanding within its community. The college does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion/creed, age, marital status, pregnancy, veteran status, gender identity or expression, sexual orientation, genetic information or any other characteristic protected by applicable state or federal law.

This is in keeping with the Pennsylvania Human Relations Act; Title VII of the Civil Rights Acts of 1964; Title IX of the federal Educational Amendments of 1972; Section 504 of the federal Rehabilitation Act of 1973; and the Americans With Disabilities Act of 1990. Dickinson College provides equal employment opportunity for qualified persons and promotes the full realization of such equal opportunity through positive, continuing programs in every department. This policy of equal-employment opportunity applies to everyone, in every aspect of employment policies and practices, and in all operations of the college where it has employment responsibilities. This commitment applies, but is not limited, to decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their co-workers, as we must all work together to ensure continued success.

Employees with disabilities shall be provided with reasonable accommodation, except where such accommodation would cause the college undue hardship. We invite employees with disabilities that require reasonable accommodation to inform Human Resource Services of their need for such reasonable accommodation. The college will use its utmost discretion in keeping such information confidential.

Dickinson College provides for the prompt, fair and impartial consideration of all complaints of discrimination.

The College is committed to building a representative and diverse faculty, staff, and student body. We encourage applications from all qualified persons. From the moment individuals apply for a job at Dickinson College they are protected by the college's policy to provide equal-employment opportunity on the basis of ability and competence to perform specific services. Each applicant is protected from discrimination based upon race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class.

If applicants believe that they have experienced any such discrimination during the hiring process, during normal work activities or through other aspects of the work environment, such as consideration for promotion, transfer, rates of pay or through the college's recruitment, training or selection for training, they should report the concerns to the college's director of Human Resource Services, or Title IX coordinator.

The equal-opportunity policy guarantees that all job assignments will be based upon the college's judgment of the individual's ability to perform the services required for a particular position and the corresponding job relatedness. Human Resource Services can provide the individual with descriptions of the kinds of positions at the college, including the general range of responsibilities for each position. The hiring manager, in consultation with Human Resource Services, will make the final decision in selecting the most appropriately qualified candidate for a position.

Strategic Plan

The strategic plan is intended to address critical functions at the college and is a useful resource for all employees to better understand their important work and how it is related to the overall mission.

An electronic copy of the college's strategic plan can be found online at:
http://www.dickinson.edu/info/20084/institutional_research/352/strategic_plan

The Mission of Dickinson College

Dickinson College was founded explicitly for high purposes: to prepare young people, by means of a useful education in the liberal arts and sciences, for engaged lives of citizenship and leadership in the service of society. This is the historic mission of the college and that to which we still subscribe as we face the future.

The American Revolution brought into being the world's first modern democracy and launched an ambitious social and political experiment. Our founders, John Dickinson and Benjamin Rush, were leading figures of the revolution and the new republic. They recognized that the success of the American experiment would depend on the power of liberal education to remake colonial society and to produce a democratic culture. With this important goal in mind, they transformed the Carlisle Grammar School, which had been founded in 1773, into an institution of higher learning: Dickinson College. The college was chartered on September 9, 1783, less than a week after the Treaty of Paris ended the Revolution and guaranteed recognition to the United States by Great Britain and the rest of the European powers.

Dickinson College, therefore, began life as the first college formed under the banner of the young republic and, more importantly, as a revolutionary project—dedicated to safeguarding liberty through the creation of an educated body of citizen-leaders. Although the urgency of the American revolutionary period has diminished, the core mission of Dickinson College remains the same—and as vital as ever.

Dickinson College prepares aspiring students for engaged and fulfilling lives of accomplishment, leadership and service to their professions, to their communities, to the nation and to the world. Our founders intended the college to be a powerful agent of change—to advance the lot of humankind—and we expect no less today.

A Brief Review of the History of the College

The history of Dickinson College closely reflects the history of our nation. Founded in 1773 as a grammar school and chartered in 1783 as a college, Dickinson was born as a vision of Dr. Benjamin Rush, noted physician and signer of the Declaration of Independence. On what was then the frontier, the young institution was nourished and supported by a group of patriots bound together in a larger adventure—the American Revolution. They named the institution for their friend and colleague, John Dickinson, who served as governor of Pennsylvania and as president of the college’s board of trustees.

Dr. Rush called the new college the “key to the western world,” recognizing its importance in educating the youth of each generation to fulfill the demands of citizenship required in the new American nation. The college “over the Susquehanna” soon began building. Its main hall, destroyed by fire in 1803, was replaced by Old West. The new building was designed by Benjamin Latrobe, also the architect of the U.S. Capitol in Washington, D.C., and was crowned by a weather vane replica of a classical sea deity. This deity was rendered by a local coppersmith in the form of a mermaid that has ever since been one of the distinctive symbols of this otherwise inland campus.

During the Civil War, the college experienced the divisions and turmoil of the conflict when its sons pursued loyalties to both the Blue and the Gray. Confederate troops bombarded the town of Carlisle and burned the Carlisle Barracks in 1863, but Old West and the campus were protected by a guard mounted by the officers in charge.

The college, like the nation, spent the postwar period in reconstruction and expansion. In 1884 the college became coeducational with the arrival of its first woman student, Zatae Longsdorff. The law department, inaugurated in 1833, became the Dickinson School of Law in 1890 and has been independent from the college since 1917. Through more than 225 years of growth, Dickinson has remained faithful to its founding mission of preparing highly educated leaders in the areas of service needed by our nation. Among its many notable alumni are President James Buchanan and Supreme Court Chief Justice Roger Brooke Taney.

Dickinson continues to provide a curriculum and an environment that prepares students to become good citizens, able to take on the tasks of a democracy and the challenges of a global community. Dickinson’s international-education program is one of the most extensive in the country. Each year, more than half of the college’s graduating class has studied off campus and abroad. The college has an interactive laboratory/workshop approach to science instruction and emphasizes hands-on learning. Our approach to the liberal arts provides outstanding preparation for postgraduate study and career placement. The college’s recognized excellence in languages and global study, and its’ balanced liberal-arts curriculum, contribute to a reputation as one of the leading undergraduate colleges in the United States.

I. GENERAL EMPLOYMENT*

This handbook is not intended to be, nor does it represent a contract of employment. Since all employees, except tenured faculty, are hired for an unspecified duration, these classifications do not guarantee employment for any length of time. Employment is at the mutual consent of the employee and the college. Accordingly, either the college or the employee can terminate the employment relationship at will, at any time, with or without cause or advance notice.

Immigration and Naturalization Guidelines

The college is committed to full compliance with the Immigration and Naturalization Control Act of 1986. This act states that all employees must provide satisfactory evidence of their legal authority to work in the United States no later than three business days after their date of hire. Employee compliance with this requirement is mandatory.

Human Resource Services assists with work-visa and nonresident-alien situations for noncitizens.

Employee Status

Under legislation and rules issued by the U.S. Department of Homeland Security-Citizenship and Immigration Services (CIS), employers legally may hire workers only if they are citizens of the United States or aliens authorized to work in the United States. Individuals who are not citizens of the United States or who are not authorized to work in the United States will not be employed or paid by Dickinson College. This includes individuals working as independent contractors or receiving honoraria. For the purpose of salary administration and eligibility for overtime payments and employee benefits the college classifies its employees as follows:

Employee Pay Classifications

For purposes of administering salaries, determining eligibility under the college's benefits plans and complying with employment and tax laws, every employee will be classified as nonexempt or exempt, and every employee also will be classified as full-time, part-time or temporary/casual.

All employee classifications are made at the discretion of the college and the college's designation is controlling for all purposes. If an employee believes that he or she is improperly classified, he or she should contact Human Resource Services.

Nonexempt employees are those who are required to be paid overtime at the rate of time-and-one-half their regular rate of pay for all hours worked beyond 40 in a workweek, in accordance with wage and hour laws.

Exempt employees are those who are not required to be paid for overtime, in accordance with applicable federal wage and hour laws, for hours worked beyond 40 in a workweek. These employees are paid on a salary basis. Exempt employees are expected to work a minimum of 40 hours per week. Supervisors may require exempt employees to work beyond 40 hours per week when operations require.

Employee Benefits Classifications

For classification purposes at Dickinson, employees are designated as exempt or non-exempt. Dickinson differentiates between full-time and part-time employees within these groups for benefit purposes. All employees are informed of their employment classification and exempt or nonexempt status when hired. If an employee changes position during employment as a result of a promotion, transfer or other circumstances, the employee will be informed of any change in these classifications.

Full-time employees are those who are designated as being assigned to a position that is regularly scheduled to work the minimum equivalent of 35 or more hours a week AND 39 or more weeks a year or whose positions are designated by the college as regular full-time employees. Such employees may be exempt or nonexempt as defined. They are eligible for all college-sponsored benefits identified in this handbook upon completion of any waiting periods and subject to specific benefit plan rules.

Part-time employees are those who are regularly scheduled to work either fewer than the equivalent of 35 hours per week or fewer than 39 weeks a year. Such employees may be nonexempt or exempt as defined. These employees are eligible for paid vacation and holidays on a prorated basis. Paid time off for holidays only applies to holidays that fall on days in which regular part-time employees are scheduled to work. Regular part-time employees may be eligible for FMLA (Family and Medical Leave Act) and/or the college's Defined Contribution Retirement Plan if they meet the eligibility requirement (See Family & Medical Leave and Retirement Plans). Part-time employees are not eligible for tuition benefits or paid sick leave.¹

Temporary/casual employees are those who hold jobs of limited duration, normally related to special projects, unusual workloads or emergencies. Temporary employees are not eligible for any college-sponsored benefits except for the college's Defined Contribution Retirement Plan in certain circumstances. (See Retirement Plans section.) Such employees may be exempt or nonexempt as defined. Employees on assignment from temporary agencies and independent contractors are not employees of the college.

¹ Certain part-time employees who regularly work more than 30 hours per week but less than 35 hours per week may be entitled to health insurance benefits under federal law.

Introductory Period

An introductory period is for the benefit of both the new employee and the college. It is intended as an opportunity for the college to closely evaluate new employees and for new employees to closely evaluate their new working environment. It is used to smoothly transition employees into their new positions. There is an introductory period for all new hires, as well as for those employees who have transferred or have been promoted to a new position. Continued employment is contingent upon the successful completion of a three-month introductory period for nonexempt employees and a six-month introductory period for exempt employees and the ability to successfully meet the requirements of the job thereafter. An evaluation of performance is provided by the employee's supervisor at the conclusion of the introductory period. The introductory period may be extended by the department at its discretion. An employee may be terminated for unsatisfactory performance or failure to meet the college's expectations at any time during the introductory period. Successful completion of an introductory period does not change the at-will nature of the employment relationship.

Performance Evaluations

Effective use of performance evaluations can produce clear expectations and provide corrective action when necessary. The college benefits from an overall improvement in work performance, more efficient use of college resources and, most importantly, better service to students. Employees are encouraged to play an active role in the conversation to discuss accomplishments, areas for improvement, training opportunities, and challenges they face in their work.

It is the college's expectation that every full-time and part-time exempt and nonexempt employee receives an annual performance evaluation by the immediate supervisor. It is also suggested that position descriptions be reviewed during the time of the performance discussion and updated accordingly. This process is an integral component to providing the best possible service to the college. Performance evaluations serve several important functions, including:

- helping employees understand the major tasks of their jobs and the standards they are to meet in carrying out those jobs;
- offering an objective, consistent and fair basis for determining the effectiveness of employee performance; and
- providing information for making decisions such as salary adjustments, promotions and transfers.
- identifying professional development opportunities to support the achievement of individual goals.

Position Descriptions

There is a written position description for each full-time and part-time exempt and nonexempt role at the college. The purpose of position descriptions is to establish clear communication between supervisors and employees to assure that all parties have the same perception of their duties, authorities, responsibilities, and measures of performance for a particular position. Position descriptions also provide the basis for performance evaluation. Each employee is responsible for carefully reviewing his or her specific position description, understanding what is required of the position, and agreeing to perform as outlined. Position descriptions should be reviewed and updated annually during the performance review cycle. Employees who feel that their position description needs to be updated should speak with their supervisor.

Position descriptions provide a summary of the duties, essential responsibilities, education and experience requirements, and an overview of other generally expected responsibilities placed upon the employee. Position descriptions become the basis for the assessment of an employee's work performance.

Employees, supervisors, and Human Resource Services should maintain a current copy of all position descriptions.

Employment Expectations

It is important that all employees perform to the best of their abilities at all times. Should their performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the College, based on the policies, rules or regulations, they will be subject to disciplinary action up to and including dismissal. Examples of such forms of discipline could include verbal warnings, written warnings, suspension, demotion, reassignment and/or termination.

College Office Hours

College offices are generally open Monday through Friday and minimally from 8:30 a.m. until 4:30 p.m. Offices also may be open during additional hours, either during the week or on the weekend, when deemed necessary by the supervisor of the office to carry out the duties of that office.

Working Hours

The normal workweek for most full-time nonexempt employees consists of five, seven- or eight-hour days, including a one-hour unpaid lunch period at midday, Monday through Friday. Scheduling needs are determined within departments, and immediate supervisors will inform staff members of their specific work schedules. Schedules are subject to change.

The college's standard workweek begins at 12:00 AM on Sunday and ends at 11:59 PM the following Saturday. Some employees, particularly those who work in Public Safety, Dining

Services and Facilities Management, may be assigned to specific shifts or workdays other than those detailed above in order to complete required tasks or to maintain the required 24-hour departmental operations. Supervisors may require employees to work overtime, or to work hours other than those normally scheduled, whenever necessary. (See Overtime section.) As previously stated, exempt employees are expected to work a minimum of 40 hours per week.

Flexible Scheduling

The college will consider requests to develop flexible schedules during summer months. Requests for flexible work schedules should be structured to ensure that the needs of the applicable department continue to be met. Requests must be approved by the employee's supervisor and department head in advance of actually working the schedule. Flexible schedules may not be established that exceed the total hours budgeted. Employees may not establish flexible schedules that include working more than 40 hours in a single seven-day workweek. For example, employees may not set up schedules that include working 45 hours in one workweek and 35 hours in the next workweek to make up a full 80-hour pay period.

