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Preface

Welcome to Hobart and William Smith Colleges!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook was developed to help you get acquainted with Hobart and William Smith Colleges, answer many of your questions and explain our employment policies and procedures.

As an employee of the Colleges, the importance of your contribution cannot be overstated.

We are glad you have joined us, and we hope that you will find your work to be both challenging and rewarding.

Using this Handbook

The purpose of this Handbook is to give you an overview of Hobart and William Smith Colleges’ (the “Colleges” or “HWS”) employment policies and plans and other valuable employment information. This Handbook supersedes and replaces any previous staff handbooks, policies or practices, written or unwritten, covering the same or similar subjects. Please read and retain it for future reference.

The policies summarized in this handbook are guidelines only. The Colleges retain the right to supplement, modify, amend or eliminate the policies and plans. Every effort was made to make the descriptions brief, accurate and easy to understand. Therefore, all details may not be described here. For more specific information, please contact your supervisor or the Office of Human Resources.

The Colleges adhere to the policy of employment-at-will, which enables the Colleges or the employee to terminate the employment relationship at any time, with or without cause, and with or without notice. The policies contained in this Handbook are not intended as an offer, a contract, or a guarantee of continued employment or other benefits. The Colleges retain the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to employees and the Colleges. No representative of the Colleges other than the President has any authority to enter into any agreement for a specified period of time, or to make any agreement contrary to the foregoing and no such agreement shall be binding unless in writing and signed by the President.

The provisions of the employee handbook is applicable to all faculty and staff except as modified by the faculty by-laws.

Open Door Policy

The Colleges recognize that employees will often have suggestions for improving the workplace, as well as concerns about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your supervisor. Please feel free to contact your supervisor with any suggestions and/or concerns. If you do not feel comfortable contacting your supervisor or are not satisfied with your supervisor’s response, please contact either your supervisor's supervisor or the Office of Human Resources regarding your suggestion or concern. They will work with you to help find a final resolution. While the Colleges provide you with this opportunity to communicate your views, please understand that not every concern can be resolved to your satisfaction. Even so, the Colleges believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.
The Office of Human Resources (HR)

The Office of Human Resources (HR) is committed to working in partnership with departments, faculty and staff regarding the Colleges’ policies and procedures. HR also strives to:

- Attract, retain and develop an exceptional and diverse workforce
- Provide professional human resource expertise
- Ensure compliance with federal, state and local law and regulations
- Provide a high level of service
- Promote professional development
- Treat every individual ethically and with friendliness, care, respect and integrity

Section I - About the Colleges

History

_Hobart College_

Geneva College was founded in 1822 by Episcopal Bishop John Henry Hobart. In its early years, the College offered a classical education, requiring that students pass courses in geometry, Latin grammar and Roman history. After 1834, students were also able to earn a medical education. Geneva College graduated the first woman doctor, Elizabeth Blackwell, and the first Native American doctor, Peter Wilson in the United States. In 1852, the institution was renamed “Hobart College” in honor of its founder.

_William Smith College_

In the early 20th century, as philanthropist and local nurseryman William Smith was determining how to best transform his wealth into opportunity for others, he befriended a number of suffragettes and activists who had a deep impact on his plans. Smith founded a nondenominational, liberal arts institution dedicated to educating women broadly, not just vocationally. William Smith College was founded adjacent to Hobart College and entered into a coordinate arrangement that is now unique among American colleges.

_Hobart and William Smith Colleges_

Despite sharing some facilities and teachers, Hobart College and William Smith College initially remained quite separate. Classes were conducted in duplicate and women students were not allowed on the Hobart campus. The strict separation eroded gradually as it became increasingly impractical to enforce. In 1922, the first joint commencement was held, though baccalaureate services remained separate until 1942. By then, coeducational classes had become the norm, and the liberal arts curriculum centered on the idea of an across-the-board education, encouraging students and faculty to consider their studies from several points of view.

In 1943, the two colleges established a joint corporate identity, adopting a family name: “Hobart and William Smith Colleges”.

Today, the Colleges share a Board of Trustees, President, administration and faculty but maintain distinct sets of traditions. Each College has a dedicated Dean’s office, Athletic Department and Office of Alumni or Alumnae Relations.
The Curriculum

Since 1935, Hobart and William Smith have believed that the best way to educate students broadly and deeply is through a curriculum that requires students to complete courses that are disciplinary – deeply focused on a single area of study – and interdisciplinary – reaching across disciplines and drawing on a variety of departments.

To ensure that students receive an education based on multiple perspectives and experiences, all Hobart and William Smith students must complete a course of study that meets eight broad goals including demonstration of effective communication, critical thinking, quantitative reasoning, scientific inquiry and artistic expression as well as an understanding of differences, knowledge of world cultures, and ethical judgment and action.

The eight goals can be addressed through formal course work in the context of many different programs of study. Students work with a faculty adviser to design a program of study that both meets their interests and addresses the eight goals.

