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# EMPLOYMENT HANDBOOK

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ALLEGHENY  
COLLEGE

# ALLEGHENY COLLEGE

This Handbook is for the purpose of providing general information to employees of Allegheny College. Inherent in Allegheny's mission to provide excellence in education is the expectation of excellence in job performance. The administrative leadership of Allegheny College stands ready to assist all employees in achieving their highest potential.

In an effort to familiarize new employees with our community, this Handbook provides information about benefits and services. In addition, this Handbook outlines policies, procedures and performance expectations for employees so consistent treatment may be enjoyed by all. Employees are encouraged to take the time to become familiar with these programs and services, and to use this Handbook as one of the many resources available to you.

This Handbook covers the basic parts of many programs and benefit plans. It is written with as few legal and technical terms as possible. Every effort has been made to provide current and correct information. It is not intended to substitute for the full text of any program or plan. In the event of discrepancy between this Handbook and any benefit plan document, the plan provisions will govern. Full text of plans and updates are available in the Office of Human Resources for your review at any time.

The Office of Human Resources is responsible for the interpretation of the policies in this Handbook. Any questions concerning these policies should be directed to the Director of Human Resources.

As with any document of this complexity, modifications will be necessary to clarify intent and to respond to growth and change. Requests for modification will generally originate in the Office of Human Resources. Following approval, the Handbook will be updated and posted on the Office of Human Resource website.

This Handbook does not constitute either an expressed or implied contract of employment and should not be construed as evidencing any binding obligation of Allegheny College or as conferring any rights or compensation upon any employee. Nothing in this Handbook creates or is intended to create a promise or representation of continued employment. Because of the dynamic, continually changing nature of the legal and regulatory environments, the College necessarily reserves the right to change provisions in this handbook at any time.

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# ALLEGHENY COLLEGE

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## MISSION STATEMENT

Allegheny's undergraduate residential education prepares young adults for successful, meaningful lives by promoting students' intellectual, moral, and social development and encouraging personal and civic responsibility. Allegheny's faculty and staff combine high academic standards and a commitment to the exchange of knowledge with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively, and meet challenges in a diverse, interconnected world.

## STRATEGIC PLAN

The Allegheny College Strategic Pathway charts a thriving future of transformative education for generations to come. The Pathway 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 Pathway can be found online at: <https://sites.allegheny.edu/president/strategic-planning>

## HISTORY

Allegheny College, founded in 1815, is one of the nation's oldest and most innovative four-year colleges where multidisciplinary learning breaks the conventional mold. It is one of the few colleges in the United States with a unique requirement to choose both a major and minor for graduation, in different areas of study, to provide students with a cross-disciplinary path for educational depth and intellectual growth. Located in Meadville, Pennsylvania, Allegheny College is one of 40 colleges featured in Loren Pope's "Colleges That Change Lives." In its 2022 rankings, U.S. News & World Report recognized Allegheny College as one of the country's top 100 national liberal arts colleges — and one of the top 25 best for undergraduate teaching."

# **GENERAL INFORMATION**

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## **INTRODUCTION OF EMPLOYMENT HANDBOOK**

In order to have a good working relationship, it is important for you to understand your role as a member of the Allegheny College community. The Handbook is designed to assist in defining the relationship between Allegheny College and each of its employees.

## **COLLEGE-WIDE STANDING COMMITTEES**

### **THE PRESIDENT'S CABINET (CABINET)**

The CABINET is the senior leadership team of the College. As the primary policy-making body, CABINET reviews all major financial, administrative, academic, and programmatic issues.

<https://sites.allegheny.edu/president/senior-staff/>

### **FINANCE AND FACILITIES COMMITTEE (FFC)**

The principal functions of the Finance and Facilities Committee (FFC) is to participate in the determination of general financial and facilities planning policy for the College and to serve as a liaison between Administration, Faculty and Staff on financial matters.

### **STAFF ADVISORY COMMITTEE (SAC)**

The Staff Advisory Committee (SAC) is elected to communicate the interests, opinions and concerns of the non-exempt (hourly) employees to the Office of Human Resources and the Cabinet.

### **ADMINISTRATIVE ADVISORY COMMITTEE (AAC)**

The Administrative Advisory Committee (AAC) is elected to communicate the interests and opinions of exempt (salaried) employees and acts as a liaison to the Office of Human Resources and the Cabinet.

### **COUNCIL ON DIVERSITY AND EQUITY (CODE)**

Council on Diversity and Equity (CoDE) is primarily an oversight committee with the essential functions of advocating for diversity, equity and inclusion at Allegheny College; making policy recommendations to the Cabinet, Office of Human Resources, Allegheny Student Government, Faculty Council, the Board of Trustees and other appropriate College governing bodies or offices; reviewing and evaluating the College's progress towards diversity, equity and inclusion; and considering and addressing any relevant issues presented to the Council by any member of the College community.

### **FACULTY COUNCIL**

The functions of the Faculty Council are to advise the President and the Provost of the College in the development of general college policies, advise the President on Honorary Degrees, serve as the Committee on Committees, and consider and deal appropriately with issues brought to it by any member of the college community.

### **SAFETY COMMITTEE**

It is the mission of the Safety Committee to promote a safe working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace.

## OFFICE OF HUMAN RESOURCES

The Office of Human Resources aspires to be the model for excellence and leadership in human resources, delivering strategic and progressive human resource solutions and counsel that support and enable the College's mission and strategy.

The Office administers all employee-related benefit programs for the College; maintains both electronic and manual systems of personnel records; develops, interprets and implements College personnel policies and procedures; and carries out functional responsibilities related to Allegheny's human resources programs, including salary administration, benefits administration, employee orientation, payroll administration, EEOC, recruitment advertising, professional development and employee retention and relations activities.

In providing these services, the Office seeks to coordinate the human resource needs of the College with those employees and is available to support departments in administrative, human resources and employment-related issues.

### INCLUSIVE EXCELLENCE

Allegheny College defines inclusive excellence as "The presence of diversity, equity, inclusion, and equity-mindedness across every area of the College. It is core to an institution's function and is part of administrative structures and practices; recruitment, admissions, and hiring; and present within the curriculum and co-curriculum of an institution."

It is the College's goal to offer a living, learning and working environment that is fully reflective of the richness of society, and which is welcoming of human differences. The College is committed to working to create an academic, co-curricular and social climate that educates about and celebrates people with diverse backgrounds, and to undertake outreach efforts toward students and employees to increase diversity and inclusiveness in the community.

It is Allegheny College's policy to administer its various human resource programs — recruitment, compensation, benefits, transfers, promotions, training, education, and social activities — so as to avoid practices which, directly or indirectly, prevent any employee from gaining their full benefits.

The College is committed to implementing employment practices so that qualified minority group members, females, veterans of the Vietnam era, persons with disabilities, disabled veterans, and all protected groups are introduced into the workforce in an atmosphere that encourages them to aspire to opportunities for promotion. All such individuals will receive the same opportunities and privileges as any other applicant or staff member.

As included in our Strategic Pathway and core institutional values:

- We will provide students and employees with a variety of opportunities to learn from others with diverse backgrounds, life experiences, and ideas;
- We will implement programs and procedures to increase the diversity of candidates for vacant positions, seeking to create an environment that more closely resembles the diversity found in America's workplaces and communities; and
- We will create a climate that welcomes variety in people and ideas.

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Allegheny College to provide equal employment opportunity to all employees with a strong commitment to diversity, inclusion, and equity. The College does not discriminate, and will not tolerate discrimination, on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, age, creed, national/ethnic origin, ancestry, veterans, handicap or disability, religion, pregnancy, childbirth, or related condition, and any other legally protected status.

Harassment is also a form of discrimination. It includes verbal, non-verbal, physical, or visual conduct that has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive working environment. Our goal is to create a campus culture where diversity is valued, encouraged, and respected. We encourage everyone to take responsibility for being a positive role model to this end.

Allegheny's EEO policy applies to all employees and applicants for employment in connection with recruitment, hiring, transfer, promotion, training, discipline, termination, compensation, benefits, or other terms and conditions of employment. Inquiries concerning compliance with this policy should be addressed to the Director of Human Resources.

## **IMMIGRATION LAW COMPLIANCE**

Allegheny College does not discriminate against any individual authorized to work in the United States because of that individual's national origin or citizenship status. It is the policy of Allegheny College to employ only individuals who are legally eligible to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employment cannot commence until the Form I-9 is completed. Any change to your legal right to work in the United States, such as immigration status, must be reported immediately. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office of Human Resources.

## **AT WILL EMPLOYMENT**

Your employment with Allegheny College is "at-will," which means that employment may be terminated at any time by either the employee or Allegheny College for any reason not expressly prohibited by law. The College may issue oral and/or written warnings to employees regarding their conduct, but the use of warnings will not be required prior to discipline or termination. Each employee has an obligation to observe and follow Allegheny's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department or work unit, corrective disciplinary measures may be taken. The severity of the disciplinary action depends upon, among other things, the nature and gravity of the offense, its impact on the organization, and the employee's work record. The College seeks to create an environment that actively practices an "open-door policy."

## **REASONABLE ACCOMMODATION POLICY**

In accordance with the College's commitment to equal employment opportunity, the College provides reasonable accommodation to qualified individuals with disabilities, for reasons related to pregnancy, childbirth, or related conditions, and for sincerely held religious beliefs and practices to the extent the accommodation does not impose an undue hardship on the College.

Employees and applicants who believe they may be in need of an accommodation for such qualifying reasons should contact the Office of Human Resources. When requesting an accommodation, employees should provide a description of the accommodation they are requesting, the reason they need an accommodation, how the accommodation will help them before the essential functions of their job, and the expected duration of the accommodation. The College encourages employees to make all accommodation requests in writing, and employees may be asked to submit such a written request.

Upon receipt, the College will engage in an interactive dialogue with the employee to determine their precise restrictions and explore potential reasonable accommodations that will allow them to perform the essential functions of their job. This interactive dialogue is a two-way conversation, meaning the employee requesting the accommodation also is responsible for participating in the process in good faith and providing timely responses and information. Failure to so participate in, or otherwise causing a breakdown of, this interactive dialogue may result in delay in the College's provision of reasonable accommodation and/or complete denial of the employee's accommodation request. In certain circumstances (e.g., an employee's failure to provide timely and proper supporting documentation while absent from work), it may also lead to disciplinary action, up to and including termination of employment.

Where appropriate, the College may request supporting documentation from the employee to assist in determining whether an employee is eligible for an accommodation, the extent of an employee's restrictions, and possible accommodations available to the employee. Any medical or other confidential information provided to the College will be kept confidential in accordance with applicable law.

The College may provide an alternative effective accommodation from the employee's requested accommodation to the extent an employee may be reasonably accommodated without imposing an undue hardship on the College.

Retaliation against individuals who utilize this Policy is strictly prohibited.

## **RETALIATION POLICY**

Allegheny College strictly prohibits and does not tolerate unlawful retaliation against any employee or applicant for engaging in any protected activities. Protected activities include, but are not limited to:

- Making a good faith complaint internally with the College or externally with a federal, state, or local government agency or in court opposing unlawful discrimination, harassment, retaliation, violations of wage and hour laws, violations of other labor and employment laws;
- Participating in an internal College investigation, an external investigation conducted by with a federal, state, or local government agency, or a lawsuit containing allegations of unlawful discrimination, harassment, retaliation, violations of wage and hour laws, violations of other labor and employment laws;
- Making a complaint or participating in an investigation under the College's Whistleblower Policy;
- Requesting reasonable accommodations under the College's Reasonable Accommodations Policy;
- Requesting or taking leave under the Family and Medical Leave Act;
- Filing a workers' compensation claim; and
- Any other activities protected under federal, state or local law.
- The College will not tolerate any employee who harasses, discriminates against, or otherwise takes any adverse employment action against an individual because they engaged in any protected activity. College employees and faculty who engage in retaliation will be subject to disciplinary action, up to and including separation of employment.

Employees who believe they have been subject to or witnessed retaliation in violation of this Policy are encouraged to file a complaint with the College in accordance with the procedures described in the Whistleblower Policy.

## CONFIDENTIALITY

Allegheny College recognizes that all individuals serving as employees or in any non-compensated position (volunteer, intern, etc.) of Allegheny College have an ethical and legal responsibility, during and after service with the College, to protect confidential information of the College, its employees and its students. Such confidential information includes, for example, information protected by the Health Insurance Portability and Accountability

Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), financial data, employee, student or alumni information, recruiting, financial or operating procedures, or any other proprietary information acquired through service with the College. This information is protected by state and federal privacy laws and must be kept strictly confidential. It is not to be disclosed outside the College and cannot be used except as necessary in the normal course of business. Questions regarding the nature and scope of disclosure of confidential information should be directed to the Office of Human Resources.

"Confidential information" includes, but is not limited to, medical, financial, or any personal identification information related to staff, faculty, students, and the College as a whole. Such information must be maintained as confidential regardless of its source. Sources may include, but are not limited to, medical records, employment files, student records, email, voicemail, inter/intranet, payroll, financial systems, registration systems and all other computer applications.

## GUIDELINES

- Faculty and staff may have access to both confidential and non-confidential information as part of their work life. Any information related to faculty, staff, and students is owned by the College and is therefore proprietary. This information should be considered confidential unless otherwise stated.
- Unauthorized and/or improper use or disclosure of confidential information may result in corrective action, up to and including termination.
- Unauthorized access in any form (including tape recorder devices or cell phones) use, or disclosure of confidential information may also violate federal and/or state law and may result in criminal and civil penalties.
- It is important to handle all confidential information with discretion, labeling it "confidential," safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a need to know for a legitimate business reason. All medical or personnel information will be treated as confidential.

## PROCEDURES

- All College faculty and staff share the responsibility for maintaining a confidential work environment by adhering to the provisions of this policy.



- Deans, Directors and Department Heads responsible for programs taking place within The College's various work areas/buildings will ensure compliance with this policy.
- Violators of The College's confidentiality policy will be subject to disciplinary action.

Information Technology's Privacy and Confidentiality policy can be found on Allegheny College's website: <https://sites.allegheny.edu/it/policies/privacy-and-confidentiality/>

## CONFIDENTIALITY OF EMPLOYMENT RECORDS

The College philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the College will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal employee information is considered confidential and as such will be shared only as required and with those who have a need to have access to such information. Personal information collected by the College includes, but is not limited to, employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, equal employment opportunity (EEO) demographic data, medical information, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. Participants in College benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information maintained electronically will be safeguarded under College proprietary electronic transmission and intranet policies and security systems, with access granted only to those with a legitimate need. Certain records, such as I-9 forms and medical records, will be maintained separate from general personnel records whether maintained electronically or hard copy.

Company-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, College coding and recording systems, telephone directories, e-mail lists, College facility or location information and addresses, is considered by the College to be proprietary College information to be used for internal purposes only. The College maintains the right to communicate and distribute such College information as it deems necessary to conduct business operations. If an employee becomes aware of a material breach in maintaining the confidentiality of employee personal information, the employee should report the incident to a representative of the human resources department. The human resources department has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and may be shared with department heads who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to department heads in order to facilitate College work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with department heads.
- Employee's College anniversary or service recognition information will be distributed to appropriate department heads periodically.

## CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, (FERPA) mandates that educational institutions maintain the confidentiality of student educational records as defined by FERPA. Specifically, FERPA states **(a)** that a written institutional policy must be established, and **(b)** that a statement of adopted procedures be made available, covering the privacy rights of students. The following policy outlines Allegheny College's definitions, policies, and procedures related to access to educational records and can be found at this link: [sites.allegheny.edu/registrar/student-privacy-information-for-parents-guardians/](https://sites.allegheny.edu/registrar/student-privacy-information-for-parents-guardians/)

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records.

These rights include:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

**The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, DC 20202-4605  
 Financial Internal

## **FINANCIAL INTERNAL CONTROLS**

Allegheny College has a responsibility for the stewardship of College resources and the private support that enables it to pursue its mission. The College is committed to compliance with the laws and regulations to which it is subject and to promulgating College policies and procedures to interpret and apply these laws and regulations in the College setting.

The College's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute improper activities. The College has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the College.

The Audit and Evaluation Committee of the Board of Trustees shall address all reported concerns or complaints regarding College accounting practices, finances, internal controls, auditing or standards of conduct relative thereto.

## **FINANCIAL DISCLOSURE POLICY**

The Federal Government requires that the College establish and administer a financial disclosure policy and a training program for all investigators conducting research funded by federal grants. This is designed to ensure appropriate management of actual or potential conflicts of interest. All College personnel responsible for the design, conduct or reporting of research under the terms of a federal grant or contract (each, an "Investigator") are required to disclose to the College's Research Integrity Officer (the "RIO"), who is the Provost, all "Significant Financial Interests" of the Investigator and/or the Investigator's spouse, partner, and dependent children.

A Disclosure Statement must be completed by all senior personnel who are submitting proposals to a federal funder. The College will maintain records of all financial disclosures and of all actions taken to resolve Financial Conflicts of Interest for at least three years beyond the termination or completion of the grant to which they relate, or until the resolution of any federal action involving those records, whichever is longer. The full Financial Disclosure Policy can be viewed here: <https://sites.allegheny.edu/foundations/proposals/conflict/>

### **FINANCIAL DISCLOSURE POLICY FOR ALL INVESTIGATORS CONDUCTING RESEARCH FUNDED BY FEDERAL GRANTS**

The federal government requires that the College establish and administer a financial disclosure policy for investigators and a program

for training investigators in that policy. This is designed to ensure appropriate management of actual or potential conflicts of interest. The Allegheny College policy fulfills the requirements of grantee institutions as put forth in the National Institutes of Health's guidelines (see <http://grants.nih.gov/grants/policy/coi/index.htm>) and the National Science Foundation's conflict of interest policies (see [https://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag\\_4.jsp#IVA](https://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_4.jsp#IVA))

Please review the Financial Disclosure policy online: <https://sites.allegheny.edu/foundations/proposals/conflict/>

## WHISTLEBLOWER POLICY

### PURPOSE AND APPLICABILITY

The purpose of this policy is to set forth Allegheny College's (the "College") policy on employee, volunteer, student, vendor, alumni and applicant disclosure of misconduct, including misconduct relating to accounting or auditing matters, and to protect employees, volunteers, students, vendors, alumni and applicants from retaliation in the form of an adverse employment and other action for disclosing in good faith what the employee, volunteer, student, vendor, alumni or applicant believes evidences certain unlawful practices. This policy is applicable to all employees, volunteers, students, vendors, alumni of the College and to applicants for jobs at the College.