Examples of the types of schedules that may be considered at the request of the employee and approved at the discretion of the supervisor and department head include:

- Full-time employees who normally work seven hours a day, five days a week, a 35-hour workweek (70-hour two-week pay period), may work a combination of predetermined seven-, eight-, nine- and 10-hour days that equal 70 hours of work over the two-week pay period, which permits the employee to take off one day each week or one day every two weeks. However, the total hours worked in any one seven-day workweek (Sunday through Saturday) cannot exceed 40.
- Full-time employees who normally work eight hours a day, five days a week (a 40-hour workweek) may work four 10-hour days and take the fifth day off. Or a schedule might be set up, for example, so the employee works a combination of hours that permit the employee to take off every Friday at noon or some other predetermined day at noon.
- Any other schedule to which supervisors and department heads agree that does not exceed the budgeted work hours, that does not exceed working 40 hours in any one seven-day workweek (Sunday through Saturday), and that is appropriate and reasonable, is acceptable.

Flexible scheduling is in effect the day after Commencement through the day before Student Orientation. Approved flexible scheduling arrangements may be discontinued where the employee fails to honor his/her commitments (including the commitments to work within the daily and weekly hours expectations and to timely submit working hours) or where the college or department needs change.

Personnel Files and Employee Information

The college maintains personnel files on each employee. These files contain documentation regarding aspects of the employee's tenure with the college, such as performance appraisals, insurance forms, disciplinary warning notices and letters of commendation.

Personnel files are the property of the college, and access to the information they contain is restricted. Only authorized individuals who have a legitimate reason to review information in a file are allowed to do so. These files are confidential in nature and are managed by Human Resource Services. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

With reasonable advance notice, an employee may make an appointment to review his or her personnel file in the Human Resource Services offices. No employee may alter, photograph or photocopy or remove any document in his or her personnel file. The college reserves the right to have a representative of Human Resource Services present for the review.

The college requests written authorization from employees for release of information concerning salary. Outside agencies such as police departments, governmental agencies, through subpoena or summons, will be given information in compliance with local, state and federal law.

Employees are responsible for promptly notifying Human Resource Services of any change in name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other college files.

Recognition for Service

The college appreciates the loyalty and service of its employees and expresses its thanks in a number of different ways throughout the year. Service dates are based on the fiscal year (July 1). Date of hire, for the purposes of recognition only, is calculated to include all time worked for the college as a full or part-time employee, excluding breaks in service.

Requests for References

All requests for information about an employee or former employee of the college must be referred to Human Resource Services for action. For employee protection and that of the college, there are certain guidelines that employees should follow when providing written or verbal references for others. Please contact Human Resource Services for more information.

Security and Inspection

Dickinson-owned property is subject to inspection at any time, including lockers, desks, computer storage devices and any other Dickinson property.

Leaving the College

Employees who leave the college, for whatever reason, are encouraged to schedule an exit interview with a member of Human Resource Services. All keys, identification card(s), uniforms or other college property must be returned to the supervisor on or before the termination date.

Although employees may resign at will at any time, with or without advance notice, at least two weeks' written advance notice is requested whenever possible. For many positions, particularly managerial or exempt, a longer notice is standard professional practice. Vacation time that has been earned, but not used, will be paid. Floating holidays and sick leave are not paid.

Re-employment

Occasionally people decide to leave the employment of the college for a period of time and then seek re-employment. Individuals may be considered for re-employment for positions at the college unless they had been dismissed from their previous positions at the college, in which case they must receive approval from Human Resource Services.

Employees who separate from employment for a period of 30 days or more and are subsequently rehired will normally be required to complete a new introductory period. Benefits such as vacation and sick leave start over when a person is rehired. Their rate of pay will be based on the current position into which they were rehired.

The college does not formally recognize seniority with regard to employment action (promotion, transfer, etc.). However, some departments utilize length of service as a factor in determining shift reassignment and/or promotional opportunities. In these instances, length of service is calculated from the most recent hire date, unless an employee is rehired after a break in service of less than 30 days.

Casual employment is not taken into consideration for purposes of determining an employee's length of service.

II. COMPENSATION*

Direct Deposit and Paydays

For security and convenience of its employees, the college provides direct deposit and deposits employee pays directly into the employee's personal bank account. Employees should provide the college's Payroll Office with bank and account information for direct deposit. They also should complete a new form any time banking information changes. These forms are available through the College's Human Resource Services and Financial Operations websites.

Nonexempt employees paid on an hourly basis have their pay deposited in their bank account biweekly on alternate Fridays (26 pay periods/year). Nonexempt employees receive paychecks based on wages earned through the previous Saturday. Exempt employees, who are paid a salary, have their pay deposited on a semimonthly schedule, on the 15th and the last business day of the month (24 pay periods/year). Exempt employees are paid current as of the actual payday. In the event the regular payment date falls on a Saturday, Sunday, or holiday, payment is made on the prior business day.

Payroll Deductions

The law requires that certain amounts be withheld from an employee's pay including: federal income tax, Pennsylvania state income tax, Pennsylvania unemployment tax, Social Security, local income tax and local services tax. If an eligible employee elects, he or she may authorize additional deductions or reductions from pay to be placed into TIAA or Fidelity retirement accounts, or to pay for medical, dental or vision insurance, accidental death and dismemberment insurance, United Way, contributions to the college and/or other miscellaneous items. (See Flexcomp.) An employee must authorize these additional payroll deductions in writing to Human Resource Services or make the changes using Banner Self-Service via the GATEWAY. Some reductions and changes in an employee's personal life (such as birth or adoption of a child, marriage or divorce, or death of a dependent) may affect any of the required or voluntary deductions or reductions mentioned here.

Payroll deductions for nonexempt employees not on a 12-month cycle are deducted during the 17 pays concurrent with the academic calendar. Administrators not on a 12-month schedule receive their salary over 12 months; therefore, their deductions are taken during the entire 12 months.

Policy Prohibiting Improper Pay Deductions for Salaried Exempt Employees

It is the purpose of this policy to emphasize the college's intention to comply fully with the Fair Labor Standards Act (FLSA) and all applicable state wage and hour provisions. Accordingly, salaried employees who are classified as exempt from overtime provisions will receive their full predetermined salaries for each workweek in which they perform any work. The college will not make any deductions from the predetermined salary due to variations in the quality or quantity of work performed, except in the following situations:

1. Employees will not be paid their salary for any workweek in which they perform no work.
2. Deductions from salary may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
3. Deductions from salary may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents), if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability. Deductions for such full-day absences also may be made before the employee has qualified under the plan, policy or practice and after the employee has exhausted the leave allowance thereunder.
4. FMLA leave is generally unpaid unless accrued paid leave or benefits are otherwise available to the employee.
5. Deductions from salary will be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, as explained in our written policies applicable to all employees (e.g., policies prohibiting discriminatory harassment or prohibiting workplace violence).
6. Deductions from salary will be made for unpaid suspensions imposed in good faith for infractions of safety rules of major significance, such as those relating to the prevention of serious danger in the workplace or to other employees.
7. In the initial or terminal week of employment, the college will pay a proportionate part of the employee's full salary for the time actually worked.

The college prohibits and will not allow improper deductions from the pay of its salaried exempt employees. If a salaried exempt employee in good faith believes that his or her compensation has been improperly reduced, the employee should promptly report the matter to Human Resource Services in writing. The following procedures shall apply:

1. The employee shall report the alleged improper pay deduction in writing to Human Resource Services, and the writing shall include the following:
 - a. employee's name;
 - b. amount believed to be improperly deducted;
 - c. reason given for the deduction; and
 - d. reason the employee believes that the deduction was improper.
2. The college shall conduct an investigation into the matter.
3. If it is determined that the deduction was in error, the employee will be fully reimbursed, and there will be no retaliation of any kind for having utilized this complaint procedure.

Overtime/Flextime

An employee whose position is designated as nonexempt under the Fair Labor Standards Act (FLSA) guidelines will be compensated at the rate of one-and-one-half times his or her normal hourly rate for any hours worked over 40 in a workweek (12:01 a.m. Sunday through 12 a.m. Saturday). Prior approval from an employee's supervisor must be given for any hours worked in

excess of the authorized normal workweek. The FLSA does not permit the accumulation of compensatory time. Accordingly, private employers, such as the college, do not offer comp time.

An employee should not work additional hours which exceed the normal work schedule without advance permission from the immediate supervisor. Doing so could subject the employee and supervisor to disciplinary action. When considering the need for additional hours worked beyond an employee's normal schedule, supervisors should be mindful of budgetary constraints and identify other alternatives where possible.

If a nonexempt employee, who is normally scheduled to work fewer than 40 hours a week, is required by the college to work additional hours, he or she will be compensated at the normal hourly rate of pay up to 40 hours of work during a given workweek. After working 40 hours in a given week, compensation will be one-and-one-half times the normal hourly rate. Paid vacation and holidays count toward the minimum 40 hours before time-and-a-half overtime pay, while paid sick leave does not. Exempt employees are not eligible for overtime pay.

Overtime payment may be off-set by having a nonexempt employee take time off ("flextime") in the same pay cycle that the overtime is worked. Please note: Time must be granted in the same manner overtime would be paid, that is, straight time for hours 35-40 and time and a half for hours over 40. Employees must be paid for all time worked, which includes unscheduled hours.

Some overtime hours are paid at a rate of two times the employee's regular hourly rate (e.g. hours worked on a holiday or during a designated emergency). See the sections on Holidays and College Emergency Close-Down or Delay Policy for more detail. The Department of Labor permits hours worked and paid as double time to be credited toward overtime compensation due (i.e. hours to be paid at time and one half). The college will compensate employees in accordance with this standard.

Reporting Time

The college must keep accurate records of an employee's working hours to: (1) comply with federal and state laws; (2) ensure paychecks are written for the correct amounts; (3) adjust an employee's accrued leave balances and other benefit accounts dependent upon the employee's earnings or hours worked; and (4) allocate costs to the appropriate college accounts. Accordingly, all nonexempt employees must keep and submit accurate records of their working hours and report those hours in a timely manner in accordance with this policy.

Misrepresenting working hours, falsifying signatures or information on time cards, or tampering with the college's time clock or other employees' time cards are extremely serious offenses. Additionally, not reporting worked hours or advising an employee not to report legitimate work hours will not be tolerated. Employees found to have engaged in any of these prohibited activities are subject to immediate discipline, up to and including termination.

All hourly (nonexempt) employees must submit hours worked in the manner and within the time period designated by their department to the person designated to approve their time (Web Time Entry via Banner Self-Service, Time Clock Plus, and/or time cards). Any hours that differ from regular pay must be recorded appropriately. This will allow Human Resource Services and

Payroll to pay employees for all hours worked and to track all paid time off. Nonexempt time is tracked in quarter hour increments.

Exempt employees should report vacation, sick and floating holidays to the appropriate division/department responsible for tracking and recording leave time. Exempt employees' time is tracked in quarter day increments.

Promotion or Transfer

Individuals may seek more challenging work within the college through transfer or promotion. Internal applicants are encouraged to apply to new positions within the first seven (7) days to be considered. The history of the individual's professional development and performance of duties will be key factors in attaining such promotions.

Vacant and new positions are posted in Human Resource Services; online at: jobs.dickinson.edu and in the college newsletter.

Full-time employees who have been in their current positions less than one year must consult with Human Resource Services and their supervisor before applying for new positions. Part-time employees who have satisfactory performance and attendance may apply for new positions at any time.

Employees who are hired into other positions at the college may be required to work a longer notice period in their original position based upon the needs of the college. Supervisors are encouraged to work together with Human Resource Services to determine the best transition plan.

Annual Increases

Once each year, the college reviews the salaries of all employees. This review, which normally occurs in the spring, takes into account their performance over the past year, the rate being paid to employees performing similar work in the relevant job market and the available funding as approved by the Board of Trustees. After these factors are taken into account and if approved, new wages and salaries are normally effective July 1. Wage increases are not automatic.

Workers' Compensation

Workers' Compensation is designed to provide wage-loss benefits and coverage for reasonable medical-care expenses to employees who are injured or become ill through the course of their employment. All injuries that occur while performing job duties, or injuries/illnesses that are a result of the workplace or tasks that are performed, must be reported to the supervisor or a member of management by the end of the workday on which the injury or illness was experienced. All such injuries should be summarized in an incident report.

Employees in the departments of Public Safety, Dining Services and Facilities Management are to file an incident report within their department. All other employees must report their injury to Human Resource Services and to their supervisor. Student workers injured while performing work for wages for the college must report injuries to their supervisor and Human Resource Services. Student employees can receive limited first aid treatment at the Health Center. Employees should seek services from Dickinson's approved panel of providers. The panel can be found in Facilities Management, Dining Services, Human Resource Services and on the Human Resource Services' Web site.

Employees who experience lost time may use earned paid sick-leave benefits up to the time when Workers' Compensation payments begin. If time away from work exceeds 14 calendar days then Workers' Compensation payments will be issued to the college for the first 7 calendar days and the college will reinstate the portion of used sick-leave during that period. Employees who are absent from work and receiving workers' compensation benefits cannot receive additional pay from the college in the form of holiday or vacation benefits, and are required to use Family and Medical Leave concurrently. Please refer to the FMLA section for more detail.

III. BENEFITS AND PERQUISITES

Employee Retirement and Income Security Act (ERISA)

Dickinson College complies with the regulations set forth in the Employee Retirement and Income Security Act of 1974 as amended. This law protects the employee's interests in pension and various benefits. The college offers the programs described in this section in accordance with this law.

Flexcomp

Dickinson College recognizes that the kinds of benefits needed by employees and their families depend on their own special circumstances and that these change over time. In addition, some benefits require employees to contribute some of their own salary in order to receive the benefits. For these reasons, each year Dickinson College uses a flexible approach to providing benefits in which employees elect for themselves the benefits they want and what costs they are willing to incur.

This approach is called Flexcomp, a cafeteria-type benefits plan that operates under Section 125 of the Internal Revenue Code (IRC). It provides an opportunity to choose from the benefits available under the plan and to pay for the benefits on a pre-tax basis. Using Flexcomp, the cost of the benefit payments is deducted from an employee's pay before certain taxes are withheld.

The benefits offered through Flexcomp that may require direct salary contribution by employees include health, dental and vision coverage, accidental death and dismemberment insurance, and special accounts where employees put pretax money into an individual fund to help pay for dependent care and health care expenses not covered by an insurance plan. A brief description of each of these plans is provided below.