Our Mission Statement

Hobart and William Smith Colleges are a student-centered learning environment committed to excellence, globally focused, grounded in the values of equity and service and developing citizens who will lead in the twenty-first century.

At Hobart and William Smith Colleges, we've built our education around seeing the world from multiple perspectives. If you can imagine and create connections among numerous spheres of study or thought, you can imagine, enable, and even maximize change.

Under the mentorship of faculty and guided by a curriculum grounded in exploration and rigor, Hobart and William Smith students are transformed. Through carefully designed academic, service and study aboard programs and an extensive array of available internships, HWS students hone their skills and gain the necessary experience to be competitive when seeking employment. They win prestigious fellowships like the Rhodes, Fulbright and Gates. They gain admittance to the best graduate programs in the world. They go on to lead lives of consequence.

The Campus

Hobart and William Smith are located on a spectacular 188-acre campus along the northern tip of Seneca Lake in the City of Geneva. The birthplace of the women’s rights movement and in the heart of the Finger Lakes region, this area is rich in history and natural beauty. It serves as a spectacular living and learning environment for students, faculty and staff.

The campus is comprised of more than 100 buildings including classrooms, laboratories, art studios, residences, gymnasium, a sport and recreation center, theatre and dining facilities. The Colleges maintain a boathouse on campus, a research vessel, and a nearby 108-acre biological field station.

All members of the Colleges’ community are asked to share in the responsibility for maintaining the campus as a safe, pleasant and attractive place for all who use and visit it.

The academic year begins in the month of August and ends with commencement in mid-May. During the summer months when classes are not in session, Hobart and William Smith Colleges host a variety of sport camps, academic programs, and conferences.
The Colleges’ Working Community

The Colleges have more than 700 full-time and part-time faculty and staff members. They are divided into the following categories:

- Faculty
- Administrative Exempt/Non-Exempt Salaried Staff
- Administrative Hourly Staff
- Union Hourly Staff - Members of the SEIU-Local 200 Bargaining Unit

In addition, since August 1988 Sodexho Campus Services has provided full facilities service to the Colleges. Sodexho’s responsibilities include maintenance, custodial, grounds services, construction project management, and programs support. Sodexho employs non-student employees as housekeepers, maintenance workers, groundskeepers, and administrative personnel.

Campus food services are also provided by Sodexho. This service was formerly known as “Saga”, a Hobart-born (William F. Scandling ’49, Harry Anderson ’49 and W. P. “Willie” Laughlin ’49) food-service contractor. Sodexho employs many non-student workers.

Governance and Organization

The Board of Trustees

The Board of Trustees is responsible for the overall management of the Colleges, including financial and budgetary matters; the development of policies deemed necessary and desirable for the development and administration of the Colleges; supervision of the work of employees of the Colleges; and the creation and appointment of standing and other committees related to the purposes of the institution. The standing and other committees of the Board include the Committee on Financial Affairs, Audit Committee, Investment Committee, Committee on Buildings and Grounds, Committee on Education and Appointments, Committee on Student Life, Committee on Institutional Advancement, Committee on Honors, Committee on Trustees, and the Committee on Admissions and Financial Aid.

Officers of the Colleges

The officers of the Corporation are the Chair of the Board of Trustees, one or more Vice-Chairs of the Board of Trustees, President, Treasurer and Secretary.

The President and Senior Staff

PRESIDENT

As chief executive officer of the Colleges, the President is responsible to the Board of Trustees for managing the Colleges and for interpreting and carrying out the policies of the Board. The President presides over all commencements, convocations, and other institutional exercises and confers all degrees voted by the Board of Trustees. The President manages the daily operations of the Office of the President, members of Senior Staff, the Chief of Staff and the Assistant to the President.

SENIOR STAFF

The President’s Senior Staff is the group of senior administrative officers of the Colleges. Senior Staff includes the persons with the authority over the various divisions of the operation of the Colleges as determined by the President in consultation with the Vice President for Human Resources.
Section II – Employment Relationship

At-Will Employment

We hope that your employment will prove mutually satisfactory but continued employment cannot
be guaranteed for any employee. In accordance with New York State Law, employment at the
Colleges is employment at-will. This means that you are free to leave your employment at any time,
with or without cause or notice, and the Colleges retain the same right to terminate your
employment at any time, with or without cause or notice. This policy of at-will employment may be
changed only by a written employment agreement signed by the President or designee that expressly
changes the policy of at-will employment. Unless your employment is covered by a written
employment agreement (which is distinct from an appointment letter), this policy of at-will
employment is the sole and entire agreement between you and the Colleges as to the duration of
employment and the circumstances under which employment may be terminated.

Equal Employment Opportunity Employer

The Colleges are an equal employment opportunity employer and prohibit discrimination and
harassment in their programs and activities against employees or applicants on the basis of race,
color, sex, age, disability, veteran status, religion, national origin, sexual orientation, domestic
violence victim status, genetic information or any other status protected under the law.