### STATEMENT OF POLICY

The College is committed to the highest ethical standards of conduct and expects those individuals and organizations affiliated with the College to be equally committed. To maintain those standards, the College needs the help of the College community. Employees, volunteers, students, vendors, and alumni have a duty to disclose information they have regarding suspected or alleged misconduct existing within the College that they reasonably believe constitutes wire fraud, mail fraud, bank fraud, securities fraud, questionable accounting, internal controls or auditing matters, the wrongful use or disclosure of an individual's personal information (such as identity theft), disclosure of a student's education records in violation of the Family Educational Rights and Privacy Act (FERPA), misuse of personal financial, health, or other private information in violation of state or federal law or College policy, or any other conduct or activity that violates the College's policies, procedures or legal obligations. It is the policy of the College that employees, volunteers, students, vendors, alumni and applicants who disclose information regarding suspected or alleged misconduct shall be free from fear of retaliation to make known in good faith any information about the suspected or alleged misconduct. The confidentiality of the reporting individual will be maintained as much as possible, keeping in mind that the name of the disclosing individual, if known, may need to be disclosed in the course of an investigation or to comply with the law.

An employee, volunteer, student, vendor, alumni or applicant who retaliates against any individual(s) or organization who discloses information regarding suspected misconduct under this Policy or who, following such disclosure, seeks a remedy provided under this Policy or any law or other College policy may be subject to suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the College deems necessary. Intentionally providing false information regarding an actual or potential violation of this policy, making a disclosure of suspected or alleged misconduct in bad faith, or intentionally withholding information regarding suspected or alleged misconduct without an appropriate basis for doing so may also result in discipline under this Policy, including suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the College deems necessary.

### PROCESS FOR DISCLOSURE

An employee, volunteer, student, vendor, alumni or applicant shall disclose all relevant information regarding suspected misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure:

<b>SUBJECT MATTER</b>	<b>INTAKE OFFICER</b>
Disability Violations	Director of Human Resources and/or Title IX Coordinator
Discrimination; Harassment; Retaliation; Hostile Workplace; Bullying	Director of HR and/or Title IX Coordinator
Environmental Hazards; Unsafe Workplace Conditions	Chief Financial Officer and Vice President of Finance and Administration
Faculty/Staff Handbook Violations	Faculty: Provost and Dean of Faculty Staff: Director of Human Resources
Financial Improprieties; Fraudulent Accounting (including but not limited to: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters)	Chief Financial Officer and Vice President of Finance and Administration
Illegal/Unethical Business Practices	Chief Financial Officer and Vice President of Finance and Administration
Athletic Rules Violation	Director of Athletics (except for alleged or suspected misconduct related to Title IX, which shall be reported to the Title IX Coordinator)
Safety/Security Issues	Director of Public Safety
Waste of College Resources	Chief Financial Officer and Vice President of Finance and Administration
Wrongful Termination	Director of Human Resources
Other Conduct	Director of Human Resources and/or Provost and Dean of Faculty

## OPEN COMMUNICATION

Allegheny College believes that open communication is at the essence of good employee relations. An employee should share any concern, seek information, provide input, and resolve any work-related issue by discussing it with their immediate supervisor. It may not be possible to achieve the results an employee wants, but the supervisor should attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with the next level supervisor. If the employee's concern cannot be resolved at that level, the employee may request that the supervisor arrange a meeting with the Director of Human Resources.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Supervisors are encouraged to seek a timely resolution to such matters, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Such open communication will usually lead to a mutually acceptable solution for nearly every situation.

## DISCRIMINATION AND HARASSMENT

Allegheny College is dedicated to furthering the potential of each member of its community through education and will confront and respond to all forms of hatred. We advocate a diverse community which is not hampered by intimidation, hostility, or other types of offensive behavior. In accordance with this commitment, the College does not discriminate or harass, and will not tolerate discrimination or discriminatory harassment, on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, age, creed, national/ethnic origin, ancestry, veterans, handicap or disability, religion, pregnancy, childbirth, or related condition, and any other legally protected status.

Discrimination is defined as any disparate treatment towards an employee in any terms and conditions of employment, including but not limited to hiring, training, promotion, discipline, compensation, benefits, or termination of employment, that is based on individual or groups membership (or perceived membership) in a particular legally protected demographic group including but not limited to, race, religion, class, color, age, gender or gender identity, national origin/ethnicity, mental or physical disability, sexual orientation, pregnancy, childbirth, or related condition, or any other status protected under federal, state, or local law.

Discriminatory harassment is defined as any verbal, physical, written or symbolic behavior that is directed at an identifiable individual or group and/or their property and is based on that individual or groups membership (or perceived membership) in a particular legally protected demographic group including but not limited to, race, religion, class, color, age, gender or gender identity, national origin/ethnicity, mental or physical disability, sexual orientation, pregnancy, childbirth, or related condition, or any other status protected under federal, state, or local law, which interferes with a reasonable person's academic or work performance, creates an intimidating, hostile or offensive situation or environment for a person or that subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes or derogatory stereotypes.

All forms of discrimination and discriminatory harassment should be reported to the Title IX Coordinator or Director of Human Resources. Upon receipt, the College will conduct a prompt and thorough investigation. Upon conclusion of the investigation, the College will take prompt and appropriate corrective action to the extent appropriate under the circumstances. Further, security will coordinate emergency response efforts if necessary.

## SEXUAL HARASSMENT

Sexual harassment is any unwelcome direct or indirect verbal or physical conduct of a sexual nature that is made a condition of employment, is a basis for employment decisions, or creates an offensive or intimidating work atmosphere. Such behavior at Allegheny College is not acceptable and will not be tolerated. It is important that employees be allowed to work in an environment free from this type of objectionable behavior.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following: the victim as well as the harasser may be of any gender or sexual orientation; the victim does not have to be of the opposite sex; the harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-employee such as a vendor or customer; the victim does not have to be the person harassed but could be anyone affected by the offensive conduct; and sexual harassment may occur without economic injury to or discharge of the victim.

Examples of behaviors prohibited under this policy include, but are not limited to (1) physical assaults of a sexual nature, including unwanted touching, (2) unwanted sexual advances, propositions or other sexual comments or, (3) offensive displays or publications of a sexual nature anywhere in the workplace, and (4) retaliatory action taken against an employee for making a sexual harassment complaint.

All forms of sexual harassment should be reported to the Title IX Coordinator or Director of Human Resources. Upon receipt, the College will conduct a prompt and thorough investigation. Upon conclusion of the investigation, the College will take prompt and appropriate corrective action to the extent appropriate under the circumstances. Further, security will coordinate emergency response efforts if necessary.

## TITLE IX

The Office for Civil Rights of the U.S. Department of Education requires schools and colleges to implement specific and continuing steps to inform students and others of the protections against discrimination on the basis of race, color, national origin, sex, disability, and age. As part of this requirement and in support of our ongoing commitment to creating an inclusive, respectful, and safe residential learning community, Allegheny College is sharing this Notice of Non-Discrimination:

Allegheny College does not discriminate on the basis of race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, religion, disability, age or other criteria protected by law in admission, treatment, employment in or access to its programs and activities. Title IX information, including contact information, reporting instructions, and frequently asked questions can be located using this link: <https://sites.allegheny.edu/titleix/>

## CONSENSUAL RELATIONSHIPS

Allegheny College does not interfere with choices regarding personal relationships when these relationships do not conflict or interfere with the goals, policies, or mission of the College. However, even consensual relationships in which one party retains a supervisory or evaluative role over the other party hazard a basic violation of professional ethics and responsibility. While the College encourages amicable relationships between employees and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises an employee's ability to perform his/her job.

Therefore, Allegheny College strongly discourages such relationships and requires employees to disclose immediately, to the appropriate

administrative supervisor, any romantic or sexual relationship with a person over whom they hold supervisory or evaluative power. Furthermore, decisions and evaluations concerning the person of lesser authority must be conducted by someone other than the employee so involved.

In addition, Allegheny College prohibits romantic or sexual relationships between non-student employees and students. Given the respect and trust accorded an employee by a student, as well as the power that may be exercised by the employee in giving grades, recommendations, etc., it can be difficult to ascertain whether a romantic or sexual relationship between such parties is truly welcome. Therefore, Allegheny College, in its commitment to an environment free from sexual harassment, prohibits any individual (employee, volunteer or intern) in a position of power and trust to be involved in a romantic relationship with a student. Violation of this policy will lead to corrective action up to, and including separation of the employee involved in the relationship.

## ON-CAMPUS EMERGENCIES

The Office of Public Safety, the unit responsible for safety, security and coordination of emergency services at the College, is located in Murray Hall. Security may be reached twenty-four hours a day by dialing ext. 3357 from any on-campus phone or by dialing 814-332-3357 from a private phone. A switchboard operator will relay your request to a Security Officer. Officers are available to respond to service calls and patrol the campus seven days per week, 24 hours per day.

In the event of a life-threatening situation, call 911 directly, and then notify Security afterward. There are emergency Call Boxes located on campus for emergency use. The location map of the Call Boxes can be viewed online here: <https://sites.allegheny.edu/publicsafety/call-box-locations/>

In addition, there are public call boxes with one-button emergency access to security on the front doors of all residence halls.

### EMERGENCY PREPAREDNESS

The online Emergency Guide was designed to give members of our Allegheny College community a quick reference on how to respond in case of an emergency situation on or near the campus. Emergencies, disasters, injuries and crimes can occur without warning at any time. Being prepared to handle unexpected emergencies is an individual as well as an organizational responsibility. We all play a critical role in keeping students, faculty and staff safe on campus.

Emergency Guidelines, per specific situations, is located on the Emergency Preparedness website: <https://sites.allegheny.edu/emergency/emergency-guides/>

In support of our efforts to provide a safe and secure environment for the entire campus community, we are pleased to offer the Allegheny College Omnilert Safety App. This smartphone app includes:

- Instant notifications when campus alert messages are sent
- A panic button to contact Public Safety for emergency assistance or to report an urgent situation
- Quick access to other safety resources

**Download Allegheny College Omnilert Safety App on the Apple App Store or on Google Play.**

### ACCIDENT REPORTING

Any employee injured in the course of employment is required to report the accident to their supervisor immediately, and to complete and deliver to the Office of Human Resources an Accident Report within 24 hours, if possible. Accident reports should be completed even if there is no injury in the event complications arise at a later date. Timely reports of workplace accidents are necessary to ensure eligibility for workers compensation benefits. Accident report forms are available from the Office of Human Resources. If you witness an accident or an injury, please report it to the Office of Public Safety.

## PERSONAL PROPERTY

Personal belongings brought onto Allegheny College premises are the employee's responsibility. While the College does all it can to protect

employee's property, it cannot be held responsible for the loss or theft of personal belongings. If employees find property missing or damaged, they should report it to their manager immediately. The College will not be responsible for the costs of repair or replacement of personal property.

## **CHILDREN IN THE WORKPLACE**

Allegheny College values family life and has worked to develop employment policies and benefits that are supportive of families. The College recognizes that from time-to-time and especially in cases of emergency, children are brought into the workplace. This practice, however, should be the exception to the rule and, in these exceptional cases, children should be under adult supervision at all times when present on campus. This policy is not intended to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit.

There are safety, health, and environmental concerns for children in the workplace. Children should not be allowed in areas where dangerous equipment is operated and/or chemicals are stored or used. There are also potential workplace atmosphere issues when children are at work. Common sense should be used and if questions arise, either from the parents or from their colleagues who may have concerns, they should be addressed to the department chair or Provost Office for faculty, or to the immediate supervisor or Cabinet officer for staff.

## **PETS ON CAMPUS**

Allegheny College has chosen to allow employees, students, vendors, and visitors to bring their animals to the campus under controlled conditions and on a limited basis if the animals can display good citizen skills. The guidelines in this policy must be strictly followed, to make the experience safe and enjoyable for all concerned. Any violations of these guidelines may result in immediate revocation of that individual's and/or animal's privileges on campus. Animal owners assume complete liability for their pets.

### **NON-SERVICE ANIMALS**

All animals should be licensed and immunized according to local ordinances and in good health. All waste should be picked up immediately and disposed of in an appropriate receptacle. Owners must carry a cleanup kit. All animals brought to campus should be appropriately socialized. Any sign or incident of aggression will result in immediate withdrawal of privileges for that animal. Noisy animals will also not be tolerated. Animals are to be kept in the owner's immediate area. All animals must be kept under control by means of a leash while on campus. If the animal's owner must leave their animal for any reason, they must assign a willing individual to be responsible for the animal in their absence. Non-service animals are restricted to public areas and are not allowed in campus buildings. The only exception to this is that of service animals that have been individually trained and certified to do work or perform tasks for the benefit of an individual with a disability.

### **SERVICE ANIMALS**

Allegheny College complies with The Americans with Disabilities Act (ADA) and amendments in allowing the use of service animals on campus. The ADA Definition of Service Animal: Dogs that are individually trained to do work or perform tasks for people with disabilities. College employees who wish to bring their service animal to work must contact the Office of Human Resources to request reasonable accommodations and begin the interactive process in accordance with the College's Reasonable Accommodation Policy.

The care and supervision of a service dog is solely the responsibility of its owner/handler. This includes care, feeding and proper waste disposal. Service dogs/animals must be licensed and immunized according to local ordinances.

## **SUBSTANCE ABUSE POLICY**

Allegheny College is committed to providing a drug-free, healthful, safe, and secure work environment. Use or abuse of alcohol or any other drug in a manner that affects or impairs an individual's ability to carry out his or her job responsibilities is prohibited. In addition, the Drug-Free Workplace Act of 1988 requires that federal grant recipients take several very specific steps to ensure a drug-free workplace.

In 1989, Congress passed the Drug-Free Schools and Communities Act Amendments (Public Law 101-226) to the higher Education Act of 1965. Those amendments require that -- as a condition of receiving funds or any other form of financial assistance under any Federal

program after October 1, 1990 -- all institutions of higher learning must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This notice is provided to all members of the Allegheny College community in compliance with that law. Allegheny employees and students are also subject to laws of the Commonwealth of Pennsylvania.

Federal regulations require that this notice include a description of:

- The standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Allegheny College property or as part of any of its activities;
- The applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- The health risks associated with the use of illicit drugs and the abuse of alcohol;
- The drug and alcohol counseling, treatment, rehabilitation, and re-entry programs available to Allegheny community members; and
- The College sanctions for violation of the standards of conduct.

If you have any questions about this law or related matters, please feel free to call the Office of Human Resources. All inquiries will be handled confidentially unless otherwise directed.

For detailed information regarding the Drug Free Schools and Communities Act Amendments, please reference the Human Resources website, under Summary of Benefits: <https://sites.allegheny.edu/hr/files/2022/10/DrugFreePolicy.pdf>

## **STANDARDS OF CONDUCT RELATED TO DRUGS AND ALCOHOL**

It is the policy of Allegheny College that the unlawful manufacture, dispensation, use, possession, consumption or distribution of illicit drugs and alcohol by employees on College property or as part of any of its activities is strictly prohibited.

The College will impose disciplinary sanctions on employees for violations of this Policy, based on the severity of the violation, up to and including termination of employment and referral for prosecution consistent with local, state and federal law.

As a condition of employment or continued employment with the College, all employees will be required to: **(a)** abide by the terms of Allegheny College's policy statement and **(b)** notify Allegheny College in writing within five calendar days after receiving notice of any criminal drug statute conviction for a violation occurring in a workplace.

## **LEGAL SANCTIONS**

Allegheny College is committed to the education of students, faculty, and staff regarding the dangers of alcohol and other drug abuse. The College adheres to the laws and the regulations that the state has mandated through the Pennsylvania Crimes Code and Act 31 (enacted March, 1988). The College does not tolerate or condone the misuse or abuse of alcoholic beverages. Any person violating the specific offenses outlined in the Pennsylvania Crimes Code is subject to external prosecution through the criminal justice system.

## **DRUGS AND CONTROLLED SUBSTANCES**

Allegheny College supports Act No. 64 (effective June 13, 1972) from the Pennsylvania Crimes Code which states that an individual(s) is in violation of the law if he/she manufactures, uses, sells, delivers, possesses and/or transfers controlled substances. Any employee in violation of any part of this Act is subject to prosecution.

## **WHERE TO GO FOR HELP OR MORE INFORMATION**

Several resources exist, both on and off campus, for students and employees to receive counseling, consultation, information, and programming resources related to alcohol and other drug use.



AREA	LOCATION	PHONE #
Counseling Center ECPS	Schultz Hall	332-4368
Dean of Student Life	Campus Center	814-332-2921
Residence Life	Campus Center	814-332-3865
Crawford County Drug and Alcohol Commission	898 Park Avenue	814-724-4100
Crawford County Crisis Line		814-724-2732
Alcoholics Anonymous		337-4019
National Suicide and Crisis Line		988
Stepping Stones	Meadville Medical Center	814-333-5810
Public Safety	Murray Hall	814-332-3357
Meadville Medical Center	Emergency Room	814-332-5500
Winslow Health Center	Schultz Hall	814-332-4355

## SMOKE-FREE WORKPLACE

In accordance with the Pennsylvania Clean Indoor Air Act and in consideration for others, consistent with the College's commitment to providing a healthy working, living, and learning environment and to enable students, faculty, staff, and visitors to avoid exposure to second-hand smoke, the College has enacted a smoking policy that prohibits smoking in all College owned and leased buildings, in College-owned vehicles, at our athletic facilities (including fields and spectator areas), at all formal assemblies where people are in close proximity, including commencement, concerts, and campus events. Smoking includes the use of cigarettes, e cigarettes, pipes, cigars, smokeless tobacco, et al.

## COMMENCEMENT FOR EXEMPT EMPLOYEES

Formal Commencement exercises are held once each year in May, although degrees are conferred on three separate occasions during the academic year. All administrators are expected to participate in the commencement exercises unless they have College work responsibilities during the ceremony, have a documented sick day, or are excused in advance by the President; individuals are responsible for procuring appropriate academic costume. Academic attire can be ordered through the College Bookstore.