REMINDER: These are summaries of the actual plans. While every effort has been made to provide accurate summaries, in cases of discrepancy between the summary and the actual plan documents, the plan documents will govern. Summary Plan Documents (SPDs) are available in Human Resource Services, the Human Resource Services website and the GATEWAY.

Each year, usually in May, employees complete Open Enrollment elections that allow them to select the benefits administered through the Flexcomp plan for the next year. The effective date of any changes in benefits coverage will be July 1.

The IRS requires that employees selecting to participate in a medical and dependent care flexible spending account must select these options annually during the open enrollment period. Benefit elections made during this once-a-year enrollment are irrevocable until the open enrollment the following year, however, the IRS regulations do identify a few exceptions (in case of birth, death, adoption, marriage, divorce or similar change in family circumstances) that permit election of appropriate changes in benefits. If a change in family circumstances occurs after

making Open Enrollment elections for the year, employees should contact Human Resource Services to see if elections may be changed.

Medical, Dental and Vision Eligibility

Under the college's medical, dental and vision plans, full-time employees may opt for coverage for themselves, their spouse, and/or their dependent children. Dependent children can be covered up to age 26 or older if disabled. When an employee, spouse, or eligible dependent is covered by another health insurance plan there are special considerations, called Coordination of Benefits, which insurance companies will consider before processing claims. If an employee, spouse,² or dependent child is covered under another plan, the employee is encouraged to contact the specific medical, dental and vision insurance provider to discuss how these rules may apply to the particular situation.

If an employee has dependent children who are covered by the college's plans, the employee must notify Human Resource Services when the child reaches age 26 and Human Resource Services will:

1. remove the dependent child from the employee's coverage at the end of the month in which the child reaches age 26 and
2. notify the COBRA administrator to provide the option for a dependent child to continue health coverage at the COBRA rate for up to 36 additional months.

Employees are eligible to enroll in the plans or change enrollment:

1. within the first 31 days of becoming a regular full-time employee,
2. through the open-enrollment process, which allows benefit eligible employees to enroll or elect changes effective July 1 of each year, or
3. within 31 days of when certain family events occur—birth, death, adoption, marriage or divorce. (Contact Human Resource Services for further information about these exceptions and to complete the necessary documentation.)

Coverage begins the first of the month after the date of hire. If the date of hire falls on the first workday of the month, the employee's coverage shall start on the first of that month. When certain family events occur, coverage begins the first of the month or ends the last day of the month after the date of the event except in case of birth, adoption and death where the effective date is the day of the event.

Medical Insurance

The college offers comprehensive medical benefits. The plan includes prescription drug coverage, does not exclude pre-existing conditions and has an unlimited lifetime benefit.

² Effective July 1, 2015, based on the recognition of same sex marriages in Pennsylvania under Whitewood v. Wolf, the College will no longer offer benefits to same sex domestic partners.

Dental Insurance

The college offers group dental insurance. Benefit coverage differs depending on the schedule of benefits and whether the dentist utilized is participating (in-network) or non-participating (out-of-network).

Vision Insurance

The college offers group vision insurance. The plan offers reduced-cost vision services for exams, glasses or contact lenses. While the highest level of coverage is provided when using the in-network providers, some coverage is provided when using non-network providers. Unlike the medical and dental plans, employees must sign up for a two-year period with the group vision plan.

Health Advocate

The College recognizes that, at times, navigating health insurance and the health care system can be complicated. To assist employees and their family members, the college provides access to a specialized support network of health care workers outside the insurance company, known as Health Advocate. These registered nurses and doctors understand the intricacies of the health care system and will help full-time employees and their family members navigate through it at no additional cost. They will guide individuals to the best, most efficient and effective solutions to health care issues. Their services are available to full-time employees, their spouse or children, parents and spouse's parents. Some of their services are:

- find/schedule appointments with the best/appropriate doctors and hospitals
- locate/research current treatments for a medical condition
- locate/navigate elder-care services
- communicate/coordinate benefits between physicians and insurance companies
- secure second opinions to help provide peace of mind
- assist with correcting billing mistakes
- assist in identifying alternative coverage options.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA makes it possible for eligible individuals and their dependents, who would otherwise lose coverage under the college's medical, dental and vision plans, to extend temporarily their coverage(s) at group rates under certain conditions. This temporary extension could be important to employees and their family members, which are covered under medical, dental or vision plans, for example, if an employee resigns or retires from the college, gets divorced or has a child who reaches age 26. This means that, should an employee or any dependents who were covered by college health plans lose that coverage; the employee may be able to arrange a continuation of coverage for a limited time if his or her case satisfies federal guidelines.

Flexible Spending Account/Health Care

A healthcare flexible spending account allows an employee to set aside money on a pretax basis to pay for out-of-pocket health, dental or vision expenses that are not covered, or are only partially covered, under any health plan. These may include plan deductibles and co-payments, prescription medications, eye glasses and frames, orthodontia and uncovered expenses by spouses or other eligible family members.

Full-time employees may contribute a set amount determined by the Internal Revenue Service (IRS) each year. Employees should plan their contributions carefully based on predictable medical, dental and vision expenses, because the IRS requires that any money left unclaimed in an account at the end of the plan year and the grace period (July 1– September 15) be forfeited. Some types of medical expenses, e.g., cosmetic surgery, toiletries and certain other expenses are not reimbursable under IRS rules concerning expense accounts.

For example, an employee may choose to have \$100 per month (\$1,200 per year) deducted from his or her salary on a pretax basis and placed into the health care expense account by the college. Throughout the plan year and the grace period (July 1– September 15), the employee may use the account to pay for up to \$1,200 of charges for such medical expenses as dental checkups, dental work, annual medical exams, eye glasses or contact lenses, hearing exams, hearing aids, deductibles for coinsurance or other expenses authorized by the IRS. All expenses must be incurred during the plan year and the grace period (July 1– September 15). Additional information is available on the Human Resource Services' Web site.

Flexible Spending Account/Dependent Care

The dependent-care flexible spending account allows full-time employees to set aside money on a pretax basis to pay for the care of a dependent child or adult. The “family maximum” that can be set aside each year is determined by the IRS. As with the healthcare flexible spending account, any amounts set aside in a dependent-care flexible spending account left unclaimed in an account at the end of the plan year and the grace period (July 1–September 15) will be forfeited. Unlike the healthcare FSA, dependent-care FSA's are not "pre-funded"; employees will only receive reimbursement for the amount deposited into the account as of the reimbursement date. IRS regulations do not allow reimbursement for services that have not yet been provided, so even if an employee pays in advance for expenses, only service periods that have already occurred may be claimed. All expenses must be incurred and paid during the plan year and the grace period (July 1–September 15).

Eligible expenses include:

- Day care and after-school care expenses for children under 13, including taxes paid to a caregiver.
- Nursery-school expenses and summer-camp expenses.
- Day care expenses for a spouse who is incapacitated or a dependent parent who lives with the employee.

Additional information is available on the Human Resource Services' Website.

Life Insurance

The college's full-time employees receive group life-insurance and accidental death and dismemberment benefits, effective on the first of the month following the date of hire. Benefits are based on hire date, annual base salary and age, rounded to the next higher multiple of \$1,000, if not already a multiple of \$1,000. The maximum amount is \$650,000 and the minimum amount is \$50,000.

Active employees hired:

- prior to January 1, 2008 have a benefit based on 3 times annual earnings,
- on or after January 1, 2008 have a benefit based on 2 times annual earnings

Long-Term Disability Insurance

Effective on the first of the month following the date of hire, all full-time employees are covered under a group Long-Term Disability Insurance Plan, which is paid by the college. Should an employee become disabled and remain disabled for at least six months (to the satisfaction of the college's insurer) this plan will provide 60 percent of his or her monthly wage and continue for as long as the employee remains disabled or until he or she reaches the age of 65, whichever comes first. Voluntary healthcare benefits may be continued, with the same employee contribution requirements, during the first six months of approved long-term disability. The monthly disability payments will be reduced by the amount of benefits the employee is eligible to receive from primary Social Security benefits, Workers' Compensation, veteran's benefits or other disability coverage. Disability payments during the first six months will be paid in accordance with the college's sick-leave plan and short-term disability plan. (See Short-Term Disability and Sick Leave for more information.)

Supplemental Accidental Death and Dismemberment

Full-time employees of the college may purchase, for themselves or their eligible dependents, optional additional group accidental death and dismemberment insurance benefits at group rates.

Retirement

To attain retired status, an employee must meet one of the following criteria:

- be age 60 with at least 10 years of service OR
- have 20 years of service and have reached the age of 55.

Distributions from TIAA and Fidelity are based on federal law and college policy. Employees are strongly encouraged to review distribution options prior to deciding to retire. The college provides certain ancillary benefits for those full-time employees retired from the college. Continuation of medical insurance is available through the COBRA program. Refer to the COBRA section for further explanation.

A voluntary phased retirement option is available for full-time employees who have completed 10 years of service and attained age 55 by January 1 or July 1 of the year they elect to participate. The phased retirement may consist of a one-year, two- year or three-year period. During the phased retirement period, workload and salary will be reduced to 80% of the normal workload (faculty can reduce their workload to 60%). Participants in the phased retirement program are eligible for health insurance and life insurance paid entirely by the college during the phased retirement period. Other benefits are based on salary and percentage of employment. Please consult Human Resource Services for additional information regarding this option.

Retirement Plans*

The college offers both a defined contribution and tax-deferred annuity retirement plan.

Defined Contribution Retirement Plan

Eligible employees who have worked for the college for 12 consecutive months (one year) and who have worked for the college at least 1,000 hours over that same 12-month period may participate in the college's retirement plan. The one-year waiting period is waived for employees who are otherwise eligible and who can show evidence that, immediately prior to their employment at the college, they were actively participating in a qualified retirement program and 100 percent vested.

Under this plan, the college contributes a percentage of the annual base wage of an eligible employee to a tax-deferred retirement account(s) selected by the employee from among the options offered in the TIAA or Fidelity Investments. All money paid by the college into the employee's retirement plan is immediately and fully vested in the employee.

Tax-Deferred Annuity Plan

All full-time and part-time employees are eligible from their date of hire to enroll in and contribute their own funds to individually owned special tax-deferred annuity accounts over and

above amounts being contributed by the college into retirement accounts and Social Security. The options each offer a variety of investment possibilities from which employees may choose.

Emeriti

The Emeriti Program is a tax advantaged way to invest and accumulate assets during working years to help meet health care expenses during retirement. The college contributes on behalf of eligible employees age 35 and older with one year of service. Employees age 21 and older may also make voluntary contributions on an after-tax basis (no maximum applies).

Courses and Tuition for Employees, Spouses and Eligible Children

The tuition benefit program is limited to a maximum of eight semesters and one summer semester or the equivalent in part-time study and does not apply for course work taken after completion of the minimum requirements for a bachelor's degree.

Tuition Remission at the college is available to you after one year of employment and for your spouse and your eligible children (up to age 24) according to the "Tuition Schedule of Benefits."

Tuition Exchange is a scholarship program for children of faculty and staff employed at participating institutions. The Tuition Exchange, Inc., a non-profit association, serves higher education by making careers at colleges and universities more attractive. Our program allows children (up to age 24) of eligible employees (one year waiting period as a full-time employee) an opportunity to earn a scholarship at participating colleges and universities nationwide. It also allows dependents of staff at the other member institutions an opportunity to earn a scholarship at the college. Both incoming and outgoing scholarships are based on the member institution's regular admissions processes and are competitive. Eligibility alone does not guarantee student acceptance into an institution or a scholarship award. Please note the application process for this benefit should begin by contacting Human Resource Services 12 months prior to enrolling to a participating college or university.

Tuition Assistance at another institution is available only to dependent children (up to age 24) according to the "Tuition Schedule of Benefits." This applies only if the dependent child is attending an institution of higher education in the United States accredited by one of the six regional Associations of Schools and Colleges. Tuition assistance will only be available for tuition costs at Tuition Exchange participating institutions if the employee completed an application for Tuition Exchange Scholarship in a timely manner and was denied Tuition Exchange. In that event, Tuition Assistance will then be available.

The tuition Schedule of benefits is available upon request and may be found on the Human Resource Services' website. Further information regarding eligibility for benefits and specific benefits provided is available on the Human Resource Services' website.

Full-time employees also may take courses at the college tuition free whether or not they have earned, or are pursuing, a bachelor's degree upon approval of their supervisor if further

education is deemed to benefit their position with the college. Generally, no more than one course at a time may be taken. Requests for this benefit, along with supporting documentation, and supervisory approval should be submitted to Human Resource Services. Employees who attend a course during normal work hours can do so only with approval of their supervisor and will be expected to make up all work time spent in classes.

Career Development

The college supports all employees continual growth and development (both personally and professionally) as members of a learning institution. Employees are encouraged to identify possible opportunities that will offer assistance in the work they perform at the college. Supervisors should support employees by suggesting learning and development opportunities as part of the performance evaluation discussion as well as throughout the year. Both on-campus and off-campus opportunities may exist for employees. For on-campus programs, employees can regularly review the list of professional development events offered by Human Resource Services, User Services, and other campus departments. However, gaining specialized knowledge in a person's field may require attending off-campus workshops and conferences.

Employees can register to attend on-campus professional development programming online or by contacting Human Resource Services at devwell@dickinson.edu or 245-1503. When cancellation is necessary, employees should provide notice 48 hours in advance in order for the hosting department to make the appropriate adjustments.

Costs associated for attending off-campus events, including travel, are the responsibility of the employee's department. Approval to attend any professional development session must be obtained from the immediate supervisor before registering. The programs offered may benefit both the employee and the department. Therefore, supervisors should consider time spent at professional development activities part of normal work hours.

Additionally, nonexempt employees are eligible to participate in the Conference Fund offered by the college to support attending training seminars or workshops off-campus. Supervisors must confirm that the program would enhance particular skills related to the work of the department. Funding is limited to \$200 per person per year to be used for registration fees. Requests will be funded on a first come, first served basis until the budget for the fund has been exhausted. The Conference Fund will not be used to pay for certifications that are required by an employee's position (i.e. CPR, blood-borne pathogens, Act 120, teacher certification, etc.). These funds can be provided by individual departments. In addition, the funds are not intended to be used to pay for degree-type programs.