## CODE OF CONDUCT

Employee conduct has a direct bearing on the general public opinion of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional and businesslike manner. The following conduct is prohibited and will not be tolerated by Allegheny College. Written standards, however, can be guidelines only; they cannot be all inclusive. Hence, the list of prohibited conduct below is not intended to be all-inclusive. Rather, each employee is expected to conform to common and accepted standards of behavior and job performance as well as to written standards. Questions regarding acceptable standards of behavior within a department should also be addressed with the supervisor.

- Bullying, which is unwanted, aggressive behavior that is repeated or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors and excluding someone from a group on purpose.
- Continual record of poor attendance or tardiness.
- Job abandonment, which is any unauthorized absence for three (3) consecutive days.
- Destroying, altering, abusing, damaging or wasting property or resources of the College or the property or resources of others, including student's, while on College owned or controlled premises or while on College business.
- Dishonesty or falsification of documents or records, including employment documents.
- Disruptive or harassing conduct such as the use of or threat of violence, horseplay, practical jokes, physical abuse, sabotage, verbal abuse, intimidation or unlawful discrimination against students, supervisors, or other staff and faculty.
- Engaging in abusive or demeaning conduct and/or engaging in an act which results in personal, physical injury to a member of the College community.

- Engaging in violence or threatening violence, including, without limitation, a physical altercation or throwing objects.
- Filing a false complaint or charge against a fellow employee, a student, the institution, a vendor or anyone otherwise connected to the College.
- Improperly disclosing information considered confidential and private by the College.
- Insubordination, including refusal to carry out work-related instructions or tasks.
- Unprofessional conduct which negatively impacts the College or working environment.
- Intentionally or repeatedly creating unsafe work incidents or engaging in unsafe work practices.
- Possessing, consuming or being under the influence of unlawful drugs while on the job or in violation of the College's Drug-Free Work Environment Policy or Substance Abuse Policy.
- Possessing weapons, firearms or explosives on College owned or controlled premises or while on College business.
- Theft, wrongful conversion or unauthorized use of funds or property of the College, its faculty, staff, students or its vendors.
- Unsatisfactory performance and or excessive absenteeism.
- Violating a departmental or College work rule, policy or procedure.
- Violating any law(s) on College owned or controlled premises or while on College business.

Employees found in violation of this Code of Conduct will be subject to discipline, up to and including termination of employment, in accordance with the College's Disciplinary Process Policy.

This list of prohibited conduct does not alter the College's policy of at-will employment. Either you or the College remains free to terminate the employment relationship at any time with or without reason or advance notice. Nothing in this section shall be interpreted or applied as limiting an employee's right to engage in protected concerted activity as provided by federal and state law.

## ACCEPTABLE USE POLICY

Allegheny College provides many business tools to its employees and contractors to enhance their productivity and jobs. These tools include computers, software, communication tools (email, chat), access to internal networks (intranet), access to external networks (internet), as well as telephone systems, voice mail, fax, photocopiers, etc. Allegheny College requires that these systems be used in a responsible way, ethically, and in compliance with all legislation and other Allegheny College policies and contracts. Noncompliance could have a severe, negative impact on the college, its employees, and its students. This policy does not attempt to anticipate every situation that may arise and does not relieve anyone accessing the system of their obligation to use common sense and good judgment.

Individuals at Allegheny College are encouraged to use the institution systems and resources to further the institution goals and objectives of the institution. The types of activities that are encouraged include:

- Communicating with fellow employees, Allegheny College business partners, and Allegheny College students within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

You will be required to acknowledge the larger Acceptable Use Policy, which will be made available to all employees annually.

Artificial Intelligence (AI) utilization across the institution is allowed and employees are expected to use good judgment, follow cybersecurity best practices, and be mindful any information populated into the tools becomes publicly available.

Any equipment issued to you by Allegheny, during the course of your employment, must be returned to the Information Technology department the day of or prior to your last day of employment.

Please review the entire Acceptable Use Policy here: [sites.allegheny.edu/it/acceptable-use-policy/](https://sites.allegheny.edu/it/acceptable-use-policy/)

## ADJUNCT STATUS

While on an active appointment with Allegheny College as an Adjunct Professor, you will have access to the system network and your

Allegheny College email. During the time when inactive with the College (not having a current appointment), your network and email access will be disabled. Please review the entire Acceptable Use Policy here: [sites.allegheny.edu/it/acceptable-use-policy/](https://sites.allegheny.edu/it/acceptable-use-policy/)

## **SOCIAL MEDIA GUIDELINES AND POLICIES**

Social media networks and tools are an important way for Allegheny College to connect with and engage a wide variety of audiences — including prospective and current students, alumni, and the public. College Relations maintains institutional-level accounts on several social media platforms, and many Allegheny offices, departments, and programs also have accounts.

To assist with posting from official channels, College Relations has developed and curated the following guidelines and policies accessible here: [sites.allegheny.edu/brandcenter/social-media/](https://sites.allegheny.edu/brandcenter/social-media/)

## **PERSONAL ELECTRONIC DEVICES AND USAGE**

Office telephones, cellular phones, computers, laptops, and other electronic communication equipment (“devices”) are a vital part of the College’s operation. Personal use of these devices, regardless of College or personal ownership of the device, should be limited during normal working hours. Employees are expected to use good judgment and follow cyber-security best practices when engaging in personal calls, text messaging, and/or Internet usage during work hours. Excessive personal usage during work hours, regardless of the device and manner in which it is used, can interfere with employee productivity and safety and be distracting to others. Employees who make excessive or inappropriate use of devices may be limited to using such devices only during scheduled break periods.

Employees who operate College vehicles must follow safe driving practices and comply with all applicable State and Federal laws. If an employee needs to use a mobile device while traveling on College-related business, they should pull off the road to make the call or at a minimum, use hands free equipment. The use of any communication device in any capacity while operating other College owned equipment is prohibited.

To protect the privacy of faculty, staff, students and visitors, employees are prohibited from using devices to photograph or record an individual(s) in any form (audio or video) without that individual’s knowledge and consent. The use of mobile devices to photograph or record confidential information, private information or related items is prohibited.

The College is not liable for the loss of personal devices brought into the workplace. Any connection to the College’s information services must adhere to the Acceptable Use Policy for Technology Resources. Employees have no expectation of privacy related to devices issued by the College or information that is entered into any of the College’s information services, even if that entry is made from a personal device.

Failure to follow the provisions of this policy could result in disciplinary action, up to and including termination of employment. Please review the entire Acceptable Use Policy here: [sites.allegheny.edu/it/acceptable-use-policy/](https://sites.allegheny.edu/it/acceptable-use-policy/)

## **INTELLECTUAL PROPERTY**

Allegheny College has adopted a policy regarding the ownership of intellectual property created while working at the College. The policy addresses ownership of copyright works created by faculty, ownership of patented materials pursued by faculty using College resources, works produced by non-faculty employees, works created by students, and procedures for disclosure of copyrightable works and patent applications.

### **INTELLECTUAL PROPERTY CREATED AT ALLEGHENY COLLEGE**

#### **TERMS**

- “Copyright” shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.

- “Patent” shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute “any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof” or other discoveries and processes as defined by the United States Patent and Trademark Office.

## **I. OWNERSHIP OF COPYRIGHT IN WORKS CREATED BY FACULTY**

Traditionally, faculty scholarly work has not been considered work-for-hire. “It has been the prevailing academic practice to treat the faculty member as the copyright owner of works that are created independently and at the faculty member’s own initiative for traditional academic purposes.” (AAUP Statement on Copyright) In addition, AAUP policy holds that for faculty work to be considered work-for-hire, it requires use of extraordinary resources. Use of traditional resources “such as office space, supplies, library facilities, ordinary access to computers and networks, and money,” are not sufficient to make faculty work into work-for-hire.

Allegheny College recognizes the following categories of scholarly work for which the College will waive any ownership interest in favor of the faculty member: textbooks, class notes, research findings, research proposals, classroom presentations and instruction, research articles, research monographs, computer software created for teaching purposes or intended as open source programs, student theses and dissertations, paintings, drawings, sculpture, audiovisual works, musical compositions and performances, dramatic works and performances, choreographic works and performances, poetry, and popular fiction and nonfiction.

## **II. INTELLECTUAL PROPERTY PRODUCTS**

### **A. COPYRIGHTED MATERIALS**

Allegheny College will consider a faculty member who produces traditional scholarly works in the categories listed above (Section I) to be the sole owner of those materials and the copyrights in such materials if they are produced without assistance over and above the traditional resources normally provided by the College for the routine use of its faculty. When a faculty member’s effort in developing a work (whether copyrightable or not) is significantly assisted by the use of College facilities, resources, or personnel, beyond the traditional resources normally provided by the College for the routine use of its faculty, or if the College has contributed to a “joint work” as defined under the Copyright Act, then the College shall be a joint owner of the work itself as well as in any and all copyrights in the work.

For the purpose of determining ownership of the copyright in scholarly or artistic works created by faculty, exceptional, extraordinary, and significant resources (resources considered more than the traditional resources normally provided by the College) may include the following:

- release time
- development money
- exemptions from standard, customary fees for equipment or facilities
- staff support beyond customary secretarial support

Traditional resources normally provided by the College include, but are not limited to, the following:

- sabbatical leaves
- pre-tenure leaves
- course release for divisional teacher/scholar chair
- course release for advising of Senior Projects
- Demmler grant funding
- Academic Support funding
- travel-to-conference funding
- summer paid research interns
- work-study students

The College shall make the determination in its reasonable discretion whether it has contributed to a joint work, or contributed services and facilities to the production of the work that go beyond the traditional resources normally provided to faculty members.

In order to avoid disputes over the ownership of works created at Allegheny College, faculty who anticipate using significant College resources in the creation of scholarly materials should contact their Department Chair and the Dean of the College to negotiate terms of ownership in advance.

## **B. PATENTED MATERIALS**

The ownership of patents pursued by faculty using College resources (such as facilities, equipment, or funds controlled by the College) is determined on a case-by-case basis. A patent application may be filed when a new and useful process, machine, manufacture, or composition of matter is conceived or developed, or when unusual, unexpected, or non-obvious research results are obtained. A faculty member who decides to apply for a patent must notify the Dean of the College in compliance with Section D below. Upon disclosure of the faculty member's intent to file a patent application, the Dean of the College will determine whether the College is entitled to an ownership interest in the invention or discovery and any patent that may issue covering such invention or discovery.

If the College is entitled to an ownership interest and chooses to apply for patent protection, it will fund the upfront fees and legal costs incurred in the patent application process. In consideration of its investment, Allegheny College will recoup the aforementioned costs from the initial profits of the invention, in addition to half of all subsequent shares in the profit.

In cases where the Dean of the College determines that the College is not entitled to an ownership interest or decides not to pursue co-ownership of the patent, the College will confirm/release ownership of the invention or discovery to the faculty member, who will have the right to pursue the patenting and/or commercialization of the invention at his or her own expense.

## **C. PROCEDURE FOR DISCLOSURE OF COPYRIGHTABLE WORKS**

Faculty members wishing to pursue copyright registration of works that do not fall under the category of scholarly works as described in Section I, or which comprise scholarly works that are produced using significant College resources beyond the traditional resources normally provided by the College, must make prompt disclosure to the Dean of the College, in writing, of their intent.

The Dean will consult with the faculty member to ascertain the nature, purpose, and genesis of the works and determine the extent to which the College has contributed as a joint author, or that College resources have been used in creation of the works. The Dean shall make a determination as to: **a)** Allegheny College's right to joint ownership of the work and any associated copyrights; **b)** Allegheny College's intention to pursue copyright registration for the work; and **c)** Allegheny College's desire to be involved in commercialization or enforcement of the copyrights in the works.

## **D. PROCEDURE FOR DISCLOSURE OF PATENT APPLICATION**

Faculty members who intend to apply for a patent must make prompt disclosure to the Dean of the College, in writing, of their intent.

Upon receiving a disclosure, the Dean will consult with the faculty member to ascertain the nature and purpose of the invention or discovery to be patented and determine the extent to which College resources have been used in its creation. The Dean shall make a determination as to: **a)** Allegheny College's claim to joint ownership of the invention or discovery and any associated patents; **b)** Allegheny College's intention to pursue patent protection for the invention or discovery; and **c)** Allegheny College's desire to be involved in commercialization or enforcement of the patent.

If the Dean determines that the College is not entitled to an ownership interest or that the College has no intention of pursuing patent protection for the invention or discovery, all ownership of the invention or discovery shall be confirmed/released to the creator of the invention or discovery.

## **E. INTELLECTUAL PROPERTY CREATED USING GRANT SUPPORT**

The ownership of intellectual property created at Allegheny College using grant or sponsor funds shall be determined by the terms of the granting agency's contract.

## **F. COLLEGE AND COMMUNITY INTERESTS**

Although individual faculty may own in their entirety certain of the scholarly works described in Section I above, the College community has interests in being able to use such works for educational and administrative purposes. Faculty members should keep these purposes in mind when creating and disseminating instructional materials and scholarly works. When publishing scholarly works, faculty creators are encouraged to provide rights for use for the College community.

The College shall at all times have and/or retain the right to use, display, distribute, perform, copy, and modify faculty-created teaching materials (such as syllabi, assignments, tests, and other course content) for administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions, and for educational purposes at the College including in its internally administered programs of teaching, research, and service on a perpetual, non-terminable, royalty-free, non-exclusive basis.

Likewise, the College shall at all times have a non-exclusive right to make and use, solely for internal purposes, any invention or discovery made by using College resources.

## **III. WORKS PRODUCED BY NON-FACULTY EMPLOYEES**

Works produced by non-faculty employees in the scope of their employment are generally considered works-for-hire, and as a consequence, are the property of Allegheny College.

There may be circumstances where non-faculty employees make substantial creative contributions to an intellectual property project. The College may choose to share ownership with the employees involved. In such a case, the College and the employee should create a specific agreement clarifying ownership of the intellectual property in question.

The College does not claim ownership of works created by non-faculty members at their own initiative, outside the scope of their employment, and without the use of exceptional, extraordinary, and significant College resources.

## **IV. WORKS CREATED BY STUDENTS**

### **A. STUDENT MATERIALS**

In general, student initiated research and creative work — including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements — remain the physical and intellectual property of the creator. Student materials that are assigned and completed in support of faculty initiated research — including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements — become the physical property of the school, although the creator retains all rights to the intellectual property contained within the material unless (i) the student received financial support from the College in the form of wages, salary, stipend, or grant funds for the research, (ii) the student made significant use of College resources (including College-administered funds or College-funded time, facilities, or equipment) in connection with the research, or (iii) the research was funded by a sponsor pursuant to a grant or sponsored research agreement or is subject to a materials transfer agreement, confidential disclosure agreement, or other legal obligation that restricts ownership of Intellectual Property.

The school assumes no responsibility for the safeguarding of such material and may, at its discretion, retain such material, return it to its creator, or discard it. Ordinarily, material of current students will not be discarded without giving the student a chance to reclaim it.

### **B. SENIOR PROJECTS**

The College shall have, as a condition of the degree award, the royalty-free right to retain, use, and distribute a limited number of copies of the senior thesis, together with the right to digitize it for archival use.

### **C. RESOLUTION OF DISPUTES**

In cases where there is a dispute over ownership, and its attendant rights, of intellectual property, an ad-hoc committee comprised of one individual selected by the Dean of the College, one individual selected by the creator of the intellectual property, and one individual agreed to by both parties, will be appointed. The Committee members will have knowledge about the particular field or intellectual property issue and will have no personal interest in the matter.

The committee shall make an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. It will make its recommendation to the Dean of the College for a final decision.

## **V. CREDIT**

Notwithstanding any of the above, at the College's request, the creator of any intellectual property created at the College, or by a College employee using College resources, will give the College appropriate credit on every copy of the work.

## **VI. TRADEMARKS**

The College retains the exclusive right to control the use of its name and trademarks in association with any work, regardless of the ownership of the work.

## **PERSONAL DRESS AND APPEARANCE**

Allegheny College prides itself on the atmosphere and standards it maintains and the positive image that employees present as representatives of the College. This image is affected by the manner of dress we use within our offices, in the offices of our constituents, and in public when we are representing the College.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and promote the professional image Allegheny presents to the campus and our community. During business hours, employees are expected to maintain a clean, neat and appropriate appearance in their dress and grooming, relative to their work department and job function. The intent of this policy is to reinforce the standards of personal appearance expected of employees representing Allegheny College, both in an office environment and in the field. In general, attire should not be ill-fitting, wrinkled, stained, and dirty, exhibit distasteful and/or inappropriate slogans or signs, or be otherwise inconsistent with the College image. Consult your supervisor or department manager if you have any questions as to what constitutes appropriate dress/attire. Employees who fail to adhere to the personal appearance standards may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Repeated violations of this policy will result in disciplinary action, up to and including termination of employment.

## **INSTITUTIONALLY RECOGNIZED NAME POLICY**

The Institutionally Recognized Name Policy at Allegheny College supports employees seeking to be recognized by a different name other than their legal name.

We also believe that empowering employees with the option to be recognized by another name contributes to a safe and non-discriminatory college experience. Reasons for name changes may include transgender or gender non-conforming identities, those who wish to adopt an English language name, those who are known by names that are different from their legal names, or those who have popular names who wish to use a different name. Please note that some records may require the use of legal names only, such as federal and medical documentation.

Employees who submit an institutionally recognized name will receive a new email address that utilizes their institutionally recognized name's first initial. If changing from a pre-existing Allegheny email address, all files and correspondence from your previous address is transferred to your new one, and your previous address becomes an alias to your new one. This means that all correspondence sent to your previous email address will be automatically forwarded to your new one.

In addition to a change in name, your institutionally recognized name will show up in the Google Suite, employee directory, class rosters, advisor/advisee lists, reports, and other locations where legal name is not required. The Office of Human Resources will continue to use the employee's legal name as required by law.

Paper mail sent to the permanent address will also be addressed to your institutionally recognized name, unless it contains a document/information where legal name is required (e.g. tax information). For employees who would like to use an Institutionally Recognized Name, please complete this [form](#).

Legal Names: In order to change the name on your official college records such as tax and employment records, you must legally change your name. A legal name change is recognized by submitting an updated social security card.