Employee Assistance Program (EAP)*

Full-time and part-time employees and their eligible dependents may use the college's Employee Assistance Program (EAP). Through professional psychologists, the EAP provides confidential advice and counseling on personal matters. The EAP professionals can assist an employee and any eligible dependents with problems, including, but not limited to, those related to marriage,

mental health, depression, parenting, alcoholism, drug abuse, retirement counseling or the death of a loved one. An employee and eligible dependents may each have up to three visits each fiscal year with an EAP counselor at the college's expense. Employees may choose to continue services at their own expense; part of the cost of continuation may be covered through health insurance.

This service is completely confidential.

Day Care*

The Dickinson College Children's Center provides high-quality child care, preschool and full-day kindergarten for children from 6 weeks to 6 years old. The center also provides a 10-week summer school-age program. The center is dedicated to the belief that each child is a unique person who deserves to be in a safe and nurturing environment. The center is committed to encouraging the child's individual growth, developing each child's social skills and self-esteem, and encouraging collaboration and cooperation. Limited enrollment means that enrollment cannot be guaranteed for children of incoming faculty and staff. The center maintains a waiting list; therefore, an employee should contact the center immediately after receiving an appointment to the college or deciding child care will be necessary.

The Children's Center is a part of the Keystone STARS program which holds its centers to the highest level of standards for early childhood in the state of Pennsylvania, is licensed by the Department of Public Welfare and licensed by the Pennsylvania Department of Education as a nonpublic school.

A fee schedule and more detailed information are available from the center at: 245-1088 or on their website at www.dickinson.edu/about/offices/childrens-center/.

Homebuyer Program*

The Homebuyer Program assists full-time and eligible part-time employees with the purchase of a home in a specific area or for first-time home buyers.

The program provides a Forgiveness Loan for closing costs and down-payment assistance. The loan will be forgiven in increments of 1/60 per month from the anniversary date of the home purchase over a five-year period. The entire sum is forgiven after five years of home ownership.

The Program also provides a Deferred Payment Loan (no interest) for additional closing costs and down-payment assistance. The Deferred Loan must be paid off over a maximum of five years but may be repaid sooner.

Both loans become due when any one of the following circumstances occur: 1) an individual is no longer a Dickinson employee; 2) an individual no longer occupies the property as a principal residence; or 3) the employee is no longer the owner of the property.

A first-time home buyer is (a) someone who has never owned a home; (b) someone who has owned a mobile home but not the land on which it was located; or (c) someone who has lost a home due to a divorce settlement and has not owned a home since that time. First-time home buyers who fall within certain income limits may also qualify for programs offered by local lenders and the Cumberland County Redevelopment Authority.

Eligibility, an application, further information and plan specifics are available on the Human Resource Services Web site.

IRA Deductions - TIAA*

The college offers TIAA IRA's to all employees through payroll deduction. Both Classic and Roth IRA's are offered through TIAA and its family of investment options. These can be used in addition to a 403(b) retirement plan with the college to enhance retirement investing.

Classic IRA's offer tax-deferred investment earnings and penalty-free early withdrawals for the qualified purchase of a first home or to pay for qualified college expenses. In addition, some or all of the annual contributions may produce a current-year tax deduction. Income levels determine deductibility. Be sure to check with a tax adviser.

With a Roth IRA, employees can contribute money, after taxes, and there is no maximum age for contributing and no mandatory withdrawal at age 70 ½. If a Roth IRA has been in place for at least five years, an employee is eligible for tax-free withdrawals of both contributions and earnings after age 59 ½ and penalty-free early withdrawals for the qualified purchase of a first home.

Contact TIAA to request an IRA kit. The completed application should be returned to Human Resource Services along with a college payroll deduction authorization form.

MetLife

Through a special arrangement with MetLife, employees may take advantage of low group rates on life insurance that are not available to the general public. Also available is a voluntary program (METPAY) that offers automobile, home owner and other types of property and casualty insurance, usually at a savings. Payments may be automatically deducted directly from an employee's paycheck, with no additional fees or interest charges. Contact MetLife for a free, no-obligation premium quote.

Long Term Care Insurance

Employees and eligible family members may apply for long term care insurance at group rates. Long term care insurance can help employees protect their savings by providing benefits for the costs associated with nursing homes, alternate care facilities, and care received at home. It offers important coverage that is generally not available through medical and long term disability

(LTD) benefits nor fully covered by government programs like Medicare or Medicaid. For more information, an enrollment kit, or to apply, please visit the Human Resource Services' website.

Social Security*

College employees participate in the federal program of Social Security. An employee's participation is compulsory and rates, retirement benefits and other details of the program are set by law. The Social Security Administration offices in Carlisle can answer questions about the program.

IV. LEAVES AND TIME OFF

Holidays*

The college provides nine paid holidays each year, seven that are fixed and two that are floating holidays. The specific days the college closes for holidays will be communicated campus-wide each year. Except for authorized absences for vacation/floating holiday, bereavement leave or jury/witness duty, employees must be in an active status and work the scheduled workday before and after a holiday in order to receive payment for the holiday. Unscheduled sick time is not an authorized absence. Nonexempt employees who are asked to work on a holiday will be paid at two times their hourly rate for hours worked and will be allowed to reschedule those hours off at an appropriate time in the future. Part-time employees are eligible for holiday pay if the college-designated holiday falls on their scheduled workday.

The seven fixed holidays are:

- New Year's Day
- Memorial Day—last Monday in May
- Independence Day
- Thanksgiving Day—fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Day
- Day after Christmas Day

The college generally closes from Christmas Day through New Year's Day (these days are noted as "additional paid closing days"). The dates for any additional paid closing days are communicated to employees prior to the start of the fiscal year. An employee who is required to work on an additional paid closing day will receive double time for any hours worked on that day. No additional time off is given.

Employees may use floating holidays at their convenience with proper notice and their supervisors' approval. New employees are eligible for two floating holidays during their first fiscal year of employment if they begin working for the college before January 1 and one floating holiday if they begin working after January 1 but before March 1.

Vacation*

All regular full-time employees earn vacation on a monthly basis. This vacation must be used during the fiscal year in which it is earned (July 1 through June 30), with the approval of the department head. Employees serving in certain positions³ are required to take a portion of their vacation in at least one-week increments during each fiscal year.

³ These positions will be identified by the appropriate vice president.

All vacation is made available to employees who are in an active status in advance, at the beginning of the fiscal year (July 1). Regular full-time nonexempt employees receive three weeks (15 days) vacation per year for each of their first 10 years of employment. Effective on the July 1 following the completion of 10 years of continuous service they begin receiving four weeks (20 days) vacation each year. Full-time exempt employees earn 23 days of vacation per year.

A full-time employee, who works fewer than 12 months a year or is a part-time employee, will only earn vacation for the months worked. For example, if an employee works 10 months a year and is off two months, he or she does not earn vacation for those two months. Or if employees work full time for 10 months and half time for two months, they will earn one-half-time vacation for the two months worked half time. Part-time employees also receive vacation that is prorated, based on the number of hours worked.

Full-time vacation allotment for new hires is based on month of hire (the month an employee begins employment; number of vacation days given in advance):

	Nonexempt	Exempt
July	15	23
August	14	21
September	12	19
October	11	17
November	10	15
December	9	13
January	8	12
February	6	10
March	5	8
April	4	6
May	2	4
June	0	2

Please keep in mind that an employee is given this vacation in advance, and must earn it by working through June 30. Employees who leave the college after serving one year, who have given at least two weeks' notice, will be paid for any unused vacation which has been earned. Vacation payout will be at the employee's regular rate of pay.

Employees who leave the college prior to the completion of one year of service are not eligible for any paid vacation time.

To calculate vacation days earned: Take the number of vacation days received in a fiscal year; multiply it by the number of completed months worked in the current fiscal year; divide it by 12 months. The result equals the number of vacation days earned.

To calculate vacation hours earned: Take the number of vacation days earned; multiply it by the number of hours in the workday. The result equals the hours of vacation earned.

Faculty Sabbatical Leave

Faculty should consult the Academic Handbook for questions relating to sabbatical leaves.

Sick Leave

Dickinson recognizes the inability to work because of illness or injury to the employee, or the need to care for the employee's injured or ill spouse⁴, dependent children (must meet eligibility criteria for health benefits) or parents (including parent in-laws) may cause a hardship. In such a case, the college will continue the employee's wages for up to 10 days each year. Sick leave does not accumulate or carry over from year to year. Sick leave renews each July 1, provided the employee is actively at work (not on leave on that date).

The college may ask an employee to supply a physician's statement explaining an absence, including the dates, nature and length of illness/injury. The college also may require an employee to submit a Return To Work Authorization from a physician.

Employees should seek to schedule medical appointments at the beginning or end of their regular scheduled shift in order to prevent unnecessary disruption to workflow.

Emergency Leave

Any other unexpected or unplanned absence from work stemming from an emergency must also be reported based on the department's time entry method. Such emergency leaves will be granted for no more than one working day per fiscal year. All emergency leave is charged against an employee's sick leave.

Short-Term Disability (STD)

In cases where an employee's own illness or injury requires an absence of more than five consecutive days and a physician certifies the period of disability, he or she may be eligible for short-term disability (STD) assistance. Employees must notify Human Resource Services if they will be out more than five consecutive days (sick pay, vacation or floating holiday will be applied during these five days, if applicable). Any applicable absence approved as STD or part of the five days prior to STD will be applied against a Family Medical Leave Act (FMLA) entitlement.

Short term disability assistance is paid as follows. Employees who are receiving short term disability assistance will continue to have all required and voluntary deductions withheld.

⁴ Effective July 1, 2015, based on the recognition of same sex marriages in Pennsylvania under Whitewood v. Wolf, the College will no longer offer benefits to same sex domestic partners.

Nonexempt

Length of service from date of full-time hire

- Less than one year—two weeks full pay
- One to three years—two weeks full pay and two weeks half pay
- Four to five years—four weeks full pay and four weeks half pay
- Six to 10 years—eight weeks full pay and eight weeks half pay
- Eleven or more years—12 weeks full pay and 12 weeks half pay

Exempt Staff

One month short-term disability is provided for every full year of full-time service, up to a maximum of six months.

During such a leave of absence for medical reasons, the employee will be under the same terms and conditions as would be applicable for a family and medical leave (reinstatement to their pre-leave position or an equivalent position with equivalent pay, benefits and terms and conditions of employment including the continuation of all voluntary and required deductions). The college reserves the right to require evidence from a physician concerning the extent and nature of the illness of any employee.

Sick-leave Bank

The college maintains a Paid Sick-leave Bank which is available to full-time nonexempt employees as follows:

- Nonexempt employees may donate up to five vacation days each fiscal year (in increments of one day or more, at any time during that year) to the college Sick-leave Bank.
- For every day or larger increment, the college will match the employee's donation with an identical amount of time.
- The maximum size of the college Sick-leave Bank will be 2,000 hours (1,000 donated by employees and 1,000 donated by the college).

To be eligible to participate in the Sick-leave Bank, employees must:

- have worked full time for the college for at least one year;
- have donated at least one full day of vacation to the Sick-leave Bank in the past five fiscal years;
- be unable to perform the essential job related duties because of an extended, non-job-related illness or injury of more than 10 days;
- have exhausted all accrued sick, short-term disability, floating holidays and vacation.

No one person may receive more than six months' paid sick leave from the Sick-leave Bank in any 12-month period. Requests for use of the leave must be sent to the associate vice president of Human Resource Services through the employee's supervisor and department head.

The associate vice president of Human Resource Services will take into account the reasons for the request, the recommendations of the employee's supervisor and department head, past performance and attendance information of the employee, other requests and any other information pertaining to the request.

Contact Human Resource Services for information on donating vacation days to the college's Sick-leave Bank.

Bereavement Leave*

Full-time and part-time employees are eligible for bereavement leave as follows. If an employee's spouse, child, or parent should die, the employee will be given five days' leave with pay. Should a sibling, grandparent, grandchild or parent-in-law, brother-in-law, sister-in-law, grandparent-in-law, or grandchild-in-law die, an employee will be given three days with pay. At the death of an aunt, uncle, cousin, nephew or niece of the first generation, employees will be given one day with pay. For the purposes of bereavement leave, step relatives are included in the same categories as other relatives.

Jury and Witness Duty*

Full-time or part-time employees who are called for jury duty or subpoenaed as a witness by a governmental entity, should take the original notice of this duty from the court to their supervisor.

The college will provide employees with paid leave, up to 10 days in a 12-month period to serve in either capacity, or up to 24 days in a 12-month period to serve on a grand jury, provided they submit a copy of the summons to their supervisor. Employees will receive their regular pay, less any pay received from the courts, as long as they are in court during normal business hours and return to their position if they are excused from court during any part of the workday. Employees working shift schedules should contact their supervisor or Human Resource Services.

Employees who receive an early release from jury or witness duty are expected to return to work or to charge their absences to vacation leave. Nonexempt employees must report their absences due to jury duty based on the department's time entry method. Employees who serve on a jury and receive regular pay from the college for the same time, should bring the checks for jury-duty pay to Human Resource Services and sign them over to the college. Reimbursement checks from the court for travel/mileage expenses may be kept by employees. Employees who work shift or non-traditional schedules should consult with their supervisor and Human Resource Services regarding benefit usage and payment guidelines.

Military Service

The college will provide military leaves for service in the armed forces of the United States and comport with any reinstatement obligation in accordance with applicable requirements of state and federal laws.

Unreported Absences

If an employee does not show up for work or call in to request time off for three consecutive days or three intermittent days, it is assumed that he or she has abandoned employment, and voluntarily resigned.

Unpaid Leave

All paid time must be used before unpaid leave may be permitted.

Family and Medical Leave (FMLA)*

Eligible employees may be entitled to unpaid family or medical leave pursuant to this policy. Eligible employees are those (1) who have been employed by the college for at least 12 months, and (2) who have completed at least 1,250 hours of service during the 12 months immediately preceding the leave.

Basic FMLA Entitlement

Eligible employees are entitled to a total of up to 12 weeks of unpaid, job-protected leave during any 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent

The college will calculate the 12-month period by measuring backward from the date an employee uses FMLA leave (i.e. leave is limited to the balance of 12 weeks not used during the prior 12 months).