**Disclaimer:**

*Allegheny College will display institutionally recognized name to the college community where feasible and appropriate, and it will make a good faith effort to update the reports, documents and systems designated to use chosen names. Inappropriate use of the chosen name policy, including but not limited to avoiding legal obligation or misrepresentation, may be cause for denying use of chosen names. Allegheny College reserves the right to remove any chosen name that is deemed inappropriate.*

## WEAPONS POLICY

Despite some laws that allow individuals to carry firearms in public, Allegheny College strictly prohibits any possession and/or use of firearms, explosives, other weapons, or dangerous chemicals while on College premises and within your employment, unless properly authorized.

**Firearm** — Any device that shoots, expels, or is readily converted to expel a bullet, pellet, flare, tranquilizer, spear dart, paintball, or other projectile, whether loaded or unloaded, including those powered by CO<sub>2</sub>. This includes, but is not limited to, guns, air guns, dart guns, any form of play/toy guns, bb guns, pistols, revolvers, rifles, shotguns, cannons, etc., and any ammunition for any such device.

**Weapon** — Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: (1) firearms, slingshots, switchblades, daggers, blackjacks, metal knuckles, guns, bows and arrows, hand grenades, hunting knives, nunchucks, throwing stars, etc.; (2) any object that could be reasonably construed as a weapon; or (3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania. Electric or electronic incapacitation devices including but not limited to stun guns, stun batons, and tasers.

**Explosives** — Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gasses that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire, and the like.

**Pepper Spray** — Any liquid or gaseous substance that when sprayed into the atmosphere irritates and blinds the eyes with tears, is not permitted in any container greater than 3 ounces.

## SOLICITATION AND DISTRIBUTION

Neither the employee of Allegheny College nor other individuals will be permitted to solicit employees during working time, distribute any literature to employees in working areas at any time, or use College-owned property (such as telephones, computers, cell phones, e-mail systems, printers, scanners, mailboxes) to solicit or distribute materials to other employees for any purpose.

The sole exception to this policy are solicitations and distributions related to a campus-wide fundraising effort approved in advance by the Executive Vice President.

Employees who receive requests from individuals or parties requesting permission to solicit sales, contributions, or memberships should refer them to the Chief Financial Officer.

## VIOLENCE IN THE WORKPLACE

Allegheny College is committed to creating and maintaining a workplace and learning environment where violence or threats directed towards any person will not be tolerated. The College will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus. The College will respond promptly and decisively to violence, threatening behavior, and harassment on campus.

Any and all forms of violence, threatening behavior or harassment which involve or affect the College or which occur on the College campus is prohibited by this policy. For purposes of this policy, “the campus” is collectively defined as the College’s premises, any off-campus



location where an employee is on official duty or travel status and related facilities such as residence halls. This includes threatening behavior, violent actions, and harassment among and between all persons on campus, such as; College employees directed against supervisors, by employees directed against other employees, by employees directed against students, or visitors, and by visitors directed against College employees or students.

Engaging in violent, threatening behavior or harassment has been and is considered a serious form of employee or student misconduct. Reports of such acts will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. The College will take action which may include the termination of an employee(s) involved in such acts, disciplining students, and the timely involvement of law enforcement agencies, when appropriate. Actions may also include removal of third party vendors from campus or termination of contracts with such vendors.

## AUTOMOBILE USAGE POLICY

The College maintains a limited number of vehicles for use by its employees while they are engaged in College business. In addition, an employee may use their own car for College business, if necessary, in accordance with the guidelines below.

The Motorpool/Gator Driver Policy is held with the Department of Public Safety. The link to Public Safety Motorpool and Gator Driver Policy is located here: [https://docs.google.com/document/d/1AZcRXwo3coUdulq3\\_MDHwoMEml\\_Bacchyg-VONp2UtY/edit](https://docs.google.com/document/d/1AZcRXwo3coUdulq3_MDHwoMEml_Bacchyg-VONp2UtY/edit)

The Department of Public Safety is responsible for the management and maintenance of the fleet of campus owned or leased motorpool vehicles, as well as the training and management of the drivers of these vehicles. In joint support, the Office of Financial Services is responsible for monitoring the Department of Motor Vehicle (DMV) checks including point accumulation for all drivers on college business.

The Motorpool/Gator Driver Policy also requires all students, employees and hired drivers, who are required to have a Gator License, to consent to a check of their record with the Department of Motor Vehicles by completing the Consent Form, which also can be located on the Public Safety website: Motorpool /Gator Driver Policy Appendix A.

- Employees are not permitted to use College vehicles for non-business purposes under normal circumstances.
- Every employee who drives a vehicle on College business must be at least 18 years of age, possess a valid driver's license and, where applicable, maintain at least the minimum amount of insurance required by law.
- No employee is permitted, under any circumstances, to operate a College vehicle (or a personal vehicle for College business) when any physical or mental impairment because of illness, medication, or intoxication causes the employee to be unable to operate a vehicle safely or legally. All motor pool vehicles are non-smoking.
- Employees using College vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to the supervisor of the motor pool.
- Employees must also obtain a Gator License prior to utilization of College Vehicles. For more information on the Allegheny Gator License, how to obtain one and important information regarding the Gator License, please visit this site: <https://sites.allegheny.edu/publicsafety/gator-license>
- Employees must report to the supervisor of the motor pool any accident involving College vehicles or personal vehicles used on College business regardless of the extent of damage or injuries. Such reports must be made as soon as possible but no later than within forty-eight hours of the accident. Employees are expected to cooperate fully with the authorities in the event of an accident.

## TRAVEL AND ENTERTAINMENT EXPENSE GUIDELINES

College employees are frequently called upon to travel or entertain guests on College business. Travel and entertainment budgets have been established for these purposes and we encourage faculty and staff to use them in accord with their professional judgment. The purpose of these guidelines is to ensure consistent use of funds across campus departments. Allowable expenses can be submitted for reimbursement either through the [Accountable method](#) or [Per Diem method](#).

Please reference the Allegheny Website, using this link for additional information and forms as it relates to our Guidelines and Policy for Travel and Expenses: <https://sites.allegheny.edu/forms/travel-expense-guidelines/>

# EMPLOYMENT

## BACKGROUND CHECKS

Allegheny College desires to provide a safe, secure environment and reasonable protection for the campus community and the financial assets of the College and is committed to hiring and retaining the most suitable candidates for college positions. In addition to the normal screening process for applicants (interviewing, checking references, contacting previous employers and verifying education records and professional licenses), College policy is to conduct criminal background checks on all new hires and volunteers. Volunteers will be responsible for clearances at their expense. Employee background checks may also include credit history check, social security verification, PA Act 153 clearance and/or motor vehicle record search at the College's expense, dependent on the position.

Criminal background checks and social security verification will be conducted for all new employees, including adjunct, visiting, temporary employees, and volunteers. For any employee whose job or volunteer-service may require one-on-one interactions with minors, will be required to obtain a State Police background check, child abuse clearance and pass an FBI fingerprint screening in addition to standard screenings in compliance with Pennsylvania ACT 153. A motor vehicle record search will be conducted for employees, student workers, or independent contractors who will regularly transport students and/or drive college-owned or leased vehicles.

Background checks as described in the preceding paragraph may also be conducted where a current employee is a final candidate for a transfer or promotion into one of the above-listed groups. Departments may also identify student and/or independent contractor positions that may be subject to background checks as well.

## DEFINITION OF SEARCHES TO BE CONDUCTED

- Criminal Search — This search includes all federal, state, local and criminal convictions or guilty pleas (including pleas of no contest) to a felony or misdemeanor, or where such charges are pending
- Credit History Check — This search will provide type of creditor, origination dates, current status, transaction amount, current balance, bankruptcy, and delinquent account information
- Social Security Verification — This search verifies and analyzes social security numbers to match previous address information and potential alias
- PA Act 153 — Pennsylvania State Background check (EPATCH)
- Child Abuse Clearance — This search will provide the applicant information as to whether or not they are listed in the Pennsylvania statewide database as a perpetrator of child abuse through the Pennsylvania Department of Human Services
- FBI Criminal History Background Check (FBI Fingerprint) — This search will require individuals to submit their fingerprints to the FBI and have the background check run through the PA State Police designated agencies
- Motor Vehicle Record Search — This search will provide current license class, status, restrictions, and violations reported by the state's Department of Motor Vehicles

Background check reports will be kept in a confidential file in the Office of Human Resources, separate from the employee's personnel file. Reports will be shared only on a strict need-to-know basis. If a report contains item(s) of potential concern for a staff position, the report will be reviewed with the Executive Vice President, AEC member, and/or immediate supervisor. Where it pertains to a faculty position, the information will be reviewed with the Provost and the Department Chair.

A prior conviction does not necessarily make an individual ineligible for employment, promotion to a significantly different position, or transfer. The record will be evaluated for relevance to the specific responsibilities of the position, and each situation will be reviewed on a case-by-case basis, considering, but not limited to, the following factors:

- Date of conviction(s) and time elapsed since conviction(s)
- The relevance of the conviction(s) to the position for which the employee has been hired or promoted to a significantly different position
- Pattern of criminal activity for which the employee has been convicted

- Length of service and performance history at the College (for transfer or promotion to a significantly different position)
- Potential opportunity in the position to cause financial or property loss or to create a risk to the health, safety and welfare of Allegheny employees, students, and/or property
- Positive, credible references from former employers since the conviction
- Failure to disclose a conviction on employment application or on authorization forms to conduct a background check

The applicant/employee will be notified of the adverse information and given an opportunity to submit information disputing the accuracy or completeness of the report before a final decision is made regarding continued employment, promotion to a significantly different position, or transfer. If an adverse employment decision occurs, the applicant/employee will be notified in writing, provided a copy of the report and a summary of the FCRA dispute process.

The College may also periodically renew background checks for current employees.

## PERSONNEL FILES

The Office Human Resources retains all employment files, both paper and electronic. These files are the property of the College. Information related to hiring, transfers, promotions, pay adjustments, disciplinary action, grievances, and termination of employment, as well as other formal correspondences regarding employment at Allegheny are kept in these files.

Current employees may review their files. To do so, you must contact the Office of Human Resources to schedule an appointment. Files may not be altered, and adding or removing information is prohibited. If there is a need to make any corrections or updates, a member of the Office of Human Resources will make those changes. No other person, other than the individual staff member and the Office of Human Resources, may review files of others.

Benefit information, including insurance enrollment information, beneficiary designations, and documentation of medical conditions, as well as financial information, are maintained separate of the employment files and available only to the Office of Human Resources, as appropriate.

Employees are responsible for notifying the Office of Human Resources of any changes in personal information. Changes of name, home mailing address, contact information, emergency contacts, educational accomplishments, and other such changes should be accurate at all times.

## EMPLOYEE CATEGORIES

Employees of Allegheny College are assigned to one of the following categories:

### REGULAR FULL-TIME

Employees regularly assigned to work a minimum of 33-3/4 hours per week for at least 9 months of the year in a position regularly budgeted as a full-time position.

### REGULAR PART-TIME

- A continuing part-time position is one that has been approved as a regularly budgeted position
- Employee may work over 1,000 hours/calendar year
- Two personal days will be allocated to regular part-time non-exempt employees on an annual basis based on hours scheduled to work per week
- Eligible to participate in the College retirement plan with employer match if employee works over 1,000 hours per calendar year (hours are monitored annually); if employee fall under 1,000 hours, they cannot continue participation with employer match but may participate in supplemental retirement plan with no employer match
- **Only eligible for certain College benefits, including vacation or sick accrual, medical insurance (including opt-out), life insurance, long-term disability, or short-term disability to the extent required under applicable law**

## TEMPORARY PART-TIME OR FULL-TIME

- Maximum appointment term up to one year in duration (requires review by the Office of Human Resources and Cabinet approval)
- May be eligible for renewal but would require review by Human Resources with approval
- Maximum part-time appointment up to 1,000 hours per calendar year or may work on an as needed basis for a specific period of time, not to exceed six months in duration with approval
- Two personal days will be allocated to temporary non-exempt employees with assignments greater than twelve months
- Not eligible to participate in College retirement plan with employer match; may participate in supplemental retirement plan with no employer match
- **Only eligible for certain College benefits, including vacation or sick accrual, medical insurance (including opt-out), life insurance, long-term disability, or short-term disability to the extent required under applicable law**

## SUMMER EMPLOYEES

Each year, all summer student employment positions must be advertised exclusively for Allegheny students with the Office of Financial Aid. Positions should be advertised in March so that hire decisions can be made by the deadline posted by the Office of Residence Life for summer campus housing.

Only qualified Allegheny students are eligible for student employment. For the purposes of summer employment, an Allegheny student is defined as someone who will be enrolled at Allegheny College in the upcoming fall semester. Accepted applicants who have made a commitment to Allegheny for the fall are considered Allegheny students. Allegheny College seniors graduating in May are not considered Allegheny students for the purposes of summer employment.

Offices and departments must have sufficient funds available in student employment budget lines to hire a student summer worker, including non-Allegheny student summer workers. A summer student may work no more than thirty-five hours per week.

Offices and departments may hire a non-Allegheny student after May 1st if every effort has been made to hire an Allegheny student and none is available. Departments should contact the Office of Financial Aid to see if Allegheny students are available for hire. If no students are available, a non-Allegheny student may be hired if approved by the respective Cabinet member. A non-Allegheny student may work no more than twenty-eight hours per week.

No Allegheny student or non-Allegheny student shall be permitted to work under the direct or indirect supervision of a parent or other relative.

For more information on summer employment, please visit this site: <https://sites.allegheny.edu/studentemployment/>

## EXEMPT/NON-EXEMPT CLASSIFICATION

The Fair Labor Standards Act (FLSA) stipulates specific tests to determine whether a job is nonexempt or exempt from its provisions. To be salaried under an FLSA exemption means an employee is paid a full salary for the workweek, regardless of the actual number of hours worked during the week. To determine exemption status, there are tests for four types of positions: executive, administrative, professional and outside sales. The FLSA guidelines are posted in the Office of Human Resources.

### EXEMPT (SALARIED)

Exempt employees are those employees whose compensation is based upon an established annualized salary. Exempt employees who work a partial month will be compensated on a pro-rated basis using the actual number of days worked in that month.

### NON-EXEMPT (HOURLY)

Non-exempt employees are those employees whose compensation is computed upon the basis of an hourly rate. The FLSA requires that hourly employees are paid overtime rate (time and one-half) for all hours worked over forty hours in each work week. The FLSA and PA State Statute prohibit the use of time off in lieu of overtime pay, except within the same work week.

## **ORIENTATION**

All new employees must meet with a representative of the Office of Human Resources to complete the necessary employment and benefit forms. The Handbook can be accessed on the Human Resources website: <https://sites.allegheny.edu/hr/>

New employees will receive information from their supervisors concerning their specific job duties, working schedules, performance expectations and materials with which to perform their jobs.

## **PARKING**

Employees are allowed to park on campus in “Gold” designated lots when displaying a parking sticker on their vehicles. These stickers are available in the Office of Public Safety, upon submission of a completed vehicle registration form. Vehicles without Allegheny parking permits or vehicles parked in improper areas will be ticketed the current fee for a parking violation. Unpaid fees will result in the loss of parking privileges.

## **KEYS**

Supervisors of new employees need to complete a key request form found on the Allegheny website in order for employees to obtain the keys required for their job. Duplication of keys is prohibited and may result in disciplinary action, up to and including separation. All keys must be turned into the Office of Human Resources prior to or on the last day of employment.

## **PERSONAL IDENTIFICATION CARDS**

An Allegheny College identification (ID) card is issued to each new employee. You will receive your ID card from the Office of Financial Services. Your employee ID card will provide you with privileges at the Bookstore, Library and the Wise Center. ID cards must be turned into the Office of Human Resources prior to or on the last day of your employment.

Allegheny College also offers a meal plan that employees can purchase and have coded onto their ID card. Employees can purchase a “10” meal package for \$50.00, which is good at Brooks and McKinley. Visit the Office of Financial Services in Bentley Hall to purchase the meal plan or add Gator Cash to your account. Gator Cash and Meal Swipes will be coded onto your campus ID card. These meals have no expiration date.

## **ATTENDANCE AND PUNCTUALITY**

You are expected to report to work on time and to remain on the job throughout your regular work hours. If you know you will be late or absent from work you must inform your supervisor as far in advance of the start of the workday as possible. Please check with your department head for specific reporting procedures for your area.

It is your responsibility to ensure proper notification is given to the supervisor. Absence without notice for three (3) consecutive days is considered job abandonment and will be viewed as voluntary resignation. If you have an urgent reason for leaving work you must have permission from your supervisor and/or department head. Punctuality and regular attendance are important for job advancement and retention. If you are repeatedly late for work you may be subject to disciplinary action, up to and including separation.

## **COMPENSATION POLICIES/PROCEDURES**

### **WORK WEEK**

For the purpose of calculating hours worked and overtime pay, the official workweek is from Sunday through Saturday.

The daily office schedule for employees is generally from 8:00 a.m. to 5:00 p.m. Monday through Friday, with one hour (unpaid) for

lunch. However, the daily schedule for some departments may vary to meet College or department requirements. Any adjustments to schedules must be approved by the department's manager.

## **OVERTIME ELIGIBILITY FOR NON-EXEMPT EMPLOYEES**

Overtime is defined as hours actually worked in excess of forty hours per week. For these purposes, vacation time, sick time, personal time, and other paid or unpaid leave time are not regarded as hours worked in calculating overtime. College-observed national holidays are considered as days worked for the purposes of calculating overtime. Overtime hours must be authorized in advance by the supervisor. Only hourly (non-exempt) employees are eligible for overtime pay.

## **ELECTRONIC TIME SHEETS**

All non-exempt employees will keep weekly records of their actual time worked on an electronic time sheet. Time entered must be submitted by the employee to the supervisor for approval electronically.

All time sheets are submitted electronically based on the schedule established at the beginning of each calendar year. Any incomplete or unapproved timecards will not be paid until the approval or corrections are made, and this may result in delayed pay checks.

## **PAY DAYS**

All non-exempt employees are paid bi-weekly, generally on Fridays, for the two-week period ending the previous Saturday. Exempt employees are paid monthly, generally the last working day of each month, for the current month.

## **PAY CHECKS/DIRECT DEPOSIT**

Pay checks or direct deposit advices are provided through Employee Self-Service (ESS). Funds may be deposited in multiple accounts. If you wish to have your check mailed to your home, you can request so by contacting the Office of Human Resources.

If you lose your paycheck, contact the Office of Human Resources/Payroll Manager to make arrangements to have a stop payment placed on the check and a replacement check issued.

## **PAYROLL DEDUCTIONS**

The College is required to deduct certain federal, state, local, and social security taxes from your paycheck. The College makes statutory contributions to the Social Security fund. You may also elect to have other deductions withheld from your pay. These may include, but are not limited to the following:

- Medical/Dental/Vision Premiums
- Retirement Contributions
- Section 125 Spending Accounts
- Capital Campaign & Annual Fund

These deductions from your pay will be documented on your pay stub. The Payroll Manager is available to answer any questions you may have concerning these items.

## **ANNUAL SALARY INCREASES**

Generally, decisions regarding pay increases are made on an annual basis, depending upon availability of funds. Employees are generally considered for pay adjustments effective July 1st, as a part of the Board of Trustees Annual budget approval. Factors used by Cabinet members in determining whether to award an increase may include prevailing rates for comparable positions in the relevant labor market, internal equity, cost of living, job performance, or other relevant factors. To be eligible for a July 1st salary increase, you must be employed by the College for at least six months in advance of that date. There may be a rare occasion where the July 1st target date could experience a delay. If and when this occurs, the six month employment date requirement remains in effect for the new pay adjustment date.

## HOLIDAYS

The College-observed national holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day\*
- Veteran's Day (for Veterans with their DD-214 on file)\*\*
- Thanksgiving Day
- Christmas Day

*\*Many offices remain open on Labor Day if classes are in session. Check with your supervisor to determine the requirements of your department.*

*\*\*For departments with several Veterans, it is important to ensure that there is adequate staffing for the day. In these cases, the manager must determine staffing level needs. If a Veteran is required to be at work on Veteran's day, they will be allowed to take another day off, in that pay period, to adjust for the need of working on Veterans Day.*

When a holiday falls on a Saturday or Sunday, it is observed on the preceding Friday or the following Monday, respectively.

Closing offices early the day preceding a holiday requires approval from the President of the College. Supervisors do not have the discretion to close offices or allow employees to leave work early. Requests can be made through the Office of Human Resources or the Vice-President, Finance and Administration.

### I. NON-EXEMPT EMPLOYEES

If you are a regular full-time employee, you are eligible to observe these holidays at full pay. If you are required to work on one of the above College-observed national holidays, you will be paid a premium rate of one times the base rate in addition to the holiday base pay. Holiday base pay is payment for holiday hours to which an eligible employee is entitled without working.

If you are a regular part-time employee, you are eligible for holiday pay if the holiday falls on one of your regularly scheduled workdays. You will be paid holiday pay based upon the number of hours for which you are normally scheduled to work on a daily basis.

### II. EXEMPT EMPLOYEES

If you are a regular full-time employee, you are eligible to observe these holidays at full pay. However, if the College remains open on any national holiday, or special programs are taking place, those employees required to work will not receive any additional holiday pay.

## NON-BASE PAY AWARDS AND STIPEND POLICY

*'Stipends' are specific to Faculty only. 'Adjusted Non-Base Pay' is for non-faculty staff.*

Exempt employees (outside of faculty) almost always have 12-month, salaried positions where the expectation is that while the minimum work-week is 40 hours, they will work more than the minimum if the job requires it. Judgment is used regarding this, and there is no "comp time" consideration. Salaried employees have latitude within broad constraints (e.g., support of supervisor, need to work closely with others, need for their office to be open and available during specified hours) regarding exactly when they will be in the office and when they will not.

In this model, twelve-month administrative staff members, and "less-than-12-month" administrators during their scheduled working months, do not receive adjusted non-base pay for taking on extra duties related to their jobs because the extra duties would, in consultation with a supervisor, necessarily either replace existing duties or would be duties the staff member would normally assume. When the extra duties represent activities that are clearly beyond the current scope of the job and when the new duties represent

work that is normally compensated at a level greater than the salary of the administrator, the preference, on a case by case basis, is to consider building the new duties into the job description and adjusting base pay salary accordingly to reflect expanded responsibility, not pay adjusted pay rates.

If the staff member is performing job duties related and aligned with the scope of their position and department, and within their essential job functions, non-base pay adjustment will not be approved.

In the case where the non-faculty staff person is asked by another department to perform duties that are unrelated to their job description but for which that person is particularly well-suited, and where, if the staff person is able to perform the duty a person outside the College would be hired to do it, adjusted non-base pay may be available. In this case, the staff person who is asked to perform the special duty must consult with their Direct Supervisor, and information is to be presented to the Director of Human Resources prior to any situation occurring, who will ultimately decide if adjusted non-base pay can be approved. The Cabinet member is responsible for the department paying the adjusted non-base pay and must also formally approve it, in advance.

There are only limited exceptions to this policy. With prior approval, adjusted pay (non-base or base) and or stipends may be awarded in the following limited circumstances:

- Taking on an Acting or Interim role or significant project on a short-term basis due to a staff transition.
- A project or duty that would be completed during a time when a staff member is not generally employed by the College, such as a summer position for a project completed by a 9-month employee.
- A project or duty that would not normally be a part of this person's position or connected to the person's duties or department; is not within the person's department; and can only be done outside the person's normal working hours.
- Participation in a program or project (e.g. a group study or teaching circle) that provides grant-funded stipends/pay for participants and which does not replace or reduce the number of hours they would otherwise have spent on their job.

Stipends/Non-based Pay Adjustments are not designed for work that is done during regular working hours or as part of a long-term compensation strategy. Whenever possible, work projects should be distributed to current employees to complete during their regular working hours, with a flexible attitude of working together for the good of the College. For consideration of employee non-base or base pay adjustment, requests are to be forwarded to the Director of Human Resources, in advance of any change requests.

**For the Grant Management Guidelines and Policies and Procedures, please reference here:**

<https://sites.alleggheny.edu/foundations/grants/>

<https://sites.alleggheny.edu/foundations/policies-and-procedures/>

**For the Non-based Pay Adjustment form, please reference here:**

[sites.alleggheny.edu/hr/files/2024/03/Non-based-pay-adjustments-revised-2023.pdf](https://sites.alleggheny.edu/hr/files/2024/03/Non-based-pay-adjustments-revised-2023.pdf)

## ATHLETICS STAFF MANUAL

At the start of employment, all Athletics department employees will be given access to the Athletics Staff Manual, in digital format. It is the responsibility of the employee to read and comply with the expectations, practices procedures and policies contained in the manual, and any revisions made to it. If there are any questions, they are to be directed to their direct manager or the Office of Human Resources. The Athletics staff manual is not an employment contract or a legal document, but does provide the organizational employment policies and procedures which need to be adhered.

## VOLUNTEER POLICY

Allegheny College volunteers must be 18 years or older and complete all documentation and clearances prior to starting.

Allegheny College may utilize volunteers to the extent permitted under applicable federal, state and local law. Volunteer services must be properly authorized by the host department and the Office of Human Resources in accordance with all related guidance and procedures. Authorized volunteers are agents of the College, therefore qualifications, background and suitability of the individual must be considered before offering an opportunity to volunteer. Unauthorized volunteers may not be permitted to perform any duties or services on behalf of the College.

- Volunteers are not covered under Allegheny's Workers Compensation plan insurance or other work related insurance.



- Volunteers agree to abide by all applicable rules and regulations of the College. Failure to do so may constitute grounds for termination of the volunteer arrangement.
- For Athletic positions: volunteers must also abide by the rules of the NCAA, appropriate conference affiliation(s), and federal mandates regarding education.
- Volunteer assignments must be approved by the Cabinet Member and the Office of Human Resources.
- The volunteer also acknowledges the receipt of our Employment Handbook, which can be accessed at <http://sites.allegheny.edu/hr/employee-handbook>. Volunteers also understand it is their responsibility to familiarize yourself with the contents of the Handbook and understand that policies and standards must be followed while volunteering with Allegheny.
- Any clearances needed for the volunteer work must be completed, at the volunteer's expense, and turned into the Office of Human Resources prior to performing any volunteer work.
- Please access the Volunteer Policy form here: <sites.allegheny.edu/hr/files/2024/03/Volunteer-Policy.pdf>

## RELOCATION REIMBURSEMENT POLICY

Allegheny College, with departmental approval, will reimburse actual moving expenses related to the cost of the physical move of household furnishings and personal belongings to Meadville, PA and its surrounding areas. Reimbursement for approved moving expenses must have the original receipts attached to the replication expense report.

Reimbursement would include the cost of a commercial moving company or truck rental company (without a commercial mover), packing supplies such as boxes, tape, wrapping paper, gasoline, tolls, meals while traveling, and house hunting expenses which are limited to one trip, if needed. The College would also reimburse mileage related to the cost of driving the employee's personal vehicle from their current home to the Meadville, PA area, which is based on the current IRS rate for business mileage, or on-way air fare to Meadville, PA. The College does not cover the cost of the packing or unpacking of personal belonging. Reimbursement must be limited to the cost of the most economical and practical means of transportation available to the employee and dependents. Please note that moving expenses are taxable as defined by IRS guidelines, which will be included as taxable income on your W-2, where applicable. Reimbursements for the above expenses cannot exceed the amount allocated in the offer letter. All original receipts must accompany the reimbursement form.

<sites.allegheny.edu/hr/files/2024/03/Relocation-Policy-8.15.2023-revised.pdf>

## PAY FOR COMMITTEE MEETINGS/SPECIAL EVENTS

It is the College's intent to encourage your participation in appropriate standing committees and ad hoc committees established by the Cabinet or the President. While the College encourages that such committee meetings should generally be held during normal working hours, schedules may sometimes require meetings to be held at lunchtime, in the late afternoon, evening, or on weekends. If attendance at meetings outside normal working hours is required by the College, then you are entitled to compensation for such attendance, for non-exempt employees.

However, no compensation will be paid for voluntary participation in groups such as ACA, or for time spent voluntarily in planning or attending social events such as holiday parties, except as part of normal job duties. If you have a question as to whether a committee or event qualifies for compensation, consult the Director of Human Resources.

If you are required by your supervisor to attend special events held outside normal working hours, you are entitled to compensation for those hours, as a non-exempt employee. Such events include, but are not limited to, parents' weekend, freshmen orientation, reunions, and commencement.

Extra time for committee attendance should be separately identified on your time sheet.

## OVERNIGHT TRAVEL

Compensation for travel time is set by the Federal Wage and Hour Division. If travel occurs during the employee's regular work hours on working or nonworking days (i.e., Saturday or Sunday), the actual travel time is compensable (excluding meal time). If the travel time is outside an employee's regular work hours and the employee is a passenger on an airplane, train, boat, bus or car and free to relax, then the time is not compensable. If the employee is required to drive their car, this is considered time worked (excluding meal time or sleep time).

## NEPOTISM

The College permits the employment of spouses, domestic partners, or other relatives provided that no employee participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, evaluation, salary or working conditions of their spouse, domestic partner, or other relatives.

In a case where the employment of a spouse, domestic partner, or other relative results in a conflict of interest as described above, the relative who serves as supervisor must notify the appropriate member of the Cabinet of this conflict. The Cabinet member, or other persons appointed by the Cabinet member and in conjunction with the Office of Human Resources, will be responsible for making all decisions that affect the working conditions of the relative being supervised.

For purposes of this policy, a relative is defined as spouse, parent, siblings and their spouses/partners, children, stepparent, stepchildren, domestic partner, grandparent, grandchildren, aunts, uncles, first cousins, nephews, nieces and their spouses/partners, and in-laws. Relatives also include roommates and other persons with whom the employee may have economic and emotional ties. For safety, security, supervision and ethical reasons, except in extreme cases, these individuals will not normally be hired, transferred or otherwise placed into positions where they directly or indirectly supervise or are supervised by another family member.

## EMPLOYEE CONSULTING OR OTHER EMPLOYMENT

It is recognized that limited consulting or other employment can be a valuable way in which an employee can supplement his or her salary and develop professionally. However, it is necessary to ensure that both the College and employee's needs and interests can be met and that the consulting or other employment does not interfere with or impede the employee's responsibilities at the College.

This policy is not intended to impede an employee's professional development. For instance, if an employee is offered a stipend or non-base pay adjustment for speaking at a professional conference, this will not be considered a "consulting" arrangement. Also, if an employee performs a service that is typically expected in his or her profession (i.e. a coach serving as a referee, an employee teaching in a summer camp), such activity will not be considered a consulting arrangement. In order to strike an appropriate balance between the College needs and the employee's needs, the following guidelines will govern consulting or other employment arrangements:

- If an Allegheny employee wants to enter into or to continue a consulting arrangement related to his or her professional role at the College, he or she must seek prior approval from the respective Cabinet member. The Cabinet member must report such arrangements to The Office of Human Resources.
- A written request should be submitted to the relevant Cabinet member with the following information: the number of days of consulting work; the dates when the employee expects to be away from campus; who the clients are or will be; confirmation that the client institution is not a competitor of Allegheny College; and that the consulting will occur on their own time or during their vacation days.
- If an employee engages in other employment outside of Allegheny, it cannot interfere with the employee's current job. Other employment does not require Cabinet approval, but such employment must be performed outside of the employee's regular work schedule at Allegheny College.
- Employees who are engaged in consulting arrangements or other employment cannot use personnel, supplies, materials, or equipment belonging to Allegheny College. With respect to consulting, employees cannot be out of the office for more than one day per month and may use vacation or personal time, or take the time without pay once approved.
- Employees may not represent themselves as acting in the capacity of a College employee when conducting consulting or other paid professional activities or while engaging in other employment. The College bears no responsibility for any actual or implied obligation or liabilities incurred by the employee resulting from a consulting or other paid professional activity.
- No outside obligation should result in any conflict of interest involving the individual's responsibilities to the College or to its programs, policies, and objectives; nor impact the duties of their current job.
- Approval of consulting requests is not guaranteed.
- All consulting arrangements, once approved, must be submitted to the Office of Human Resources to be filed in the employee's personnel file.

## PROMOTIONS, TRANSFERS, AND JOB RECLASSIFICATION

Allegheny's policy on promotion and transfer of employees exists in the context of its general hiring policies. The College seeks to hire

the best-qualified individuals for all positions and, where appropriate, may do so without conducting a search due to a current employee's promotion, transfer, or job reclassification.

It may be appropriate in some cases to reclassify and upgrade a position to recognize significant increases in responsibilities (promotion) or to downgrade a position if there is a significant decrease in the level of responsibilities (demotion). A reclassification is not the appropriate remedy for recognizing employees who have acquired additional academic or professional credentials, or whose background, skills, and work experience qualify them for a higher level position.

Should a supervisor believe that circumstances warrant a reclassification of a position within the supervisor's area of responsibility due to an increase or decrease in responsibilities, the supervisor must consult with the Director of Human Resources to determine, through job analysis, that the duties and responsibilities of the position have changed significantly to warrant a reclassification. Any promotion, transfer, or job reclassification must be reviewed by the Director of Human Resources and approved by the respective Cabinet member.

An employee's indication of interest in a job opening will not affect the current position of the employee. If a current employee is selected for a vacancy, the supervisors involved will determine the effective date of the move to the new position.

## ACTING AND INTERIM APPOINTMENT POLICY

When a department needs to make an **acting appointment** (to perform the duties of an employee who has been granted a leave of absence) or an **interim appointment** (to perform the duties of a vacant career position while recruitment is underway), the department may choose to appoint an existing employee. Allegheny has an obligation to make its best judgment regarding the selection of a qualified temporary replacement.

Perceptions about the lack of open recruitment need to be carefully considered; a business reason for not having an open recruitment must exist.

- It is recommended that Human Resources with the Department head meet to discuss the best approach and confer to ensure a sound process.
- Allegheny is committed to fairness, diversity and equal opportunity for career development.
- Training and development opportunities, such as temporary assignments, are an important component of our Affirmative Action Plan.
- A 10% increase may be used to compensate the temporary replacement when higher-level duties and scope of responsibility are involved.

### ACTING APPOINTMENT

When a department needs a replacement for an incumbent who will return within 6 months, the department may make an acting appointment of an existing Allegheny College employee. The selection process must often be brief, if there is a sudden, immediate need. Sometimes, there may be a qualified employee within the program or department.

In this case, the appointing authority should:

- Announce the opportunity within the department and give a date by which letters of interest must be submitted;
- Interview interested employees who meet the minimum qualifications;
- Consider equal opportunity and diversity needs when selecting the temporary replacement. If Allegheny chooses to consider employees from outside the department, the process should be coordinated with Human Resources to ensure some form of announcement to interested employees and documentation thereof.

In this case, the Allegheny should:

- Announce opportunity within the department and in other departments as recommended by Human Resources and give a date by which letters of interest must be submitted;
- Interview interested employees who meet the minimum qualifications;
- Consider equal opportunity and diversity needs in selecting the temporary replacement;
- Tell the temporary replacement whether they have a right to return to his or her permanent position at the end of the acting appointment;

- Discussion and long term planning with Human Resources on department structure and work flow needs during this period of vacancy. This may include reorganization, reassignments, division of work, process change, etc.
- Human Resources to review and consider pay adjustments for this period of time;
- Appropriate documentation needs completed and must be submitted to Human Resources

## **INTERIM APPOINTMENTS**

When a position is vacant, and the department needs to fill the position, the department may make an interim appointment of an existing Allegheny College employee. The process should be coordinated with Human Resources to ensure some form of announcement to interested employees and documentation thereof.

In this case, the appointing authority should:

- Announce the opportunity within the college, and in other departments as recommended by Human Resources, and give a date by which letters of interest must be submitted;
- Indicate that an open recruitment will occur in the future to permanently fill the position;
- Outside posting of the position once position management discussions have occurred with HR;
- Interview interested employees who meet the minimum qualifications;
- Consider equal opportunity and diversity needs in selecting the temporary replacement;
- Tell the temporary replacement whether they have a right to return to his or her permanent position at the end of the acting appointment;
- Appoint a selection committee and begin the recruitment for the permanent position, or begin reorganization efforts. If the appointing authority is unable to find a qualified employee within the college, the search may be expanded then repeating the steps listed above.
- Discussion and long term planning with Human Resources on department structure and work flow needs during this period of vacancy. This may include reorganization, reassignments, division of work, process change, etc.
- Human Resources to review and consider pay adjustments for this period of time, which is a 10% increase during the appointment;
- Appropriate documentation needs completed and must be submitted to Human Resources

## **REORGANIZATION TO ELIMINATE A VACANT POSITION**

When the department chooses to reorganize a unit or program in order to eliminate a vacant position, the responsibilities of the position may be assigned to another, existing employee. If this reassignment involves a reclassification of the existing employee, Human Resources, in conjunction with the department manager should:

- Determine if the employee is qualified to perform these duties;
- Identify appropriate adjustments to the employee's workload, either by redistributing work or by eliminating existing work;
- Develop a proposed job description and perform or request a classification review;
- Human Resources to review and consider pay adjustments for these changes;
- Appropriate documentation needs completed and must be submitted to Human Resources

## **REFERENCE POLICY — FORMER EMPLOYEES**

Written or oral requests for information about a current, retired, or terminated non-student employee of Allegheny College are to be referred to the Office of Human Resources. Written consent of the individual must be received before releasing any information contained in a current or former employee's personnel file to an external source, except for the following situations:

- Disclosure of dates of employment and title of position(s)
- Disclosure of information in response to duly authorized and served requests from law enforcement agencies, including investigations, summons, subpoenas, and judicial orders.