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job, or prevents a qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

In cases where the college employs both spouses, they are limited to a combined total of 12 weeks of FMLA leave because of the birth, adoption, or foster care placement of a child, or to care for a parent with a serious health condition. If the spouses both use a portion of the total 12-week FMLA leave entitlement for the birth of a child, for placement for adoption or foster care of a child, or to care for a parent, each spouse is entitled to the difference between the amount he or she has taken individually and 12 weeks of FMLA leave for other purposes.

The college requires employees to use all of their accrued vacation, sick, and personal time during FMLA leave. After all accrued vacation, sick, and personal time is exhausted, any remaining FMLA leave is unpaid. Employees absent from work and receiving short-term disability or workers' compensation benefits also are required to use FMLA leave concurrently. When using paid leave during FMLA leave, employees must comply with the college's paid leave policies.

The college maintains group health plan benefits for employees on FMLA leave on the same terms as would apply if the employee were on active duty. Employees are required to pay their premium co-payments while they are on FMLA leave. Any employee who fails to return to work upon completion of FMLA leave will be required to reimburse the college for all benefit premiums paid by the college on the employee's behalf during such leave, unless the employee's failure to return is due to circumstances beyond the employee's control. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Except under certain specific circumstances, an employee returning from FMLA leave will be reinstated to the employee's former position or to a position with equivalent pay, benefits, and other employment terms and conditions. Highly salaried "key" employees may have limited reinstatement rights. Any "key" employees will be notified of their specific rights and obligations prior to beginning an FMLA leave.

FMLA leave can be taken all at once or, when medically necessary or for a qualifying exigency, on an intermittent or reduced leave schedule. Intermittent leave is leave taken in separate blocks of time for a single FMLA-qualifying reason. An FMLA reduced leave schedule is a work schedule that reduces the employee's usual number of working hours per workday or workweek. Employees will be informed whether they are eligible for intermittent leave or a reduced leave schedule when they apply for FMLA leave.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent who is (1) a member of the regular component of the Armed Forces and deployed to a foreign country, or (2) a member of the National Guard or Reserves on active duty or called to active duty status and deployed to a foreign country, may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

(1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) that may render the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list; or

(2) a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) who suffered a serious injury or illness while in the line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) and that manifested itself before or after the member became a veteran for which the veteran is undergoing medical treatment, recuperation, or therapy, if the veteran was a member of the Armed Forces at any point during the five years prior to the medical treatment, recuperation, or therapy at issue.

If two spouses both work for the college, they are limited to a total of 26 weeks for service member family leave and all other FMLA-qualifying reasons in a single 12-month period.

FMLA Procedures

Employees must fully comply with the college's normal leave policies and call-in procedures. Employees must provide 30-days advance notice of the need to take FMLA leave when the need is foreseeable. When the need for leave is not foreseeable, employees must provide notice as soon as possible. During leave, employees must keep the college informed of the estimated duration of leave and their intended date to return from leave. Employees also must make reasonable efforts to work with the college to schedule leave for planned medical treatment so as not to unduly disrupt the college's business.

Employees requesting FMLA leave will receive a form to complete and submit. If FMLA leave is taken because of the employee's or his/her family members' serious health condition or for service member family leave, the employee will receive a Certification of Health Care Provider form to complete and submit before the leave begins or within 15 days if advance notice has not

been provided. The employee must submit complete and sufficient medical certification within 15 days of the request for the leave, or the leave may be denied. If the medical certification is submitted timely but is incomplete, the employee will be given a list of the deficiencies and the information needed to correct the deficiencies. The employee has seven days to correct the deficiencies. Leave can be denied if the employee does not correct the deficiencies within the seven days. Employees may be required to provide periodic recertification supporting the need for leave. The college reserves the right to require second and third opinions at the college's expense relating to a medical certification. Any employee returning to work from a personal medical leave will be required to submit a fitness-for-duty certification from his/her health care provider, stating that he/she is able to resume work.

An employee who requests FMLA leave because his/her spouse, parent, or child is called up for or is on active duty in the Armed Forces will receive an Active Duty Certification form to complete and submit.

When leave is requested, eligible employees will receive a notice of their rights and responsibilities, and ineligible employees will be informed why they are not eligible for FMLA leave. After an employee submits the required forms, the college will notify the employee if the leave will be designated as FMLA-protected. If so, the notice will include the amount of leave counted against the employee's FMLA entitlement. The college also will notify an employee if the leave is not FMLA-protected.

An employee on leave is prohibited from engaging in other employment during the period of the leave of absence, unless the employee has received written authorization from the college to engage in such employment. Any employee who commits fraud or makes a misrepresentation in connection with any requested or actual FMLA leave will be subject to disciplinary action, up to and including discharge.

The FMLA prohibits employers from interfering with, restraining, or denying the exercise of any right provided under the FMLA and from discharging or discriminating against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for violations of the FMLA. Additional information regarding the FMLA may be obtained from the U.S. Department of Labor by calling 1-866-4US-WAGE. The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

This policy will be administered in a manner consistent with the terms of the Family and Medical Leave Act of 1993, as amended. The college reserves the right to impose any conditions or limitations upon any leave of absence as may be deemed consistent with the provisions of the Act. Any questions concerning this policy may be directed to (717)245-1503 or hrrservices@dickinson.edu.

Parental Leave

Birth mothers who have been employed at the college in a full-time position for 12 months preceding the birth of the child are eligible for 6 weeks of medical leave at 100% pay, including benefits that begin when an eligible employee’s physician determines that a pregnant woman should discontinue work or at the time of delivery, whichever comes first.

The primary caregiver, who is employed at the college in a full-time position for 12 months preceding the birth of a child, is eligible for six weeks of parental leave at 100% pay. If the primary caregiver is also the birth mother, this parental leave is in addition to the six weeks of paid medical leave.

A spouse⁵ of a primary caregiver, who has been employed at the college in a full-time position for 12 months preceding the birth of a child, is eligible for 3 weeks of parental leave at 100% pay and up to 3 weeks parental leave at 50% pay.

In cases of adoption of a child six years of age or under, the primary caregiver, if employed at the college in a full-time position for 12 months preceding the adoption of the child, will be eligible for 6 weeks of parental leave at 100%.

A spouse of a primary caregiver who has been employed by the college for 12 months preceding the adoption of a child is eligible for 3 weeks of parental leave at 100% pay and up to 3 weeks parental leave at 50% pay.

Under this policy, if both parents are Dickinson employees both of whom have been employed at the college for at least 12 months each, they will share between themselves, in consultation with their supervisors, a maximum of 12 weeks of 100% paid leave, taken either concurrently or consecutively.

The FMLA permits employees to take up to 12 weeks of *unpaid* leave. *Paid* leave of less than 12 weeks, as provided by the college under this revised policy, will be supplemented by *unpaid* leave in accordance with the FMLA.

	Medical Leave at 100% pay	Parental Leave at 100% pay	Parental Leave at 50% pay
Birth:			
Mother	6 weeks ¹	---	---
Primary caregiver	---	6 weeks	---
Spouse of primary caregiver	---	3 weeks	up to 3 weeks
Adoption:			
Primary caregiver	---	6 weeks	---
Spouse of primary caregiver	---	3 weeks	up to 3 weeks

⁵ Effective July 1, 2015, based on the recognition of same sex marriages in Pennsylvania under Whitewood v. Wolf, the College will no longer offer benefits to same sex domestic partners.

ⁱ 6 weeks of medical leave for childbirth is an accepted basic measure of the health care component related to a woman's recovery period. This period may be extended depending on the health care needs of the mother.

ⁱⁱ For purposes of this policy, the primary caregiver of a child is defined as the sole caretaker of his or her newborn child at least 20 hours per week, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. The partner who intends to be the primary caregiver according to this definition must submit a letter to his or her supervisor attesting to this intention.

Community Service

The college's mission speaks to the importance of creating engaged citizens; Dickinson supports our employees in their pursuit of civic engagement by allowing individuals to take up to four hours of paid time on an annual basis to perform community service of their choosing.

Dickinson traditionally offers an organized opportunity to provide community service by participating in *A Day of Caring*. Employees who would like to participate in *A Day of Caring* or volunteer their time to another community organization must receive supervisory approval prior to scheduling.

V. COLLEGE SERVICES*

Identification Cards

All full-time and part-time employees are eligible to receive an identification (ID) card. Employees may obtain a college ID card in the Dining Services ID Office, located on the upper level of the Holland Union Building in the east corridor. The photo ID will ensure you have access to the library, cultural and sporting events, Kline Center, and declining-balance accounts for Dining Services.

The college ID card will be issued to alumni and employee's immediate family members⁶ (includes children 12 to 19 years old, and children up to the age of 25 who are attending college full time and considered a dependent). There is a \$10 fee for each dependent/spouse ID card.

Lost or stolen cards should be reported immediately to the Access Control ID Supervisor during regular business hours or to Public Safety after business hours. Replacement ID cards are available from the college ID and Declining Balance Office for an additional fee.

Kline Center

The Kline Center is home to all the indoor recreational and competitive activities available to the Dickinson community.

They include:

- 38,600 sq.ft field house – includes 200 meter, 4 Lane track, Competition wood basketball/volleyball floor, 2-Recreational basketball/volleyball courts
- 25 yard, 8 lane swimming pool with separate diving well
- Dance/Aerobic studio
- Two racquetball courts
- Five Court squash court facility
- State of the art 13,000 + square foot fitness center.

In addition, the Kline Center features an exercise/dance studio, a seminar room and the College's athletic offices.

⁶ Effective July 1, 2015, based on the recognition of same sex marriages in Pennsylvania under Whitewood v. Wolf, the College will no longer offer benefits to same sex domestic partners.

Users of the Building

Those eligible to use the building are divided into three categories:

- Category 1: students, faculty, staff, alumni, and their eligible family members⁷
- Category 2: participants in conferences and other special events
- Category 3: the general public

For additional information please refer to the Kline Center policy in the Campus Policy manual on the GATEWAY or contact the Kline Center.

Library

Employees are eligible to use the library and will have access to all services the library provides including archives, circulation, interlibrary loan and reference services. To check out books and other circulating items, the employee will present a valid Dickinson College photo identification card at the circulation desk. If employees wish to extend borrowing privileges to members of their immediate family, they should contact the main circulation desk of the library or email circ@dickinson.edu. Upon leaving the employ of the college, all books checked out by employees or family members must be returned to avoid being billed for replacement costs.

Dining Services

Employees may purchase food in the Union Station in The HUB (soup, salad, sandwiches, and more), the Dining Hall in The HUB, the Underground in The HUB (fresh juice and sushi bar), Quarry on the corner of College and Louthier streets (deli, pastries, and quick to-go foods), Biblio Café in the Library (espresso bar with quick to-go foods), Juice Box in the Kline Athletic Center Annex (fresh juice and healthy meal alternatives), the Devil's Den in The HUB (convenience store). The Dining Services Office is located on the upper level of the Holland Union Building in the east corridor. Dining Services operates the Union Station, the Underground, the Quarry, Biblio Cafe and the Dining Hall. Employees may use their college ID card to establish a declining balance account with the ID Office of Dining Services. Employees receive a 10% discount for food purchased using a declining-balance account at any dining location.

Employees may also arrange to have Dining Services prepare special dishes or cater events for department or personal events. Call Dining Services at extension 1318 for more information about this service.

⁷ Family members will be required to pay an initial fee to use the Kline Center

Devil's Den Convenience Store

Employees may choose from a large variety of beverages, (both hot and cold), snacks, candy, magazines, health and beauty items, and daily newspapers. Tickets are available at a special price to the local movies theatres.

College Bookstore

Employees are encouraged to shop the Bookstore for general reading books, clothing and gift merchandise. Additional information can be found by calling the Bookstore at extension 1330 or visiting their web site at: www.dickinson.edu/store.

Campus Community Events

Throughout the year, the college hosts several lectures, concerts, plays, art exhibits and other events to which employees and their family members are welcome. While most events are free of charge, there are some exceptions in which audience members are asked to pay a modest admission fee. To schedule an event on campus, please contact the Conference and Special Events (CASE) department.

Safety

Should employees feel uneasy about walking on campus during the evening hours—for example, walking from a building to their cars at the conclusion of the workday—they may call Public Safety at extension 1349, which will provide employees with someone to accompany them. Crime statistics may be found on the Department of Public Safety website or a brochure can be obtained through Public Safety.

Mail Services

Employees may use the services of the faculty, administration, and staff (FAS) mail center, which provides the college community with most services of the U.S. Postal Service, United Parcel Service and Overnight Mail. The center is located in the basement of the Holland Union Building and is open from 9 a.m. to 4:30 p.m., Monday through Friday.

Parking

There is no charge for parking in the college parking lots. However, all employees must have a parking decal to park in the lots. To obtain free parking decals, employees should bring their driver's license, a valid vehicle registration, and proof of insurance to the Public Safety Office. The decal will permit employees to park in spaces designated for faculty/staff parking. Additional information may be found on the Department of Public Safety website.

Publications

The Office of Marketing and Communications, in conjunction with other departments, produces and distributes various publications of interest to employees, including the quarterly Dickinson Magazine and Dickinson Today. Please read these publications and consult the upcoming events section of the college home page, as they provide valuable information on issues around campus.

Print Center

The Print Center offers professional services for both the college and employees including graphic design; color and black/white digital printing; large format printing of posters and banners; finishing services including cutting, folding, stapling, binding and booklet making, padding, laminating and dry-mounting. Bulk mailing services are also available. These services are offered at competitive prices and offer the convenience of the on-campus location.

College Farm

The Dickinson College Farm (553 Park Drive, Boiling Springs, PA) is a 50-acre living laboratory that is located just 6 miles from campus. The farm has 15 acres of vegetable production ground and 30 acres of animal pasture on which Dickinson College students assist with all aspects of the farm's food production as employees or volunteers. The farm's livestock pasture through a rotational grazing program that provides the animals with year-round forage, sunlight and fresh air. The farm raises USDA Certified Organic produce to supply the college dining hall, seasonal farmers' market customers and over 130 Dickinson faculty, staff, and students who receive weekly produce deliveries through a 30-week produce subscription program.

The farm supports the academic interests of students and faculty, promotes renewable energy through on farm installations and applications and works to inspire students to engage in responsible land stewardship through the study of earth's natural processes and demonstrates the science, practice and culture of sustainable food production. Through farm-based educational programs, hosting school groups and outreach events, the Dickinson College Farm serves as a venue for the Dickinson community and its neighbors to experience holistic approaches that help sustain natural ecosystems.