Salary information generally is not released unless the employee has given written permission or the request is for verification of a salary already provided by the employee. Normally, information about the quality of work or reason for separation will not be released without the employee's written consent.

## PERFORMANCE REVIEWS

Allegheny College strives to promote excellence in all aspects of its stated mission. The way each employee performs their job is very important. Performance reviews are intended to stimulate the morale and effectiveness of employees through joint planning of objectives with supervisors. Although supervisors have an ongoing responsibility to monitor each employee's performance and provide feedback, a written performance review should be completed at least annually. Certainly, any time you have questions about your work assignments or need assistance in reaching your work goals, you should feel free to discuss your concerns with your supervisor.

The performance review is intended to be a continuous process of communication between employees and supervisors and to serve several purposes:

- To evaluate each employee's effectiveness in performing assigned duties and responsibilities;
- To motivate and to guide employees toward greater development and improved performance;
- To evaluate how well goals and objectives have been met during the period being evaluated and to set goals and objectives for the upcoming year.

## POSITION MANAGEMENT: RECRUITMENT AND HIRING PRACTICES

The purpose for our Position Management process is to provide all Allegheny, administrative and faculty departments with search and selection guidelines for new or redefined positions. Your adherence to these guidelines will ensure that Allegheny's recruitment process is consistent and applied uniformly.

Position Management is the process, structure, and technology used to manage positions within the College. The process is managed by the Office of Human Resources and works with departments to complete the process. Position Management gives control over hiring with the ability to define hiring rules and restrictions for each position, including:

- Encourage supervisors to take a proactive, long-term approach to staffing
- Track headcount and budget based on timeframe
- Analyzation of past and future data regarding each Position
- Forecasting of Turnover Rates
- Document/justify position adjustments and the impact on the College's overall compensation budget
- Standardize a clear process for approvals
- Improved speed and accuracy in workforce planning
- Succession planning and internal mobility opportunities
- Ensure equity and inclusion inside all departments
- Organizational recruiting and human capital reporting

Position Management and the process should always begin with the Office of Human Resources and the Cabinet member. The 'Position Change Form' is the central document of communication in the Position Management process. If conversations with the President need to occur, the Director of Human Resources will initiate that conversation and present information for clarification and insight.

There should be no communication regarding potential changes with any current or potential employee *until the Position Management process is complete.*

For the mapping of the process and the Position Change form, please contact the Office of Human Resources.

## JOB POSTING POLICY

Consistent with Allegheny College's commitment to Equal Employment Opportunity, notice of position vacancies will be posted internally to the Allegheny College website under the "Positions Available" section. Position openings may be simultaneously advertised internally and externally. Internal candidates who meet the qualifications for the position will be considered along with external candidates. On occasion, however, circumstances may warrant filling a new or vacant position from among current employees of the College without conducting a search.

Job postings provide current employees the opportunity to apply for positions that may enhance their career growth and contributions to the College. All inquiries will be kept confidential if you desire. To apply you cannot be on any form of progressive performance discipline. Employees who are on progressive discipline (verbal warning, and written warning) may not apply for another position within the College for 2 months of last warning. If employee is on a PIP — Performance Improvement Plan — employee may not apply for another position within the College for 4 months after the completion of the PIP.

During the posting period, an employee may express interest in the position by submitting a letter, resume, and three references to the Office of Human Resources. The hiring manager will be responsible for making the final selection of the individual to be hired.

## REMOTE AND ADJUSTED WORK HOURS POLICY & GUIDELINES

By offering alternative work scheduling, we will support employees in accomplishing work and personal goals while providing appropriate coverage for individual department operations. We recognize that some or all options may not be available for each employee. This is determined based upon the needs of the department and internal structure. There is no adjusted compensation for those employees who are not able to participate in the adjusted work schedules or remote options. Please work with your manager to discuss your options.

Options could be:

- Option 1: Standard work week of five 8-hour days
- Option 2: Compressed work week of four 9-hour days and one 4-hour day
- Option 3: Compressed work week of four 10-hour days

The additional option of one remote work day per week could be available, based upon the department's needs and the approval of your supervisor.

Again, employees are required to obtain manager approval for their work schedule and maintain the same schedule each week so that departments and offices are open and staffed in person during normal business hours.

Each case will be considered a temporary option, and it will be reviewed on six month intervals and may be terminated at any time if determined by Cabinet and the supervisor that the arrangement is no longer in the best interests of the College.

## EMPLOYEE CONFLICT OF INTEREST POLICY

All employees, who as a part of their duties must negotiate or secure contracts or hire employees on behalf of the College shall abide by Allegheny College's Conflict of Interest Policy. This policy applies to employees who hold senior executive positions in the College, Director level positions, and any other position that is deemed by the President to have some delegated autonomy of authority. Such designated employees will be asked to sign a conflict of interest disclosure statement.

Each designated employee shall perform his or her respective duties in those positions so as to avoid encountering a conflict of interest, or the appearance of a conflict of interest. In addition, the employee agrees to manage the College's resources reasonably, ethically, and in the best interest of the College in all business affairs.

An employee is considered to have a conflict of interest when the employee or any of his or her family or associates either (1) has an existing or potential financial or other material interest which impairs or might reasonably appear to impair the individual's independent, unbiased judgment in the discharge of responsibilities to the College, and (2) may receive a financial or other material benefit from knowledge of information confidential to the College. Any employee who is uncertain whether a conflict of interest may exist in any matter may request of the Executive Vice President or President to make a determination whether a conflict of interest exists.

## RECORD RETENTION

In the event of a pending legal matter, any files, documents, and electronic correspondence, including e-mail correspondence, pertinent to the legal matter must be retained. Therefore, employees should not destroy any documents that are pertinent to such matters as identified by the College as having reasonable potential of being connected to a pending legal matter. This policy supersedes any internal policy-driven time for destruction of documents.

## DISCIPLINARY PROCESS

Disciplinary process is designed to correct problems in behavior or performance, where appropriate. Employees who are on progressive discipline (verbal warning, and written warning) may not apply for another position within the College for 2 months of last warning. If employee is on a PIP — Performance Improvement Plan — employee may not apply for another position within the College for 4 months after the completion of the PIP.

Disciplinary Action follows a progression: this starts with coaching, then verbal warning, followed by written warnings. If a written warning does not correct the issue, a Performance Improvement Plan will be utilized as the last progressive step. All forms of disciplinary action must be documented using the Progressive Disciplinary Action Form. The immediate supervisor must decide, based upon the circumstances in each case, what is the appropriate level and nature of discipline. Managers must contact the Office of Human Resources for final warnings and PIPS, prior to meeting with the employee. If any employee objects to the discipline imposed, the employee may ask for a meeting with the department manager. If the situation is not resolved at this level, the employee may request a meeting with the respective CABINET member and the Director of Human Resources. Depending on the severity of the offense, some steps may be bypassed. Consult with the Office of Human Resources in these instances.

The various types of disciplinary action which may be used include (but are not limited to) the following, which do not necessarily have to follow in sequence depending on the severity of the offense:

- **Employee Coaching** is a first time discussion between the employee regarding the nature of the violation or issue, and the supervisor is to determine if the employee understands the standards expected.
- **Verbal Warnings** follow coaching, and is used to resolve whether any special circumstances were involved; to identify what is expected in the future from the employee; and to understand the employee's perspective of or response to the problem under discussion.
- **Written warning** is a formal action by the supervisor, which includes a description of the extent of the problem, previous coaching or verbal warning details, suggested courses of action, and the time period for resolution. It should be discussed with the employee by the supervisor. This written warning will be included in the employee's personnel file.
- **Performance Improvement Plan (PIP)** is a formal document that details specific changes an employee must successfully make in order to have a clear path to rectifying performance to remain in their position. PIPs usually outline a list of performance goals employees must meet in a specified timeframe, which can be 30, 60, 90 or more days. When implementing a PIP, it does not change the "at-will" nature of Allegheny's employment.
- Suspension or demotion may be an alternative short of termination. The employee will be given notice in writing describing the nature of the offense and the disciplinary action proposed.

Termination of employment may result immediately for the commission of a serious offense, or it may be the final step in the progressive disciplinary process.

Disciplinary Written Warnings and PIP's are considered to be adverse actions (actions that affect compensation). This disciplinary process does not alter the College's policy of at-will employment.

## SEPARATION OF EMPLOYMENT

Allegheny College recognizes that conditions may develop resulting in voluntary employee or College initiated separation of employment. The College recognizes the mutual right of the employer or employee to terminate the 'at-will' employment relationship between the parties.

Employees who resign from the College should submit a letter to their immediate supervisor with a copy to the Director of Human Resources. Although employees have a right to terminate their employment without advance notice, the College requests that employees provide at least two weeks' notice. For involuntary terminations, the College will provide two weeks' pay in lieu of notice.

The final paycheck will include wages up to the effective date of termination and any unused earned vacation days, per our vacation payout policy. Employees will be paid their final pay on the next regularly scheduled pay date following their last day of employment.

All College property (ID badge, keys, files, documents, electronic devices, et al) need to be returned to the Office of Human Resources prior to or on your last day of employment when it is a voluntary separation. If it is an involuntary separation, all College property must be returned to the Office of Human Resources within 48 hours of the last day of employment.

## CONTINUATION OF HEALTH INSURANCE (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) generally allows employees to continue their health coverage on the College's group medical insurance plan for a certain period of time after they leave employment, at their own expense. Employees will receive detailed information from the Office of Human Resources regarding cost and procedures to continue their health coverage.

## EXIT CONFERENCE

Before leaving a voluntary separation of employment at the College, the Office of Human Resources will invite the employee for an exit conference. At this meeting the employee will be given information regarding continuation of medical coverage, retirement plan procedures, eligibility for payment of accrued vacation, if applicable, and briefed about the College's information release policy regarding employment references, plus survey the employee regarding their experience at Allegheny College.

All College property not previously returned to the College (e.g. office/building keys, credit cards, telephone cards, studies and reports, equipment, and employee I.D. cards) must be returned to the Office of Human Resources at this time. All debts owed to the College, (e.g. loans, pay advances, etc.), must be satisfied. If there are questions about whether items or information belong to the individual or to the institution, the individual's manager shall be the final decision-maker.



# **BENEFITS**

## **INTRODUCTION**

This section contains information about certain benefit programs which the College currently offers to regular full-time employees. The precise terms of the College's benefit plans are set forth in the plan documents themselves, which are the controlling documents. The brief descriptions set forth below in this Handbook can neither expand nor contract the provisions of the plans themselves. Copies of the plan documents are available in the Office of Human Resources, and employees may make arrangements to review these documents during normal office hours. The plans may be changed from time to time or eliminated at the sole discretion of the College.

While it is expected that the benefit plans described below will continue for the foreseeable future, the College reserves the right to modify or discontinue them at any time. The language generally summarizes some of the terms and conditions of participation in the programs. Please refer to the plan documents and brochures available in the Office of Human Resources for detailed guidance.

## **ELIGIBILITY FOR BENEFITS**

In general, the date of employment for the purposes of determining eligibility for benefits will be the date the employee begins work as a regular full-time employee. Benefits always begin the first day of the month following their hire date.

## **GROUP INSURANCES**

The College currently offers life, medical, and disability insurances to eligible full-time regular employees.

## **LIFE INSURANCE**

Group term life insurance coverage is provided to all regular full-time employees of Allegheny College. Regular full-time employees are eligible on the first day of the month following their hire date.

The life insurance coverage is 1-1/2 times the employee's annual base salary, subject to a maximum amount of insurance of \$250,000. The amount of insurance will be rounded to the next higher multiple of \$1,000, if not already an exact multiple.

The premiums are paid in full by the College. Federal tax law requires however that the amount of group term life insurance coverage in excess of \$50,000 is taxable and subject to social security withholding. If your amount of life insurance is over \$50,000, the taxable amount will be added to your taxable income and will appear on your pay stub.

In the event of an approved paid leave of absence, the life insurance coverage will be continued by the College. A person on leave of absence without pay is not eligible for the insurance coverage pursuant to the terms of the life insurance plan.

You may designate the beneficiary of this insurance and should notify the Office of Human Resources of any change in beneficiary.

## **MEDICAL GROUP INSURANCE**

The College offers basic and major medical coverage for full-time regular employees. Coverage will be effective on the first day of the month following hire date.

Medical coverage is provided by Highmark Blue Cross Blue Shield through PPO Blue, a Preferred Provider Organization (PPO) program or

a Qualified High Deductible Health Plan (QHDHP). Employees hired after 8/31/2019 are only eligible to participate in the QHDHP. Both plans offer two levels of benefits. If you receive eligible services from a provider who is in the Blue Cross Blue Shield preferred-provider network of doctors, you will receive the highest level of benefits. You will also have coverage — at a lower level — if you choose to receive eligible services from out-of-network providers. In either case, you coordinate your own care. There is no requirement to select a Primary Care Physician (PCP) to coordinate your care.

Any Allegheny College, employee who elect the Qualified High Deductible Health Plan is eligible to open an HSA account as long as you: are not covered by other health insurance, not enrolled in any type of Medicare (including Part A) or Tricare, and can't be claimed as a dependent on someone else's tax return. As a reminder, dependent children must be considered a tax-qualified dependent in order to receive medical reimbursements under the HSA.

Coverage requires an employee contribution of a percent of premium based upon salary. Detailed information on each plan and contribution rates can be found on the Human Resources Website at <http://sites.allegheny.edu/hr/forms/#medical>

Please contact the Office of Human Resources for the most current premium amounts for the level of medical coverage that you have selected.

## OPT OUT

Employees who are already covered by an existing medical plan may elect not to participate in the Highmark Blue Cross/Blue Shield Medical Plan offered through Allegheny College and will receive \$41.67 per month as an opt out benefit payment which will be treated as ordinary taxable income. In order to be eligible for this benefit payment, proof of other coverage must be provided to the Office of Human Resources. One of the following documents will satisfy as proof of coverage: 1) a letter from the insurance carrier, 2) a letter from the other employer, or 3) a copy of the insurance card.

It is extremely important that an employee advise the Office of Human Resources of any changes of family status (such as marriage, divorce, births, etc.) and of address changes within 30 days of the event so that the necessary forms can be completed to ensure ongoing coverage.

## LONG-TERM DISABILITY INSURANCE BENEFIT

The College provides Long-Term Disability Insurance for eligible full-time employees. Full-time employees will be enrolled in the Long-Term Disability Insurance Plan on the 1st of the month following hire date.

Eligibility for benefit payments are determined by the insurance carrier. Please view your Certificate of Coverage for more detailed information.

Medical continuation coverage under COBRA will be offered to the disabled employee effective the date of permanent disability. The College will continue to pay its portion of the premiums for the disabled employee's health insurance coverage during the period of COBRA coverage, and the employee will be responsible for their portion of the premium under the same terms as offered to Allegheny employees.

## SHORT-TERM DISABILITY

The College's short-term disability program is administered by the Office of Human Resources and a designated third party administrator. The short-term disability program is self-funded by Allegheny College.

The College provides sick time accrual to regular full-time employees as a benefit of working at the College and as a means to accrue adequate sick time in order to continue salary for short-term disabilities up to six months in duration.

Regular full-time employees with at least six months' continuous service with the College are eligible for salary continuation under the College's Sick Time Accrual and Short-term Disability Leave Policy. An eligible employee who is medically disabled and unable to perform their duties due to a non-occupational illness or injury may be eligible for up to six months of paid leave and benefits within any rolling 12-month period, measured back from the start date of the disability leave. If a disability leave is approved, 100% of salary will be continued for up to six (6) months from the date the disability leave began.

Qualification for paid leave and benefits under this policy is subject to written medical certification by a licensed physician and authorization by the College's designated third party administrator who will recommend eligibility for benefits and reserves the right to recommend other medical opinions and to deny or terminate such benefits on behalf of the College.

Employees on approved disability leave will first use accrued sick time, with the exception of five sick days, which the employee may elect to use or not use to continue salary at 100%.

After exhaustion of sick time, employee's time out then falls under the College's Short-term Disability Policy with salary continuation at 100%. During the period of paid short-term disability leave, employees must continue to pay for any elected benefits requiring a contribution (i.e. medical, dental, vision). FMLA leave shall run concurrently with short-term disability leave. Vacation and sick leave accrual will not accrue during the period of disability leave.

Employees with anticipated disabilities should promptly notify their respective department and the Office of Human Resources of the anticipated date of disability so that the College can make plans for staffing during the employee's absence.

If an employee is unable to return to work after six consecutive months of absence due to disability, the employee may apply for long-term disability (LTD) benefits through the College's LTD carrier and may also apply for extended disability leave of absence from the College. Application for LTD benefits should be made during the fourth or fifth month of disability in order to allow adequate processing time by the insurance carrier. For extended disability or illness beyond six months, an employee may be able to apply for ongoing unpaid disability leave and/or a reduced work schedule to transition a return to full-time employment status. Such requests are to be made to the Director of Human Resources and will require approval from the respective CABINET member on a case-by-case basis. Depending on the College's business and other operating needs, the College may not be able to hold open an employee's position during an extended leave of absence.

## SHORT TERM CHILDBEARING LEAVE

Periods of disability leave related to pregnancy and/or childbirth are treated like any other short term disability. Generally, an employee who gives birth without complications would be eligible for at least six weeks of paid disability leave with benefits and salary continuation at 100% under the College's Short-Term Disability Leave Policy as outlined above.