To volunteer at the farm, take a tour, participate in a workshop, or learn more about the 30-week produce subscription program, visit their website at <http://blogs.dickinson.edu/farm> .

VI. GENERAL INFORMATION*

Assisted Problem Solving

The college encourages a working atmosphere which involves healthy and productive dialogue. However, conflict between individuals may occur which requires support to be successfully resolved in a respectful and positive manner. The Conflict Resolution Resource Services offers conflict-coaching sessions and mediation services to all members of the college community. If faced with a conflict situation, it may be useful to have a neutral and confidential resource or someone to discuss approaches to conflict resolution, options, or clarify the underlying issue that is most important.

The conflict-coaching service allows an individual to seek confidential advice on how best to alleviate workplace conflict. Mediation, on other hand, is a confidential conversation between two parties in conflict, structured and assisted by a neutral third party, the mediator. The structure of a mediation session allows both parties to move beyond their initial positions to discover their own and the other's underlying interests. The parties can then generate options to address their needs. When mediation is successful, the parties review and select the best options, and conclude with a written agreement.

For more information about conflict resolution services, please contact Conflict Resolution Resource Services or Human Resource Services.

Issues Resolution

Dickinson College seeks to promote and maintain a work environment that provides for the full and satisfying performance of their duties. However, the college also recognizes that there may be occasions in which work related issues, misunderstandings and frustrations may arise that cannot be resolved in the normal day-to-day interaction with peers and supervisors.

Employees who believe that college policies have been inappropriately applied to them or who encounter situations in which they have work-related issues or concerns with other employees or visitors that require intervention by the college, or in which they have issues with the work setting itself that have not been resolved, may use these procedures. The college encourages employees to seek answers to work-related questions and concerns. Certain matters, specifically limitations included in the college benefits, job classifications, compensation and non-work-related issues or concerns are not subject to procedures beyond general inquiry. Additionally, reports or concerns of discriminatory harassment should be made in accordance with the specific reporting procedures set forth under the "Eliminating All Forms of Discriminatory Harassment" section of the Handbook.

Informal Process

With other concerns, as a first step, an employee is encouraged to direct a particular work-related issue or query, within 5 days, to an appropriate department administrator, for example an

immediate supervisor or second-level supervisor. Alternatively, an employee may contact Human Resource Services, which will attempt to answer questions and advise the employee on how to resolve issues in the most appropriate and timely manner. To the extent consistent with the need to gather facts and try to assist in facilitating a resolution, employee communications relating to concerns will be held in confidence. Employees also may discuss these problems or concerns with a member of the college's employee assistance program (EAP) if they wish to discuss the issues confidentially with someone outside the college. The college encourages early discussion of problems and concerns in accordance with the above informal process so that there is the potential to resolve concerns when they first arise and where any resolution can be most efficient and effective.

Request for Review

If an employee has a concern that he or she feels has not been adequately resolved through the informal issues resolution procedure outlined above, the employee may file a formal request for review. The formal request for review must be in writing and submitted to the employee's director or department head and Human Resource Services within a timely manner. If the employee is not satisfied with the determination of his/her director/department head and Human Resource Services, he or she may seek to address the matter further in writing with the appropriate dean or vice president. If the employee is not satisfied with that determination, the employee then may seek further consideration, within 10 days of the determination at the prior level, by presenting his/her concerns to the associate vice president of Human Resource Services. The decision of the associate vice president of Human Resource Services is deemed the final decision of the college.

Dickinson College is committed to a timely response at each level to assure that prior discussions relating to issues or concerns do not become stale. Absent extenuating circumstances, a decision should be expressed to the employee making the request for review within 5 days of the conclusion of the fact-gathering for each level in the process.

Conflicts of Interest, Outside Employment, Gifts, and Gratuities

Employees of Dickinson College are permitted to engage in outside employment; however, certain restrictions apply. Employment outside the college must not conflict or appear to conflict with the college's interest or adversely affect one's ability to fulfill job responsibilities at the college. Employees must advise their supervisors in the event that they feel there may be any conflict of interest whatsoever between their outside-employment endeavors and their positions at the college. At no time are employees permitted to conduct outside-employment business during paid working time or to use college materials or facilities to conduct outside business.

Outside employment is not an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. Employees are cautioned, therefore, to consider carefully the demands that outside employment would create before accepting such employment. If outside employment reduces an employee's effectiveness, such outside employment must be discontinued.

Employees of the college may not solicit or accept monetary gifts or items of more than insignificant value that would suggest or create an obligation of the college. Under no circumstances should any gift or gratuity be accepted in a situation where it could be viewed as influencing an employee's professional judgment. If an employee has any question regarding the propriety of accepting a gift or item, he/she is encouraged to contact Human Resource Services.

Copyright Laws

There are "fair use" laws that relate to copying materials. Normally a single copy of copyrighted material may be made for educational purposes. However, some materials and multiple copies of such materials may be protected. If in doubt, employees should contact the library which will help them determine any restrictions for the materials they are asked to copy or wish to copy.

Workplace Safety

The college follows the guidelines set forth by the Federal Occupation Safety and Health Act (OSHA) to ensure, to the greatest extent possible, that all workplace-related health and safety needs of its employees are met. If an employee becomes ill or is injured while working, emergency medical services will be provided to them. Employees may participate in assuring a safe and healthful environment for all by informing the Workplace Safety Committee (at ext. 1349) about any conditions or practices on campus that they believe are unsafe or unhealthy. In the event of medical emergency on campus call ext. 1111 for medical emergency assistance.

Employees in certain positions are required to undergo a physical examination every other year at the college's expense. Any employee or any person who has been hired pending completion of a health examination may be required to undergo a health examination at the expense of the college. If an employee has symptoms or signs of communicable diseases or infected skin lesions, they should not work. Such employees should inform their supervisor and see a physician. An employee found to be suffering from a communicable disease may not return to work until they can obtain a statement from the physician certifying that they are free from the disease and may work without restrictions.

The college has a plan to meet OSHA regulations. The plan includes the identification of those employees who, by virtue of their jobs, may become exposed to blood or body fluids that might contain potentially infectious material (such as HIV or hepatitis B). These people will receive special training as outlined by the regulations, be offered the hepatitis-B vaccine series and be supplied with personal protective equipment to be used when necessary. If employees are present during a situation where there is a blood or body fluid spilled on them:

1. they should not touch the material; and
2. they should call Public Safety at extension 1349 or 1111.

VII. POLICIES*

(PLEASE NOTE: A complete listing of ALL Dickinson campus policies may be found in the Campus Policy Manual located on the GATEWAY)

Animals on Campus

Other than certified service animals, for reasons of public health and out of respect for those who clean the buildings, Dickinson policy does not permit pets in any campus building—academic, administrative or residence hall – or in gated athletic facilities. Dogs and other animals are permitted on campus roads, walks, and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner’s responsibility to clean up after the animal. All pets must be tagged, registered, and vaccinated in accordance with Pennsylvania State Law.

Attendance Management Policy

The college recognizes that regularly scheduled time off for rest, relaxation and personal pursuits contributes to the well-being of an employee and that attendance at work enables the planning and provision of our services.

The college understands that there will be times that employees will be away from work due to planned and unplanned absences. Likewise, we recognize that frequent and unplanned absences from work can result in poor customer service, increased work-load for coworkers, lower staff morale and higher overall costs. Therefore, it is vital to the college for all employees to exhibit reliable attendance.

The purpose of this policy is to establish the requirements for reporting absences, to provide guidelines for the handling of tardiness, early departures, and unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient and effective operations throughout the college.

Definitions:

Scheduled Absence: A scheduled absence occurs when an employee requests, in advance, and is approved to take time off in accordance with department and college policies. Some examples of scheduled absences include approved vacation, floating holidays, jury duty, military-related leave, bereavement leave, FMLA leave, and short-term disability leave. Scheduled absences do not count as an occurrence.

Tardiness: Failure to report to an employee’s assigned work area and to be prepared to start work at his or her scheduled start time, including returning from breaks and meal periods.

Early Departure: Failure to work an employee’s complete assigned work shift/schedule; including leaving for unscheduled appointments, illness, child care, etc.

Unscheduled Absence: Failure to report to work for all or part of a scheduled workday without advance approval which was obtained in accordance with the department's procedures. Included in this definition is the unscheduled use of sick leave, even when the employee calls in accordance with departmental procedures. Other examples of unscheduled absences include but are not limited to absences due to transportation problems or due to a home emergency.

No call/no show: An unscheduled absence without proper notification to the employee's supervisor or department.

Pattern of excessive or unscheduled absences: This term includes but shall not be limited to: unscheduled absences which occur immediately prior to or subsequent to scheduled days off (including holidays and weekends), unscheduled absences which coincide with certain work assignments, unscheduled absences which routinely occur on a given day of the week, and habitual exhaustion of sick leave balances on an annual basis.

Occurrence: Each time that an employee experiences an unscheduled absence or a no call/no show shall be considered a single occurrence. Four tardy/early departure incidents shall count as a single occurrence. An absence which is comprised of more than one day may count as a single (1) occurrence if each day of absence is attributable to the same reason.

Any tardiness, early departure, or unscheduled absence that is due to approved Family and Medical leave, military leave, jury duty, workers' compensation, other approved leave, or due to reasonable accommodation as required by law will not be counted as occurrences.

Attendance Monitoring

Attendance will be monitored and managed to ensure the effective, efficient, and consistent delivery of college services. Employees must arrive and be prepared to commence work at their scheduled start time. Employees are responsible for providing notification of absences, late arrivals, or early departures each day, in accordance with the department's call-in procedure.

Timely and regular attendance is a performance expectation of all Dickinson College employees. Consequently, those employees who have exhibited unsatisfactory attendance which result in corrective action during the course of the review period should expect to have the behavior documented in their annual performance appraisal.

When an employee has been identified as needing improvement in the performance of his/her job responsibilities along with attendance/tardiness/departure concerns, the totality of the circumstances will be assessed when determining further corrective action.

Absences from work will be designated as scheduled or unscheduled. An unscheduled absence will be recorded as an occurrence. A no call/no show will be considered an occurrence and will also result in a written reprimand or other disciplinary action in accordance with the college's overall disciplinary practices. Any unscheduled absence must utilize available paid leave. Where an employee has exhausted all available paid leave the hours will be unpaid.

Management of Occurrences

The following is designed to provide guidelines when addressing the total number of occurrences in a 90 day period, provided that the reason for an occurrence is not protected under applicable law such as Family Medical Leave Act, Worker's Compensation or Americans with Disabilities Act as Amended.

Three accumulated occurrences in a 90 day period may result in a verbal notification and a coaching session to make the employee aware of the situation and to be certain the employee understands this policy and the consequences of violation. Any additional unscheduled occurrences within six months may result in additional corrective action up to and including termination of employment.

Pattern of Excessive or Unscheduled Absences

In cases where there is a pattern of excessive or unscheduled absence, written notice will be given to the employee that his or her absence behavior is a hardship on the department and that additional requirements must be met in order to receive approved leave. These requirements include:

- A physician's statement verifying incapacitation, medical reasons for an absence, and the anticipated date of return when sick leave or leave without pay is utilized.
- Documentation to support other paid leave (bereavement, jury duty, military, etc.).

Additional incidents comprising a pattern of excessive or unscheduled absences will result in further corrective action up to and including termination.

Once an employee is placed on a written notice of restrictions for exhibiting a pattern of excessive or unscheduled absences, the supervisor should complete a regular review of the employee's attendance record at a minimum of every 90 days. Written authorization from a supervisor may lift these restrictions if the employee corrects the pattern of absence for a duration of six months. A relapse of pattern of excessive or unscheduled absences within the following six month period may necessitate reinstatement of the restrictions and/or termination.

Background Checks

A Commonwealth of Pennsylvania mandated background check is required for all current and prospective employees who are responsible for the welfare of a child or who have direct contact, including routine interaction with, children. A College-required background check is required for all new full-time, part-time, and casual employees. A Financial Background Check is required for employees serving as senior officers, employees of the Business Office of the Division of Finance and Administration, and employees of the Office of Advancement. A State, College, or Financial Background check also may be required for current employees who move

to another position by promotion⁸, transfer, or demotion; or who serve in positions where a background check is required by legal or regulatory requirements.

The complete policy can be found in the Human Resources section of the Campus Policies Manual.

Blood-borne Pathogens Exposure-control Plan

The Occupational Safety and Health Administration (OSHA) has set forth guidelines that employers must follow for the purpose of protecting the health of its employees against the human immunodeficiency virus (HIV) and hepatitis-B virus. The college has created a plan to meet these regulations by identifying a team of employees who, by virtue of their jobs, may become exposed to blood or body-fluid spills that might contain potentially infectious material.

If any member of the college community is present during a situation where there is a blood or body-fluid spill, he or she is to follow these steps. First, do not touch the material. Second, call Public Safety at ext. 1111. Finally, assist the injured individual in administering self-care. Common sense dictates that if the injured person is unconscious and unable to hold pressure on a wound, assistance would be appropriate.

The college's Blood-borne Pathogens Act Exposure Control Plan is available to all employees on GATEWAY.

Call-In Pay

“Call-In Pay” is additional pay beyond regular pay for full-time nonexempt staff who may need to be accessible outside of their normally scheduled work day or week. Full-time nonexempt staff who are called in to work unplanned and unexpectedly will be paid 1.5 times their normal hourly rate and will be paid for a minimum of 2 hours. This call in rate will apply if staff are called in from: vacation, a regularly scheduled day off, or during hours that the staff member is not normally expected to work. Excluded from call in pay are any pre-arranged work schedules and pay in accordance with the College Emergency Close-Down or Delay Policy.

Children in the Workplace

The presence of young children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an occasional emergency may arise when a parent would have to bring a child to work for a limited period of time, the college does not expect this to occur on a regular basis, especially given the concern for

⁸ For purposes of this policy, “promotion” is not intended to include promotions within the faculty ranks of assistant, associate and full professor.

possible injuries and accidents to the children and for the college's responsibility in the event of an accident or injury.

College Emergency Close-Down or Delay Policy

Dickinson College is a residential institution, and offices and services will remain open and available to students, even during inclement weather. The college will not close down due to inclement weather except under extreme emergency situations. Certain weather situations may result in a delayed opening to allow Facilities Management personnel the opportunity to clear parking lots and walkways of debris. Occasionally, when conditions warrant, the college also may have an early closing. Information about such closings will be sent by telephone and email to all offices, and Red Alert may also be utilized.