Once the College is notified of the employee's pregnancy, the College will request an indication of when the employee expects to go on disability leave in order to plan staffing during the leave. Should medical complications arise before or after the birth, the employee would be eligible for additional paid disability leave under the Short-Term Disability Leave Policy for reasons of medical necessity as determined by a licensed physician, not to exceed six consecutive months. In determining disability due to pregnancy and/or childbirth, the employee's doctor's medical opinion will govern both before and after delivery.

## CHILDBEARING LEAVE (FACULTY)

Faculty who give birth are also entitled to receive a three-course reduction in teaching responsibilities with no loss of pay or benefits, when in conjunction with Short Term Disability leave. Full time faculty and tenured track faculty members with 6 months of continuous service prior to the event, are eligible for this policy. If the timing of short term disability leave requires that a faculty member take the three-course teaching reduction during that semester of short term disability leave, a complete reduction of duties (such as advising, departmental service, and committee work) may be granted to the faculty member for the entire semester.

If the three-course reduction is taken all at once and during the semester following birth, faculty have the option, wholly at their discretion, of extending complete reduction of duties for the entirety of the semester in which the course releases occur. This option will entail a commensurate reduction in salary of 20% for the semester (either from the September through February paychecks for the fall semester or from the January through August paychecks for the spring semester.) Faculty are typically 9 month employees paid over 12 months. With "per semester" contracts when work is performed during a Spring or Fall semester, is typically less than 6 months of work, and pay is extended to reflect contract dated rather than actual time worked.

Faculty members who anticipate using short term disability benefits due to pregnancy should promptly notify the Provost and Department Chair of the anticipated disability date. A written plan for staffing the period of leave must be formulated in consultation with all three parties and approved by the Provost, and should be formulated and approved in advance of the semester in which the birth is anticipated to occur. The Office of the Provost shall maintain on file with these plans for reference and to ensure consistency over time.

# FAMILY AND MEDICAL LEAVE POLICY

This policy is intended to comply with the Family and Medical Leave Act of 1993 (FMLA) and shall be construed consistently with the Act and any applicable regulations.

## ELIGIBILITY

Employees are eligible for unpaid family and medical leave ("FMLA leave") under this Policy if they have been employed by Allegheny College for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave, measured back from the date the leave commences.

## COVERAGE — WHEN LEAVE CAN BE TAKEN

The Act provides to eligible employees up to twelve (12) workweeks of unpaid leave within a twelve-month period for reasons #1 to 4 below and up to twenty-six (26) workweeks of unpaid leave for reason 5 below:

1. The birth of a child or placement of a child with the employee for adoption or foster care, Parents may use FMLA leave when their child is born and to bond with their child during the 12-month period beginning on the date of birth. All parents, regardless of gender, have the same right to take FMLA leave for the birth of a child and bonding.
2. The care for a child, spouse or parent who has a serious health condition
3. A serious health condition that makes the employee unable to work, and
4. Reasons related to a family member's service in the military, including
  - Qualifying exigence leave — leave for certain reasons related to a family member's foreign deployment, and
  - Military caregiver leave — leave when a family member is a current service member or recent veteran with a serious injury or illness.
5. To attend to the care of a spouse, child, parent, or next of kin (nearest blood relative) of a covered service member (current member of the Armed Forces, National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty (Caregiver Leave).

A 'serious health condition' is one that makes the employee unable to perform the functions of their job. An employee is unable to perform the functions of their job where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position, including when an employee must be absent from work to receive medical treatment for a serious health condition.

"Qualifying exigencies" are situations caused by the military deployment of an employee's spouse, child, or parent to a foreign country. An employee may take FMLA leave for qualifying exigencies including making alternative child care arrangements for a child of the military member when the deployment of the military member requires a change in the existing child care arrangement, attending certain military ceremonies and briefings, taking leave to spend time with a military member on Rest and Recuperation leave during deployment, making financial or legal arrangements to address the military member's absence, or certain activities related to care of a parent of the military member while the military member is on covered active duty.

## DURATION OF TIMING OF LEAVE

The College will grant an eligible employee unpaid FMLA leave up to 12 weeks for reasons 1 – 4 above and up to 26 weeks unpaid for reason 5 above, in any 12-month period measured backward over the prior year from the date in which the FMLA leave is to commence. This is known as the "rolling look back year" leave basis.

Caregiver Leave (#5 above), when combined with other FMLA qualifying leave, may not exceed 26 weeks in any 12-month period noted above.

Because leave under the Family and Medical Leave Act is an entitlement by Federal Law, the Office of Human Resources will be responsible for tracking of family leave for all employees.

The right to such a leave for reasons of the birth or adoption of a son or daughter expires at the end of 12 months following the birth or placement. In case of leave to care for a sick family member or a leave necessitated by a serious health condition, the leave may be

taken intermittently or on a reduced leave schedule when medically necessary subject to the above limit of 12 workweeks and to the certification requirements of this Policy.

## QUALIFYING FAMILY RELATIONSHIPS

For purposes of Caregiver Leave, next of kin is the nearest blood relative, other than the covered service member's spouse, parent, son or daughter, in the following order of priority:

- **Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes a same-sex or common law marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.
- **Parent** means a biological, adoptive, step or foster parent, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."
- **Child** means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. For military family leave, the child of an eligible employee may be of any age.
- **In Loco Parentis** includes those in the role of a parent with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may stand in loco parentis to the child and be entitled to FMLA leave.
- Additionally, an eligible employee is entitled to FMLA leave to care for a person who stood in loco parentis to that employee when the employee was a child, even if the person does not have a biological or legal relationship to the employee.
- **Next of kin** of a current service member is the nearest blood relative, other than the current service member's spouse, parent, or child.
- If the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Caregiver Leave, that family member will be deemed next of kin. In such circumstances, only that designated next of kin may take FMLA leave to care for the covered service member. When a covered service member does not make such a designation, and there are multiple family members with the same level or relationship to the covered service member, all such family members shall be considered the covered service member's next of kin. The College requires the employee to provide reasonable documentation of the family relationship.

## SPOUSE WORKING FOR THE COLLEGE

In the event that an employee and spouse/partner are both employed by the College, the leave available for birth, adoption, foster child placement, care for a family member, or family member's call to active duty will be limited to a combined 12-week period of time; and is limited to a combined 26-week period of time for Caregiver Leave or Caregiver Leave taken in combination with the other forms of eligible FMLA leave previously noted in this paragraph.

## INTERMITTENT AND CONTINUOUS LEAVE

Employees have the right to take FMLA to take leave continuously or intermittently by reducing their hours worked or in separate blocks of time where medical necessary for employee's own or covered family member's serious health condition (#2 and #3 above) or for military family leave reasons (#4 and #5 above). Generally, employees taking FMLA leave for the birth or placement of a child (#1 above) must take it continuously unless both the College and the employee agree it may be taken intermittently.

The following certifications will be required for intermittent or reduced schedule FMLA leave:

The employee may be required by the employer to submit a certification from a health care provider to support the need for FMLA leave to care for a covered family member with a serious health condition or for the employee's own serious health condition. For more information about medical certification of a serious health condition. An employee may also be required to submit a certification to use military family leave under the FMLA. The employer may not request a certification for leave to bond with a newborn child or a child placed for adoption or foster care.

- Where the leave is for planned medical treatment, the College will require certification from the attending health care provider of the medical necessity for an intermittent or reduced schedule leave and of the treatment's anticipated duration;
- Where the leave is for ill family members, a physician's statement that this type of leave is necessary for the care of the family member, or will assist in a family member's recovery, and the expected duration and schedule of the intermittent or reduced schedule leave will be required.

- When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the College's operations.
- Where intermittent or reduced schedule FMLA leave is requested, and is based on a foreseeable schedule of planned medical treatment, the College reserves the right to temporarily transfer an employee to an available alternate job which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

## **COMPENSATION DURING FMLA LEAVE**

FMLA leave is without pay except as set forth in this paragraph. Where permitted by the Act, employees may use available vacation, sick and personal days to which he or she is entitled for all or any portion of the FMLA leave, provided that the eligibility requirements for such paid days off are satisfied.

Sick days must first be used for FMLA leave related to the employee's own health condition. Sick days may also be used for the care of a spouse/partner or dependent child living at home, provided that the "Certification of Health Care Provider for Family Member's Serious Health Condition" is completed by the attending physician. While sick time may be used for other family members as described in the sick time policy, the Family Medical Leave Act protections do not apply.

Whatever paid leave is used will count against the 12 or 26 weeks of the allowable FMLA, so that an employee will be eligible for up to a total of 12 or 26 weeks of FMLA and/or disability leave, including both paid and unpaid leave time, as applicable. Vacation and sick leave does not accrue during the period of FMLA or disability leave.

## **CONTINUATION OF BENEFITS**

Allegheny College will maintain group health insurance coverage, life insurance, and long-term disability insurance for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Any employee required contributions to benefits must be maintained by the employee during the leave time. This may be accomplished in one of several ways:

- The employee may pay monthly; or
- The employee may authorize the College to pre-deduct the contributions from the last paycheck prior to the scheduled leave.

If option (a) is selected, payment will be due on the 1st of the month and must be received within 30 days of the due date in order to avoid cancellation of coverage.

Allegheny College may recover premiums it paid to maintain health insurance, life insurance, and long-term disability coverage for an employee who fails to return to work from FMLA leave for reasons other than continuation, reoccurrence, or onset of a serious health condition, or any circumstance beyond the control of the employee.

## **JOB RESTORATION**

Upon return from FMLA leave, an employee will be restored to the position held when FMLA leave began, or to an equivalent job with equivalent pay, benefits, seniority, and other terms and conditions of employment. However, Allegheny College reserves the right to withhold restoration of employment when allowed by law. This may occur when, for example, an employee would not otherwise have been employed at the time reinstatement is requested or, for salaried employees who are among the highest paid 10% of employees, when restoration to employment will cause substantial and grievous economic injury to the College's operations.

In all cases where the employee's FMLA leave is for personal medical reasons, the employee may return to work only after providing a medical certification stating that the serious health condition which necessitated the FMLA leave no longer renders the employee unable to work.

Failure to return to work at the end of an approved leave of absence may be considered a voluntary resignation.

## **PROTECTION FROM RETALIATION**

The FMLA is a federal worker protection law. Employers are prohibited from interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right. Any violations of the FMLA or the FMLA regulations constitute interfering with, restraining, or denying the exercise of rights provided by the FMLA.

## PROCEDURE FOR REQUESTING FAMILY AND MEDICAL LEAVE

Leave request forms are available in the Office of Human Resources. Failure to comply with the provisions may result in the delay of leave or denial of leave.

- **Foreseeable Leave.** Where leave is foreseeable, you must make a request for leave at least 30 days in advance. Where the leave is for reasons relating to a family member's military active duty and such leave is foreseeable, the employee must give notice as soon as is reasonable and practicable and provide a copy of the family member's active duty orders or other reasonable documentation.
- **Unforeseeable Leave.** Where advance notice of the need to leave is not possible (such as where there is an emergency need for medical treatment), then notice must be provided as soon as reasonably practicable with written documentation to follow.
- **Scheduling Leave.** Leave must be scheduled in such a fashion that it does not unduly disrupt the College's operations.
- **Medical Certification and Examinations.** Where leave involves a serious health condition for an employee's own health condition or for a family member, including a covered service member, the College requires a medical certification from the health care provider on a timely basis and on the form provided from the U.S. Department of Labor. The certification form is available in the Office of Human Resources or on the Human Resources website. Failure to provide the certification in a timely manner may result in denial of the leave until the certification is received.
- The College reserves the right to require a second opinion. If requested, the College will pay for the examination. If the two opinions conflict, a third opinion by a mutually agreed upon health care provider will be considered. This opinion will be final and binding and paid for by the College.
- **Qualifying Exigency Certification:** Each time an employee first requests leave for one of the qualifying exigencies, certification by the employee is required. The certification process will include, but may not be limited to, providing a copy of the covered military member's active duty orders or other military documentation showing active duty status or notification of an impending call to active duty.
- **Reporting While on Leave.** While you are on leave, the College may require you to report periodically on your status and intent to return to work.
- **Fitness for Duty Report.** If you have taken medical leave of more than 5 consecutive days as a result of your own serious health condition, then you must provide a fitness for duty certificate before returning to work.
- **Designation of Leave.** If you apply for FMLA leave, the College will notify you in writing as soon as possible whether the leave qualifies as FMLA leave. If the leave does qualify as FMLA leave, you will also receive a Notice of Eligibility and Rights & Responsibilities as required by the U.S. Department of Labor.

There may be times when you are absent under circumstances that would qualify as FMLA leave, and you have not specifically applied for FMLA leave. The College has the right to designate such absences as FMLA leave. FMLA leave will run concurrently with all FMLA qualifying leaves, including but not limited to, workers' compensation and short-term disability.

## ADMINISTRATION

The College is the sole administrator of this policy and, as such, is the exclusive interpreter of its terms. All provisions of this policy will be consistent with the Family and Medical Leave Act of 1993. The College reserves the right to amend or change this policy at any time consistent with the rules and regulations of the Family and Medical Leave Act of 1993. This policy does not grant or create any employment rights to any individual other than that which is stated in this policy or subject to interpretation from the Family and Medical Leave Act of 1993.

## VOLUNTARY INSURANCE OFFERINGS

In addition to the health, life, and disability insurance funded by the College, the College has worked out an arrangement that permits employees to purchase other types of insurance through payroll deduction. Both dental and vision coverages are available for the employee, spouse, domestic partner and/or children. Both are offered at group-discounted rates. Eligible employees may enroll when hired or annually during the open enrollment period held every June with coverage effective July 1st. A more detailed explanation of each program is available in the Office of Human Resources.

## AFLAC

Allegheny College also offers AFLAC products to our employees. For more information about this benefit, please visit the Human Resource website under Summary of Benefits. <https://sites.allegheny.edu/hr/https-sites-allegheny-edu-hr-synopsis-of-benefits-aflac/>

## ELECTION 125 FLEXIBLE SPENDING ACCOUNTS (FSA)

The College makes flexible spending accounts available to its regular full-time employees enrolled in the PPO plan. Flexible spending accounts allow employees to pay for certain types of un-reimbursed medical expenses and dependent care expenses with pre-tax dollars. You can participate in either or both of these accounts. Reimbursements can be either mailed directly to you or direct-deposited into a checking or savings account.

To obtain additional information on flexible spending accounts, please contact the Office of Human Resources. Eligible employees can enroll annually during the open enrollment period held each June with enrollment effective July 1st.

## DOMESTIC PARTNER BENEFITS

Allegheny College benefits are an important part of your total compensation. They help you access affordable services for many routine needs, and they also give you vital financial protection against a variety of unexpected circumstances. To help meet the wide-ranging needs of as many Allegheny employees as possible, the benefits program provides numerous choices for plans and levels of coverage.

The availability of benefits coverage for domestic partners and their children is an extension of the College's efforts to maximize the effectiveness and value of its benefits programs.

All regular full-time faculty, administrators, and staff employees, who work at least 9 months per year and 33 ¼ hours per week and can satisfy the criteria for a domestic partner relationship, are eligible to enroll for domestic partner benefits. Please review the Domestic Partner Benefits Policy, on the Human Resources website, to get more information on eligibility requirements and documentation required to apply for domestic partner benefits.

### DEFINITION OF DOMESTIC PARTNER

Allegheny defines same- or opposite-sex domestic partners as two people who:

- Are living together in a committed exclusive relationship of mutual caring and support with the intent that the domestic partnership be permanent;
- Are financially interdependent so that they are jointly responsible for the common welfare and financial obligations of the household;
- Are not in a relationship solely for the purpose of obtaining benefits;
- Are not legally married to any other individual, and if previously married, a legal divorce or annulment has been obtained, or the former spouse is deceased;
- Are mentally competent to enter into a contract according to the laws of the state in which they reside;
- Are at least 18 years of age;
- Do not have a blood relationship that would bar marriage under applicable laws of the state in which they reside.

### YOUR DOMESTIC PARTNER'S CHILDREN

Allegheny's definition of an eligible dependent includes your domestic partner's children if they meet all other definitions of an eligible dependent. For benefit coverages, eligible dependents include unmarried children under age 19, or under age 23 if full-time students.

### DOCUMENTATION REQUIRED

Allegheny College requires employees to sign an Affidavit of Domestic Partnership and to provide documentation from the following list of documents:



- Notarized Domestic Partnership Agreement
- or
- Proof of Registry with a Domestic Partner Registry.

If either of the documents identified in (1) above cannot be provided, then two forms of documentation from the following list of documents will be required:

- Current joint mortgage, title to real estate which is the primary residence or joint lease for residence by both partners;
- Evidence of durable powers of attorney for property and health care;
- Evidence of joint ownership of motor vehicle, jointly held bank accounts, joint credit account; or designation of Domestic Partner as primary beneficiary for life insurance or retirement plan;
- Such other proof as is sufficient to establish economic interdependency under the circumstances of the particular case at the discretion of the Director of Human Resources.

## **PAYING FOR DOMESTIC PARTNER BENEFITS**

Allegheny College pays the majority of the cost to provide medical insurance coverage for a domestic partner and eligible dependent children. All Allegheny College employees who select partner or family coverage are required to make a contribution based on a percent of premium and also upon salary level and type of coverage.

Because of IRS requirements, domestic partner benefits will include the value of any health contributions to your taxable income. The College will withhold federal, state and local taxes on the value of the coverage provided to your partner and/or partner's children. However, if your domestic partner and his or her children are your tax qualified "dependents" as defined under Section 152 of the Internal Revenue Code, you may be able to claim a tax exemption on your federal tax return. You should consult with a tax advisor to determine if you qualify for the tax exemption.

## **QUALIFYING LIFE EVENTS AND DOMESTIC PARTNERSHIPS**

Because of the tax advantages, the IRS limits an employee's ability to make benefit coverage changes during the year. Benefit elections made every July 1st are effective from July 1 through June 30 of each year, unless an employee has a qualifying life event. With regard to your domestic partnership, the following are considered as qualifying life events:

- Filing and approval of an Affidavit of Domestic Partnership where none existed previously;
- Ending your domestic partnership by filing an Affidavit of Termination of Domestic Partnership;
- Birth, adoption, or placement of a child with you for adoption or foster care (including yours and/or your partner's);
- Loss of dependent child status;
- Change in your partner's employment status and/or benefit eligibility;
- Death of a dependent, including your domestic partner.