In the event of inclement weather, regardless of whether the college is delayed, employees should use good judgment when commuting to work. Employees who are not able to arrive at their regular start time safely due to weather conditions, should immediately inform their supervisor. Supervisors should keep a list of home telephone numbers for their staff so they can contact their employees as necessary.

Notification

Should inclement weather, power failure or other emergencies make it necessary to delay the opening of offices or services or require an early closing, an announcement will be made through Red Alert and over the following radio and TV stations:

- WGAL TV 8
- WHP TV 21
- WHTM TV 27
- WITF TV 33
- WHP 580 AM
- WHYL AM/FM
- WIMX 1460 AM
- W100 100 AM
- WNNK 104 FM
- WROZ 101.3 FM
- WRVV 97.3 FM
- WITF 89.5 FM

Red Alert

The college issues Timely Warnings and Emergency Notifications through its Red Alert mass notification system. Red Alert enables college emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods—including email, text messaging, and cell phones. Red Alert is only used for emergencies, crises and reports of serious crime where a situation exists which potentially constitutes an ongoing or immediate danger. This is a free service to members of the Dickinson College community.

The success of this service relies on employees to provide accurate contact information. To receive emergency alerts from Dickinson Red Alert, employees should sign up by following these instructions:

1. Log into the GATEWAY on the web at <http://gateway.dickinson.edu/>
2. Follow the instructions in the Dickinson Red Alert channel, follow the link

Employees should register as soon as possible. Having the latest contact information in the notification system is the only way to ensure that the college can quickly communicate with employees in an emergency.

Emergency Personnel

When the college is delayed or closed, only those employees identified as part of the emergency response team or those designated as “emergency response personnel” will work. For safety reasons, all employees not part of the emergency response team must leave at the designated close down time or not report in the event of a close down or delay.

The emergency response team and “emergency response personnel” includes certain staff in Facilities Management, Public Safety, Student Development (when students are present on campus), Dining Services (when students are present on campus); Media Relations, Senior Administrators, Library and Academic Lab, and the Dickinson College Children’s Center (in the case of early closure). Those staff members considered part of the emergency response team or “emergency response personnel” are determined in consultation between the emergency response team, respective division heads, and senior administration. Supervisors are responsible for discussing with “emergency response personnel” their expectations and responsibilities for work during a delay or close down.

Compensation

If employees are not able to arrive safely at their regular start time due to significant weather conditions, supervisors will be flexible and understanding. In many instances supervisors can arrange for employees to make up that time during the same pay period without employees having to use an emergency day or vacation time.

When nonexempt employees are required to work during a designated emergency, they will be compensated at an overtime rate of two-times regular pay for hours worked during an emergency close down period (includes delayed openings and early dismissals). Alternatively, employees may choose to schedule an equal amount of time off within the same pay period. Employees who choose to schedule time off must advise their supervisor prior to the end of the pay reporting period.

When an emergency arises during the workday and all employees, except those designated as emergency response team or “emergency response personnel”, are required to leave early, those departing personnel will be paid for the remainder of their normally scheduled work shift.

If nonexempt employees are asked by the supervisor (with approval from the respective division head) to stay during a close down situation because of critical business needs, they will be compensated for any hours worked as other emergency response team or “emergency response personnel”, even though the employee is not part of the emergency response team. If this occurs, the employee is to indicate those hours worked during the emergency situation. The employee’s supervisor’s approval is required to ensure the hours are paid appropriately.

Finally, should there be inclement weather that does not cause the college to delay its work schedule but prevents an employee from reaching work, he or she may use an emergency day. Each employee is permitted to use one emergency day per fiscal year which is charged against the employee's sick leave. Emergency pay time may be used in less than full-day increments, as described in the sick leave benefit.

If several storms occur during the year, preventing an employee from reaching work, and the employee's emergency day has been used, then a floating holiday or vacation day may be used. If all paid leave has been exhausted, the absence will be without pay.

The Department of Labor permits hours worked and paid as double time to be credited toward overtime compensation due (i.e. hours to be paid at time and one half). The college will compensate employees in accordance with this standard. Additional information regarding pay during emergency situations can be found online at http://www.dickinson.edu/info/20083/human_resource_services/3107/payroll_policies_and_web_time_entry_guidelines.

Consulting Policy (Exempt Employees Only)

With supervisory permission, exempt employees are permitted to provide consulting services for a fee to outside entities for up to three days per fiscal year. Once permission is received, the employee may engage in consulting without drawing upon vacation time for a maximum of three days. If three days are exceeded, vacation time must be used for each hour above and beyond the maximum. At the discretion of the college, an employee may be required to submit remuneration received to the college if the maximum is exceeded.

Dress Code and Uniforms/Grooming and Attire

All employees are expected to maintain a neat, clean, and professional appearance when working on campus or while on college business. Proper personal hygiene and grooming are essential elements of projecting a professional image.

Dress code for each employee will be based on the specific position that person holds. An employee who is not required to wear a uniform should use his or her best judgment in determining what attire is appropriate given the position. For example, most instances of interactions with vendors, visitors or clients require more formal business attire. On occasions when employees will be working on campus and will not have to meet with vendors, visitors or clients, appropriate business-casual attire may be acceptable. If an employee is unsure about appropriate attire, he or she should check with the supervisor.

Many positions, such as those in Dining Services, Facilities Management or Public Safety require uniforms to be worn during work time. If employees are required to wear a uniform, they will be provided with the uniform by the college or given an annual allowance to purchase uniforms for use when they are on duty. Uniforms worn by Facilities Management and Public Safety employees must be returned to their department heads when their employment is

terminated or when they move to positions that do not require the uniform. Because of concern for employee personal safety, the college prohibits the wearing of open-toed shoes or sandals by all uniformed staff members.

Drug and Alcohol Policy

This policy applies to all college employees.

Consistent with this policy, and Dickinson's Drug Free College policy, administrators, faculty and staff are prohibited from engaging in any of the following activity:

- The unlawful manufacture, cultivation, possession, distribution, dispensation, and use of any drug on any college-owned property, at any college activity or activity offered by an organization recognized by the college, or during any college-sponsored event or travel.
- The possession of unlawful drug paraphernalia.
- Reporting to work under the influence of alcohol, illegal drugs or illegal use of controlled substances.⁹

"Under the influence" means that the employee is affected by alcohol or drugs or the combination of both in any detectable manner. This may be established by professional opinion, a scientifically valid test, or, in some cases, by observation of impairment of physical or mental ability, such as slurring of speech, difficulty in maintaining balance, etc. With respect to alcohol, an employee is under the influence if the employee's blood alcohol level is 0.04 or greater.

- Refusing to submit to any alcohol or drug test conducted under this Policy.

Additional information about the College's position on drug and alcohol use, including available options for counseling and treatment for drug and alcohol problems, can be found in Dickinson's Drug Free College policy at About / Administrative Offices / Human Resource Services / Handbook Revisions or http://www.dickinson.edu/info/20226/student_life/1226/drug_free_college_community

Reasonable Suspicion Drug and Alcohol Testing

When the college has reason to suspect illegal drug or alcohol use in violation of this policy, the college will require the employee(s) to submit to drug and/or alcohol testing. This may exist in a variety of circumstances, including but not limited to: (1) where an employee manifests physical or behavioral symptoms or reactions of being under the influence commonly attributed to the use of illegal drugs or alcohol, which could include appearance, conduct, speech, or odor, or (2) the college otherwise receives reliable information indicating that an employee or group of employees may be engaging in conduct that violates this policy. Reasonable suspicion that a person is under

⁹ Nothing in this policy is intended to supersede employment policies setting higher expectations and standards for employment-related alcohol and drug use based upon specific requirements of various positions. Positions where higher standards may be in place include but are not limited to those involving the operation of heavy equipment, child care positions, and employees in the Department of Public Safety.

the influence will be determined by college management which includes (1) supervisors or department chairs in consultation with the leader of a particular division or his or her designee or (2) the leader of a division or his or her designee.

Pre-employment, Post Accident and Follow Up Drug and Alcohol Testing

The college may require pre-employment drug and alcohol testing prior to employment for certain safety sensitive positions. The college may require post-accident drug and alcohol testing in any instance in which serious injury or loss of property occurs. The college may require follow up drug and alcohol testing as a condition of continued employment in instances where this Policy has been violated.

Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the college will be grounds for refusal to hire applicants, and for discipline of employees, up to and including termination of employment. A "refusal to test" is defined as any conduct that would obstruct the proper administration of a test. A delay in providing a urine or breath specimen may constitute a refusal. If an individual cannot provide a sufficient urine specimen or adequate breath, he or she will be evaluated by a physician of the college's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), the individual will be considered to have refused to test.

Reporting Violations

Employees are required to immediately report any violation of this policy to their immediate supervisor. An employee who fails to report such a violation is subject to disciplinary action, up to and including termination of employment. Employees must notify their immediate supervisor within five (5) days, of any conviction for violation of an alcohol or drug offense.

Inspection of Work Areas, Possessions, and Vehicles

Where the college has reason to suspect that an employee is in violation of this policy, he or she may be asked to submit immediately to a search of his or her person and/or to make his or her work areas, briefcase, purse, packages, personal belongings, desk, vehicles, or any other receptacle he or she uses or has access to, available for inspection. Such search or inspection typically will be conducted in the presence of at least one witness other than the college representative performing the search or inspection. Entry onto college premises (including parking lots) constitutes consent to search and inspection. Refusal to consent to search or inspection shall be considered grounds for which an employee may be disciplined, up to and including termination of employment.

Consequences of Policy Violation

Any employee who engages in prohibited conduct as set forth herein will be subject to disciplinary action, up to and including termination of employment. The employment of any individual who

tests positive for alcohol and/or illegal drugs, or who refuses a test under this policy, will be subject to disciplinary action, up to and including termination of employment. Under appropriate circumstances, counseling and treatment may be options considered for violations of this policy. Any discipline imposed under this policy will be determined in compliance with the requirements set forth in the Employee Handbook or the Academic Handbook, as applicable.

Any questions regarding this policy or the college's drug and alcohol testing program should be directed to Human Resource Services.

Employment Expectations

When an employee's workplace behavior impairs performance on the job, affects another employee, or reflects adversely on the college, it is a matter of great concern. To assure orderly operation and to provide a safe and productive work environment for all, guidelines have been established for all employees. While this list is not meant to be all inclusive, the following are examples of unacceptable behavior that may result in disciplinary action, up to and including termination:

- Violation of any of the college's policies, including but not limited to the Equal Opportunity in Employment Policy, Responsible Use of Electronic Communications and Network Services policy, Sexual Harassment and Misconduct Policy or the Drug Alcohol and Alcohol policy.
- Threatened or actual violence while on college premises or on college business.
- Unauthorized use of, removal of, theft of or damage to property of the college, an employee, an independent contractor or any property on college premises at any time.
- Dishonesty, false, fraudulent or misleading statements, actions or omissions involving another employee or any records or information provided the college (whether oral or written), including but not limited to employment applications, time and pay records, claims pertaining to injuries occurring on the college's premises, and claims for any benefits provided by the college.
- Abuse, inconsiderate treatment or inability to cooperate with co-workers, supervisors, employees or members of the public. This includes, but is not limited to, the use of profane, abusive or threatening language.
- Engaging in horseplay, practical jokes, and/or gambling while on college time or property.
- Failure to maintain a neat, well-groomed appearance and appropriate dress.
- Insufficient, careless work performance, neglect of duties, or repeated unsatisfactory work performance.

- Insubordination and/or any failure or refusal to perform work assigned or follow instructions.
- Excessive or prohibited personal use of the college's property or resources, including but not limited to computers, equipment, or any other college-provided resource.

All employees are expected to know and understand the above guidelines. Failure to abide by these guidelines may result in disciplinary action, up to and including termination of employment.

Disciplinary action is exclusively at the college's discretion depending on the severity of the problem and the number of occurrences. There may be circumstances when one, more, or all steps prior to termination are bypassed. In general, the following actions may occur:

Verbal Warning. Minor infractions and rule violations may result in the issuance of a verbal warning. The conversation with employee should be documented.

Written Warning. Formal documentation regarding the infraction/violation and expected corrected or improved behavior will be provided in the form of a written warning. This warning should be forwarded to Human Resource Services.

Suspension. Should events compel the college to take immediate action when discharge appears possible, the college may immediately suspend the employee for a specific period of time. Normally, this period will not be for longer than three days, but in certain situations and due to the complexity or seriousness of the investigation, the suspension may be longer. The suspension may be with or without pay, and the employee will be required to leave the premises immediately. Upon investigation, the suspension may lead to discharge.

Discharge. The college maintains that certain activities are so harmful to the successful operation of the college that anyone involved in them will be subject to discharge. In situations involving major infractions, continued failure to respond appropriately to prior counseling, or continued negative or inappropriate behavior, discharge may be the appropriate recourse.

Firearms and Weapons Policy

All members of the college community, including faculty, staff and students, as well as visitors to Dickinson College, are prohibited from possessing firearms, explosives or weapons on the premises of the college or in any building under college control or at any college– sponsored event without the explicit authorization of Dickinson College, whether or not a federal or state license to possess the same has been issued to the possessor.

The only exceptions to this policy are as follows:

1. Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough;

2. Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough; and
3. Faculty or staff legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough, may do so on college property only to the extent that such possession is necessary as part of an academic or research activity. Such use must have received prior written approval by the Chief, Department of Public Safety.
4. College sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, i.e. martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Such use must have received prior written approval by the Chief, Department of Public Safety.

The complete policy can be found in the Campus Policy Manual located on the website at:

About / Campus Policies Manual / Public Safety or

http://www.dickinson.edu/download/downloads/id/3478/firearms_and_weapons_policy.pdf

Environmental Policy

Dickinson College takes seriously the need to be environmentally responsible. All Dickinson employees are requested to do their parts to help reduce the college's waste. Below are some suggestions of things that employees can do to help reduce the amount of waste produced by the college.

Reduce and Reuse

- Use half sheets of paper for memos and letters when appropriate.
- Print lengthy memos and reports on two sides of one sheet rather than on two sheets.
- Do not use mass mailings unless absolutely necessary.
- Be accurate when submitting a printing request. For example, if 900 copies are needed, do not round up and order 1,000.
- Turn off lights and appliances when not in use.
- Use washable ceramic mugs instead of paper or plastic ones.
- Reuse manila folders and envelopes.
- Use technological advances such as electronic mail and voice mail.
- Recycle printer toner cartridges.
- Report leaks and heating or cooling problems to Facilities Management immediately.