Any change(s) must be requested within 31 days of the date of your qualifying life event. Also, the change(s) must be consistent with the event. If you acquire a new dependent, for example, adding medical coverage for that dependent would be allowed — but it would not be a reason to drop dental coverage on yourself.

## **TERMINATION OF DOMESTIC PARTNERSHIP**

If a domestic partnership no longer meets all of the criteria of this policy, and to which the employee and their partner attest in their Affidavit of Domestic Partnership, you must notify the Human Resources Office within 31 days by filing an Affidavit of Termination of Domestic Partnership.

## **ADDITIONAL INFORMATION**

If you have any questions about your benefits or coverage for domestic partners, please call the Human Resources Office at 814-332-2312.

## RETIREMENT PLAN

Regular full- and part-time employees who work at least 1,000 hours per year are eligible to participate in the Section 403(b) retirement program administered by Teachers Insurance Annuity Association-College Retirement Equity Fund (TIAA-CREF). The following categories of persons employed by the College are not eligible to participate in the Retirement Plan regardless of whether or not they are credited with 1,000 or more hours of service: **(a)** adjunct faculty members; **(b)** interns; **(c)** temporary employees; **(d)** leased employees; **(e)** student workers; **(f)** union employees whose employment is governed by a collective bargaining agreement under which retirement benefits were the subject of good faith bargaining; or **(g)** independent contractors.

*Effective date:* An eligible employee may begin participation in the plan on the first of the month following completion of one year of full-time employment as defined by the IRS. If previously employed as a full-time benefit-eligible employee at an institution of higher education for one year immediately preceding employment at Allegheny College, participation can begin immediately;

*Carrier:* TIAA-CREF

Retirement Plan is voluntary. Employee contributions can be made on a pre-tax or Roth basis. Vesting in the plan is immediate.

### RETIREMENT PLAN MATCHING CONTRIBUTIONS

Eligible employees must contribute a percentage of their salaries in order to participate in the Retirement Annuity (RA) plan. The College will match dollar for dollar up to a maximum of 6% of an employee's base salary contribution.

### VESTING

The total amount of both the individual and the College contributions will be 100% vested to the employee from the effective date of participation in the Retirement Plan.

## TUITION REMISSION/TUITION EXCHANGE

Under the Allegheny College sponsored Tuition Benefit Program, two distinct approaches are taken to provide continued education for the College's employees, spouses, domestic partners and dependent children: **Tuition Remission** (attendance at Allegheny College); and **Tuition Exchange** (attendance at other participating institutions). The following individuals may be eligible to participate in the College's Tuition Benefit Program:

- *Employee* must be a regular, full-time employee of Allegheny College;
- *Spouse* must be married to a regular, full-time employee of Allegheny College;
- *Partner* must be in a committed relationship of at least one full year with a full-time regular employee and financially interdependent as defined in the Allegheny College Domestic Partner Benefits Policy;
- *Dependent Child* must be a dependent of a regular, full-time employee and be claimed as a dependent of the employee on his/her federal income tax statement for 3 consecutive years prior to application for tuition. Legal documentation showing that the employee is the custodial parent for at least 50% of the time for tuition is acceptable proof of dependency. Eligibility is limited up to the equivalent of eight (8) semesters of full-time undergraduate enrollment or up to the equivalent of eight (8) semesters of full-time graduate enrollment, or until completion of the degree, whichever comes first. The age limit for completion of benefits is 26 years of age.

The length of service an employee has with the College affects the tuition eligibility for dependent children only.

To be eligible for Tuition Remission or Tuition Exchange, the employee entitling the employee, spouse, partner, or dependent child to these benefits must meet one of the following criteria: **(1)** employee is actively employed with the College at the time of the request; **(2)** employee completed at least six (6) years of service with the College and is now deceased; or **(3)** employee completed at least ten (10) years of service with the College and is now retired or disabled such that they are unable to work with or without reasonable accommodation.

In addition, employees hired before July 1, 1998, may be eligible to apply for a tuition grant benefit. For more information on this tuition grant benefit, visit <https://sites.allegheny.edu/hr/synopsis-of-benefits/tuition-benefits-policy/#eligibility>

### GRADUATE SCHOOL

Graduate school tuition benefits are available to employees only. The application should only be made through CIC.

## TERMINATION OF TUITION BENEFITS

Tuition benefits for all of the above programs end upon termination of employment. If an employee's eligibility is ended during a current semester, and there was already a distribution, the separated employee may keep the disbursement and repayment or adjustments will not need to be made.

## ADMINISTRATION

To apply for the Tuition Exchange Program, please create an application at <http://telo.tuitionexchange.org/apply.cfm>.

A spouse, partner, or dependent student utilizing Tuition Remission must also complete the Free Application for Federal Student Aid (FAFSA) for each year they are receiving the benefit.

## RETIREE BENEFITS

Allegheny retirees are eligible for the following College benefits, provided they have completed at least ten (10) years of full-time continuous employment with the College immediately prior to retirement and have attained the age of 58:

- Only applicable if hired prior to September 1, 2019: College paid group health insurance in lieu of COBRA medical coverage up to age 65. The retiree will only be offered the Qualified High Deductible Health Plan to continue and will be required to pay the employee cost share percentage as the active PPO salary bands. If employee has already attained age 65 at retirement date, COBRA will be offered for up to a maximum of 18 months.
- Non-Exempt employees are eligible for payment of ½ of accumulated sick leave up to a maximum payment of 65 days if they were employed prior to July 1, 2019.

Part-time employees who have completed the equivalent of 15 years of full-time continuous employment with the College immediately prior to retirement and have attained the age of 58 will be eligible to receive the additional benefits/services listed below.

Additional benefits/services available for Allegheny retirees include:

- Allegheny Chair
- Allegheny Retiree I.D. card, granting the following benefits:
  - Bookstore discount
  - Pelletier Library privileges
  - Wise Center facility pass
  - Athletic event pass
  - Employee rate for Playshop Theatre performances

Employees (faculty, faculty retiring after a sabbatical, and staff) who leave the institution by self- separation, termination or retirement will no longer retain access to their Allegheny email accounts or Google Drive. If a retired faculty member continues to engage in affiliated work with their faculty appointment, they may request, through the Provost's office, retaining access to their email. It is imperative that departing employees securely transfer any necessary files or information before their departure date. Use this link to migrate your Allegheny email and drive to your personal account: <https://sites.allegheny.edu/it/tutorials/migrating-allegheny-email-and-drive/>

If a faculty member is given Emeriti status, they are able to request maintaining their Allegheny College email through the Office of Human Resources. Additionally, if an Emeriti account is inactive for 90 days, the account will be terminated; email forwarding will be turned off; multi factor authentication will be enabled; and monthly training requirements must be completed to retain account access.

The return of all Allegheny IT property will need to be turned over to the Office of Human Resources on or before the last day of employment.

## TIME OFF FOR RELIGIOUS HOLIDAYS

Employees wishing time off for observance of a religious holiday should request the time with sufficient advance notice to allow the supervisor to accommodate both the employee's and the department's needs. The time off may be taken without pay or from accrued vacation or personal days.

## VACATION DAYS

Employees begin accruing vacation time upon hire. For the initial year of employment, the number of vacation and personal days granted would be prorated based on the number of months the employee is actually employed during the fiscal year. Employees are eligible to take vacation or personal time after three months of full-time employment up to the maximum number of days actually earned at the time the days are taken. Allegheny does not allow for going into a negative balance. Allegheny does not allow for leave time sharing.

Employees classified as full-time but working a modified schedule will have their vacation time pro-rated based on the number of hours scheduled to work per pay period and the number of months or weeks scheduled per year. The Payroll Manager can provide a pro-rated vacation schedule to those employees.

All requests for vacation must be approved by an employee's immediate supervisor. The College makes a determined effort to accommodate the vacation requests of employees; however, employees should not expect that they will always be able to take vacation when they request. Seasonal requirements, special events and staffing requirements must be considered by the supervisor when approving an employee's vacation request.

Upon termination of employment for any reason, an employee who has completed three or more months of continuous service will be paid for any earned unused vacation days.

Employees have a maximum vacation bank of 1 ½ times their accrual. No vacation time will accrue over the maximum bank.

NON-EXEMPT EMPLOYEES	COMPLETED YEARS OF SERVICE	ACCRUAL	MAXIMUM BANK
	3 years or less	10 days	15 days
	4-5 years	15 days	22.5 days
	6 years or more	20 days	30 days

EXEMPT EMPLOYEES	COMPLETED YEARS OF SERVICE	ACCRUAL	MAXIMUM BANK
	All	20 days	30 days

## SICK LEAVE

Allegheny provides paid sick leave benefits to regular, full-time employees for periods of temporary absence due to illness or injuries. Sick leave benefits are intended solely to provide income protection in the event of illness or injury to the employee, spouse/partner, dependent children at home, parents and grandparents of employee and spouse/partner. It may not be used for any other type of absence.

Sick leave is earned at the rate of .83 days per calendar month worked, to a maximum of ten (10) days per year, calculated on a fiscal year basis. Unused sick leave may be accumulated and carried over each fiscal year. Employees have a maximum sick bank of 240 hours. No sick time will accrue over the maximum bank.

Paid sick leave can be used in minimum increments of one-half hour. Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of each workday of absence. Before returning to work from a sick leave absence of three calendar days or more, an employee may be requested to provide a physician's verification that he or she may safely return to work. The College reserves the right to seek a medical notice from the employee and to require an exam by a College physician to verify the illness.

### Non-exempt Employees employed prior to July 1, 2019:

These employees do not have a maximum sick time bank. Employees may receive payment for one-half of any unused accumulated sick leave, up to a maximum of 65 days, if they leave active employment with the College due to voluntary retirement at age 58 or above and have at least 10 years of full-time continuous service with the College. Otherwise, unused sick leave benefits will not be reimbursed upon termination of employment.

## PERSONAL DAYS

Regular full-time employees and temporary full-time employees with assignments lasting at least 12 months are eligible for two personal days every year. Regular part-time employees are granted up to two personal days based on the number of hours worked per week. Scheduling

of personal days must be approved by the supervisor. Personal days may not be accumulated from year to year and must be used during the fiscal year. Unused personal days are not eligible for reimbursement upon termination of employment.

## BEREAVEMENT LEAVE

In the event of the death of a member of an employee's immediate family, the employee is eligible for up to three days off of work with pay. Additional working days with pay, not to exceed two days, may be granted where the circumstances require travel out of the surrounding area, or it is demonstrated that an earlier return would cause a hardship for the employee. Any such requests for extended leave time requires approval by the supervisor. Immediate family includes spouse, domestic partner, children, grandchildren, parents, parents-in-law, brothers and sisters, grandparents, grandparents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-children and step-parents.

With the supervisor's approval, an employee may attend a funeral for reasons other than death in the immediate family. For such absences, the employee may use earned vacation days, personal days, or may take the time off without pay. Time off, not to exceed one day, may be granted to attend the funeral of a fellow employee with approval by the supervisor. Such absence will be treated as leave with pay.

In the case of the death of an employee, the surviving spouse/partner or beneficiary will be paid through and including the last day worked, plus pay for any accrued vacation.

## LEAVES OF ABSENCE

Allegheny College currently offers a number of leave options to employees who are unable to work because of illness or disability, or whose family circumstances, such as childbirth or adoption, require time away from work. It is important to review the leave provisions completely to understand the full range of leave benefits and conditions that apply. The leave options available to employees, including the short-term disability leave, child-bearing leave, and family leave are included.

## OTHER PAID LEAVES OF ABSENCE

In addition to the Short-Term Disability Leave program described above, Allegheny College provides eligible employees with the following leaves of absence without the loss of pay or benefits:

- Childcare Leave — An employee whose spouse or partner gives birth is entitled to five work days of leave immediately following the birth with no loss of pay or benefits. Additionally, an employee who adopts or assumes full legal custody of a child may receive five work days of leave immediately following the adoption or custody arrangement with no loss of pay or benefits. Employees will need to provide appropriate documentation upon request. An employee may request additional unpaid time off beyond the five work days under the College's Family and Medical Leave Act Policy.
- Jury Duty — Allegheny College will pay each eligible employee's regular salary when an employee must and does serve as a juror. This will apply no matter how long the trial lasts. Proof of service will be required. To qualify for jury duty pay and leave, an employee must immediately notify the College after receiving initial notice that they are to serve as juror. The employee must also return to work no later than the day following termination of service as a juror. Time off for jury duty leave shall count as hours worked for overtime calculation purposes.
- Military Reserve Leave — Members of the National Guard or a reserve branch of the U.S. Military Service will be given a leave of absence with pay, not to exceed fifteen (15) days in one calendar year, to attend authorized training.

## UNPAID LEAVES OF ABSENCE

Allegheny College provides full-time employees with the following leaves of absence without loss or interruption of continuous service but without pay or benefits or continued benefit accrual (unless otherwise required by law):

- Personal Leave — At the sole discretion of the College, employees may be granted an unpaid leave of absence to attend to personal matters, when approved in advance. Benefits will be maintained at the employee rate for unpaid leaves less than one month's duration under the same terms and conditions of active employees. Benefits may be continued for unpaid leaves in excess of one month, but the employee will be responsible for 100% of the premium for each benefit. Employees are eligible for a personal leave after completion of one year of employment with Allegheny.

- *Military Leave* — A full-time regular employee who leaves the College to enter active duty in any of the armed forces of the United States for a period of not more than five (5) years will receive military leave without pay and reinstatement to the same or similar position upon satisfactory completion of military service. The application for reinstatement to College employment must be made within ninety (90) days following separation from active military duty. Allegheny College will continue to comply with all applicable laws regarding the reemployment of veterans.

## OCCUPATIONAL ILLNESS/INJURIES — WORKERS COMPENSATION

For work-related illnesses or injuries, Allegheny College, at its expense, provides coverage to employees pursuant to the Pennsylvania Workers' Compensation Law. The amount of benefits is determined by state law. All employees are covered from date of hire, including part-time and temporary employees.

To the extent that an employee suffers a job related accident or illness, they must notify the Human Resources Office as soon as possible so that necessary reports and claim forms may be completed and submitted to the insurance company on the employee's behalf.

## STATUTORY BENEFITS

Statutory benefits are those benefits provided on behalf of each employee by Allegheny College as required by law. They include:

## SOCIAL SECURITY/MEDICARE

All employees are covered by the Federal Social Security Act. Social Security pays benefits when you retire, become disabled, or die, if eligibility requirements are met. Both you and the College share the tax payments for these benefits. Your social security tax is withheld from your paycheck, and the College matches dollar for dollar your contribution.

## WORKERS COMPENSATION: INJURY & INCIDENT REPORTING

Allegheny College covers all employees with workers compensation insurance as a protection for illness or injuries arising out of, or in the course of their employment, which are compensatory under the Worker's Compensation and Occupational Disease Act. Temporary workers and Volunteers are not covered under Workers Compensation. All work-related accidents, including minor ones, must be reported immediately to the supervisor, the Office of Human Resources, and the Environmental Health & Safety Officer. An Injury-Incident Report must also be completed and submitted to the Office of Human Resources and to the Environmental, Health & Safety Officer within 24 hours of the occurrence, even though there is no loss of time or medical attention. Failure to report a work-related injury in a timely fashion may jeopardize eligibility for payment of benefits for medical bills or lost time. The Employee Injury Report form can be accessed on the Human Resources website at <http://sites.allegheny.edu/hr/forms/#workers>.

In the event that an employee sustains a work-related injury which temporarily prevents the employee from performing their regular job duties, then they may be eligible for a temporary transitional work assignment until the employee is able to return to work to fully perform their regular job. Transitional work assignments require a release from the treating physician stating the specific restrictions. Upon medical release to return to regular job duties, the employee is responsible to notify their supervisor and the Office of Human Resources and must provide a written release from the treating physician that they are fully released to work with no restrictions.

Our Workers' Comp third-party administrator (TPA) recommends that follow-up doctor appointments or therapy sessions should be scheduled either after hours or at the end or beginning of the work day in order to cause the least amount of disruption to the department work schedule. Such appointments will be covered as workers' comp time and not sick time.

## UNEMPLOYMENT INSURANCE

Allegheny College pays taxes on your behalf for benefits for which you may become eligible under Pennsylvania's Unemployment Compensation Law.

# FACILITIES AND SERVICES

## RECREATIONAL FACILITIES

The Wise Center includes weight machines, cardiovascular equipment, basketball courts, racquetball courts, a swimming pool and an indoor running track. Hours of operation are posted in the facility. An employee ID is required in order to use the Wise Center facilities.

## POSTAL SERVICES

A broad range of postal services is available through the Post Office and Mailroom located in the Campus Center. This includes purchase of stamps, mailing of letters and parcels through the U.S. postal service, UPS, or other carriers, and other related services. These services are available to Allegheny employees.

Outgoing mail and interoffice communications (usually referred to as “campus mail”) are generally picked up from and delivered to College offices on a regular schedule. Please check with the department secretary for the mail schedule and procedures in your respective department.

Outgoing College mail must be marked to identify the department or account to be charged for the postage costs. Postage for College-related correspondence will be charged to the department.

Personal correspondence to be sent outside the College must be stamped before placing it in outgoing mail.

## BOOKSTORE DISCOUNTS

Upon presentation of the employee’s ID card, employees are entitled to a 10% discount on most purchases in the College bookstore.

## EMPLOYMENT DISCOUNTS

Allegheny College has partnered with many local businesses in order to provide Allegheny staff, faculty and students with discounts and offerings to our campus. Please visit the Employee Discount page to explore offerings available: <https://sites.allegheny.edu/hr/employee-discounts/>

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## ACKNOWLEDGEMENT — RECEIPT OF EMPLOYMENT HANDBOOK

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The Allegheny College Employment Handbook can be accessed at <http://sites.allegheny.edu/hr/employee-handbooks/>.

The employment handbook describes important information about Allegheny College, and I understand that I should consult human resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Allegheny College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Allegheny College can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that no manager, supervisor, or representative of Allegheny College has any authority to enter into any agreement for employment other than at-will. Only the Department of Human Resources has the authority to make any such agreement and then only in writing.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Allegheny College. By distributing this handbook, Allegheny College expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Allegheny College, and the College reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the employment handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Allegheny College is employment at-will, which may be terminated at the will of either Allegheny College or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Allegheny College or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's signature

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Employee's name (print)

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Date