Recycle

Recycling bins are located throughout exempt offices and around campus to recycle all paper, newspaper and magazines. There also are bins only for aluminum cans throughout campus.

When we reduce, reuse and recycle our physical resources, everyone wins.

Lactation Policy

The college supports breastfeeding mothers by accommodating those who choose to express breast milk during their workday when separated from their nursing children. This benefit is available to a mother for one calendar year after the birth.

All women who breastfeed, and who need to express milk during the working day will work with their supervisor and Human Resource Services to determine how best to accommodate the needs of the mothers while still accomplishing the performance of their jobs.

Generally, lactation breaks are to run concurrently with break time already provided. In unusual circumstances, should an employee need to take more than two breaks during the work day to express milk, or should she need more time than the established break period to express breast milk, the employee and her supervisor will work together to develop a plan.

Human Resource Services will work with each nursing mother to determine a private lactation area that is free from intrusion by co-workers and the public. The space will also have an electrical outlet, a table and seating, and a nearby sink for washing. Milk should be placed in cooler-type containers under the mother's control or may be stored in college refrigerators within a department or area, where available. Milk placed in a college refrigerator should be clearly labeled with name and date and should be removed daily.

The college will not tolerate any form of discrimination or harassment of, or retaliation against, breastfeeding mothers.

Nepotism Policy

Applicants or current employees may not be hired for positions in which they would supervise or be subject to supervision by a relative. A relative is defined as a member of the employee's immediate family and includes spouse, fiancé, parents, children, grandparents, siblings, aunts, uncles, nieces, nephews, grandchildren, brothers-in-law, sisters-in-law, daughters-in-law, mothers-in-law, fathers-in-law and legal guardians or other persons who stand in place of a parent.

Protection of Minors Policy

The college is committed to the protection and safety of minors. While the vast majority of the members of the Dickinson community are adults 18 years of age or older, our community also includes minors less than 18 years of age, both in formal relationship to the College, and more informally, as frequent visitors. It is the obligation of every member of the College community to report suspected child abuse as soon as possible. These obligations are more fully described in the Campus Policy Manual located on the website at:

About / Campus Policies Manual / College Wide Policy / Protection of Minors or http://www.dickinson.edu/download/downloads/id/1740/protection_of_minor.pdf

Responsible Use of Electronic Communications and Network Services Policy

Use of college-owned computers and the campus network and other communications systems is considered a privilege, not a right.

Under this policy, the College reserves the right to limit, restrict, or extend computing or networking privileges and access to computer resources. Electronic communications, including electronic mail, mailboxes, Internet and the contents, (subject to the intellectual property policies of the College) created or stored on any College computer/network related equipment, are the sole property of the College. Computers and the campus network are provided to assist students and employees in the completion of their academic pursuits and job duties and to support the College's daily operations and long term goals. The College reserves the right to monitor computer/network communications, including Internet access and E-mail at its discretion for legitimate business and educational purposes.

The complete policy can be found in the Campus Policy Manual located on the website at:

About / Campus Policies Manual / Library and Information Systems or
http://www.dickinson.edu/downloads/download/963/library_and_information_systems

Sexual Harassment and Misconduct Policy

The college's Sexual Harassment and Misconduct Policy addresses discrimination on the basis of sex. This policy may be found on the website at:

Life at Dickinson / Opportunities for Engagement / Student Life / Sexual Harassment and Misconduct or by a link on the GATEWAY at:

http://www.dickinson.edu/info/20226/student_life/1244/sexual_harassment_and_misconduct

For all other forms of discrimination, please see *Other Forms of Discriminatory Harassment* and *Eliminating All Forms of Discriminatory Harassment*.

Other Forms of Discriminatory Harassment

Harassment based upon race, color, religion, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class is strictly prohibited. These characteristics are personal in nature and are protected under federal and state laws. The college prohibits all forms of harassing conduct based upon these protected characteristics. No employee should be subjected to harassment or discriminated against because he or she is a member of a certain group.

Certain conduct that may constitute discriminatory harassment includes, but is not limited to: preferential or derogatory treatment based upon protected characteristics; using insulting or degrading language that would reasonably offend members of a given race, color, religion, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other

protected group; distributing or displaying any written or graphic materials that would be offensive to members of any protected group; and using racial, religious, or ethnic epithets.

The college is committed to eliminating all forms of discriminatory harassment from the workplace. While, some discriminatory stereotypes and prejudices unfortunately still exist in our society, no supervisor, manager or employee may express or act upon such unacceptable feelings and beliefs in the workplace or while conducting business. Any employee, supervisor or manager who commits or condones discriminatory harassment will be subject to disciplinary action, up to and including termination of employment.

Eliminating All Forms of Discriminatory Harassment

The college will take all reasonable measures to ensure that employees are provided with a working environment free from all forms of discriminatory harassment (sexual harassment and other forms of discriminatory harassment). As part of this commitment, the college will act promptly and appropriately upon any information that it obtains that indicates that any discriminatory harassment has taken place. Discriminatory harassment is not appropriate in the workplace and every effort will be made to eliminate it.

All of our employees, supervisors and managers play an extremely important role in our efforts to eliminate discriminatory harassment from our workplace. They must be the college's eyes and ears. It is absolutely necessary that all employees inform the college immediately if they experience or observe any discriminatory harassment.

In order to make sure that all employees are able to report any discriminatory harassment that they experience or observe to an individual with whom they are comfortable making such a report, the college has established a reporting system that offers all employees a choice concerning the avenue for making such a report. All employees may report discriminatory harassment to any of the following college representatives:

1. employee's supervisor
2. Director of Human Resource Services
3. Vice President for Student Life.

When making a report of discriminatory harassment, it is important that the employee provide as much information as possible, including the details of the alleged harassing conduct, any physical evidence of the harassment that may exist and the names of all employees involved in the harassment, any other employees who may have experienced similar harassment and any individuals who observed or witnessed the harassment. The college will protect the confidentiality of the information provided to the extent possible consistent with the obligation to conduct a thorough and appropriate investigation. In certain circumstances, however, the investigation may disclose the identity of those employees who claim to have been harassed and the other employees involved.

The college will not permit any retaliation against an employee who has made a complaint or report of harassment. No employee will suffer any adverse job related consequences as a result

of having assisted the college by bringing harassment to its attention. Employees who believe they have been retaliated against in violation of this policy should report the situation to an appropriate management representative immediately. Any individual who is found to have retaliated against any employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

The college will conduct an investigation into any complaint or report of discriminatory harassment. Prompt and appropriate action will be taken pending an investigation to ensure that any discriminatory harassment that might exist does not continue. If the investigation indicates that discriminatory harassment may have occurred, the college will take prompt and appropriate remedial measures to bring the harassment to an end.

Any employee, supervisor or manager who is found to have committed or condoned discriminatory harassment will be subject to appropriate disciplinary action, up to and including termination. The employee(s) involved will be informed of the action taken. Following the resolution of any complaint, the employee(s) should continue to keep the college informed if the harassment persists. The college takes discriminatory harassment extremely seriously and asks that all employees, supervisors and managers play their respective roles in eliminating discriminatory harassment from workplaces.

Smoking Policy

The college promotes a smoke-free environment, and smoking and the use of electronic cigarettes is permitted only in outdoor areas of the campus not within 25 feet of a building. No smoking is allowed in any building on campus. This includes private offices, residence hall rooms and public buildings. The use of electronic cigarettes is also prohibited in buildings on campus. The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. In all cases, the right of nonsmokers to protect their health will take precedence over a smoker's desire to smoke.

Whistleblower Policy

Dickinson College (the "College") requires all employees to conduct the business of the College in an ethical, honest and legal manner. It is the policy of the College to comply with all applicable federal, state and local laws in the conduct of College business. The purpose of this policy is to establish a procedure for College employees and students to report illegal, fraudulent, unethical or dishonest activity or other misconduct involving the College's financial or business affairs (hereafter referred to as "misconduct") that they might be uncomfortable raising in any other way. If the concern relates to the terms and conditions of employment or enrollment, or is a disciplinary or grievance matter, employees or students should follow the established policies already in place for addressing such situations

Such misconduct may involve an employee, board member, volunteer or outside persons or firms doing business with the College. Examples of misconduct, include but are not limited to, violations of federal, state or local laws, billing for services not performed, theft or inappropriate

use of College funds or property, fraudulent financial reporting or other misconduct involving the College's financial or business affairs.

Employee Reporting Process

If an employee or student has knowledge of or concern about misconduct, even if the misconduct involves the President or another member of the Senior Administrative staff, the employee should report the complaint to his/her supervisor or may report his/her complaint using InTouch, an independent third party confidential reporting service. Students may report complaints of misconduct to either the Vice President for Student Life or may report his/her complaint using InTouch, an independent third party confidential reporting service.

Contact information for InTouch can be found on our website at

http://www.dickinson.edu/info/20083/human_resource_services/3301/whistleblower_policy

Complaints of misconduct may be oral or written, including by e-mail or by completing an InTouch on-line form. No particular format is necessary. However, all complaints should include as much information as possible to permit a thorough and complete evaluation of the complaint. This includes material evidence and the names of persons able to corroborate the accusation, if possible. InTouch will assign a case number to the complaint, whether made anonymously or not, through which the status of the matter can be tracked on InTouch's website. The recipient of a complaint, regardless of whether it is a supervisor, the Vice President for Student Life, or InTouch, is responsible for ensuring that all information regarding the complaint is properly recorded and thus becomes the formal record of the complaint. (Note: Anonymity or an orally-registered complaint may hinder the ability of the College to investigate the matter in a timely and effective manner.)

Investigation and Role of the President

Unless against the President, notice of all complaints received under this policy will be promptly submitted to the General Counsel (or the Associate Vice President for Human Resource Services if the complaint involves the General Counsel), who is responsible for overseeing the investigation and coordinating corrective actions. The General Counsel (or the Associate Vice President for Human Resource Services if the complaint involves the General Counsel) will determine the level of investigation the complaint warrants and shall perform the investigation. He or she is responsible for determining if the facts support or do not support the complaint and of advising the President.

The President or his or her designee is required to report to the Audit Subcommittee of the Committee on Finance, Budget and Audit of the College's Board of Trustees, regarding compliance with this policy.

For a complaint involving the President, the Chair of the College's Board of Trustees will fill the role of the President and perform the responsibilities identified in the preceding paragraphs.

A person who believes that his or her report of illegal or dishonest activities or other misconduct involving the College's business or financial affairs is not receiving appropriate attention by the President may contact the Chair of the Board of Trustees.

Employee Responsibility

An employee (whistleblower) who makes a complaint must exercise sound judgment and act without malice and in good faith to avoid baseless allegations or frivolous complaints. The whistleblower is not responsible, nor is the whistleblower the appropriate party, for investigating the activity or for determining fault or corrective measures.

Employee Protection

Whistleblower protections are provided in two important areas - confidentiality and protection against adverse action in the form of retaliation.

Insofar as is reasonably possible, the confidentiality of the whistleblower will be maintained. However, at the discretion of the President or the Chair of the Board of Trustees, the whistleblower's identity may have to be disclosed to conduct a thorough investigation or to comply with applicable laws.

The College will not take adverse action against a whistleblower who acts in good faith. Good faith means that a person has reasonable grounds to believe that the reported allegations of misconduct are likely true. Protection from adverse action includes, but is not limited to, protection from employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. For students, it includes, but is not limited to, protection from adverse action with respect to student status, grading of assignments and tests, housing assignments, student employment and threats of physical harm. Any employee whistleblower who believes he/she is being retaliated against should contact the General Counsel or, in the case of perceived retaliation by the President, the Chair of the College's Board of Trustees should be contacted. Any student whistleblower who believes he/she is being retaliated against should contact the General Counsel or the Vice President for Student Life who will forward any complaints to the General Counsel.

Any employee, however, who does not act in good faith and who knowingly files a false or materially misleading report of misconduct, is not entitled to the protections listed above and is subject to disciplinary action.

Questions

Employees and students with questions regarding this policy should contact the General Counsel.

Workplace Violence Policy

The college is committed to maintaining a work environment that is safe and free of all forms of violence and strictly prohibits employees from making threats, engaging in violent acts, possessing weapons on college premises (including parking lots and college vehicles) or while on college business. Employees who engage in conduct prohibited by this policy will be subject to disciplinary action up to and including termination and may be reported to law enforcement authorities.

Prohibited Conduct

The college does not tolerate any type of workplace violence committed by or against employees, students or visitors, whether such conduct occurs on the college's premises (including parking lots and college vehicles), or while engaged in college business off the college's premises. The following list of behaviors is not exclusive and provides examples of some conduct that is prohibited under this policy:

- Fighting, hitting, pushing, kicking, horseplay, pranks, practical jokes or other conduct that may be dangerous to oneself or to others;
- Making verbal, written or graphic threats (whether direct or implied), even if intended to be a joke;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
- Intentionally damaging college property or the property of another employee, student or visitor on college premises;
- Conduct that intimidates or coerces another
- Bullying

Reporting Procedures

All employees have an obligation to report violent or potentially violent conduct in the workplace regardless of the alleged offender's identity or position.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Department of Public Safety (245-1111). This includes threats of violence or actual violence by employees, as well as threats or violence by students or members of the public. Any potentially dangerous or suspicious situations must be reported immediately to the Department of Public Safety.

Employees should not place themselves in peril.

Employees who see or hear a commotion or disturbance, are asked not to intervene or see what is happening, rather they should contact the Department of Public Safety (245-1111). In the event of injury or an emergency, employees may also choose to call 911.

When making a report under this policy, employees should be as specific and detailed as possible. The college will not permit any retaliation against an employee who has made a complaint or report in good faith under this policy.

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to notify the Department of Public Safety of any potentially dangerous situation. Such behavior can include:

- Obsession with weapons or bringing them into the workplace;
- Displaying overt signs of extreme stress, resentment, hostility or anger; and/or
- Making threatening remarks.

Anyone who notices an employee exhibiting any of the following behaviors, should notify Human Resource Services at 245-1503.

- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior; and/or
- Changes in personal behavior and interaction with co-workers.