Discrimination and harassment are prohibited in all of the following areas: recruitment, hiring,
promotions, demotions, transfers, layoffs, terminations, selection for training and educational
assistance, rates of pay, and other forms of compensation and conditions of employment. Retaliation
or subsequent harassment against an employee who files a complaint is prohibited.

If employees have a complaint of illegal harassment or discrimination, it should ordinarily be taken
to the employee’s supervisor. Employees may also direct such complaints to HR. Employees and
applicants can raise concerns and make reports without fear of reprisal, intimidation, threats or
coercion. Complaints will be investigated on a timely basis and as confidentially as possible.

The following person has been designated to handle inquiries regarding the non-discrimination
policies: Vice President for Human Resources, First Floor, Coxe Hall, x 3313.

The Colleges’ HARASSMENT AND NON-DISCRIMINATION POLICY is located on pages 21-22. The
Colleges’ SEXUAL MISCONDUCT POLICY is attached at Appendix 3.

Employees with Disabilities

It is the policy of the Colleges to provide reasonable accommodations for qualified individuals with a
disability who are employees or applicants for employment. The Colleges are committed to complying
with the Americans with Disabilities Act (ADA), the New York State Human Rights Law (NYHRL),
and all applicable laws prohibiting discrimination in employment against qualified individuals with
disabilities. The Colleges will reasonably accommodate qualified individuals with known disabilities
unless doing so would result in undue hardship to the Colleges. Volunteering information about a
disability will not subject an employee to any adverse treatment or penalty. All information
concerning disabilities will be considered confidential and will be released only in accordance with
the ADA and the NYHRL.
Section III – Commencing Employment

Appointment

The President of the Colleges or his/her designee confirms by letter all appointments to full-time and part-time salaried and hourly positions as well as all promotions, job transfers, and changes in employee status. Before being placed on the payroll, new employees must meet with a representative of the Office of Human Resources for a new employee orientation (see New Employee Orientation below).

Benefits Eligibility See BENEFITS HANDBOOK

Colleges’ Identification Card

As a service to faculty and staff members, the Colleges issue photo identification (ID) cards. This card should be carried at all times and produced when requested by a Colleges’ official. The ID card may be used for library borrowing privileges, College Store discounts, access to the Colleges’ athletic facilities, and admission to the Colleges’ athletic events. At the time of your hire, Human Resources will authorize the issuance of your ID card through the Office of the Registrar.

Employment of Relatives

The basic criteria for appointment and promotion of all employees at the Colleges shall be appropriate qualifications and performance. Relationship by family or marriage shall not be an advantage or a deterrent to appointment and promotion by the institution provided the individual meets and fulfills appropriate institutional appointment standards. In addition there shall be no discrimination or favoritism based on relationship by family or marriage in salary, wages, hours, or any other conditions of employment. To help to safeguard these principles, the following guidelines have been established:

- **Direct Supervision:** Under no circumstances shall a relative directly supervise another.
- **Indirect Supervision:** The Colleges strongly discourage situations where a person is appointed or assigned to a department, office or unit which falls, through the direct or indirect reportage, within the responsibility of a relative. Exceptions to this policy can only be granted in writing by the President.
- **Related Offices:** Relatives may work within the same sector of the institution with approval of the senior staff member in charge of that sector.
- **Non-Related Offices:** There are no special approvals required for appointment of relative to position in the institution as long as they work in different sectors.

For the purpose of the policy, a sector is defined as the total sphere of responsibility of a senior staff member (Provost and Dean of Faculty, Vice President for Finance, Vice President for Student Affairs, Vice President for Advancement, Vice President for Enrollment/Dean of Admissions, Dean of Hobart College, Dean of William Smith College, Vice President for Strategic Initiatives/Chief Information Officer, Vice President for Human Resources, Vice President for Communications, Assistant to the President/Chief of Staff, and the Chaplain).

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
Immigration Compliance

The Colleges will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States through a completed and verified I-9 form.

A new employee must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. The Colleges are responsible for the completion of Section 2 by examining evidence of identity and employment eligibility within three business days of the date employment begins.

Contact HR if you have any questions regarding immigration compliance.

Introductory Period

The Introductory Period is the first three months after the first day of employment at the Colleges. Extensions of the Introductory Period may be granted by the Vice President for Human Resources upon request of the supervisor prior to or on the scheduled conclusion of the Introductory Period. The extension will generally not exceed 30 days, or be given more than once.

If the employee's ability or job performance is deemed unsatisfactory by his or her supervisor during the Introductory Period or at the conclusion of the initial or extended Introductory Period, the employee may be terminated at any time during the Introductory Period.

The Employee Problem Resolution Policy does not apply to any decisions made by the Colleges during an employee's Introductory Period.

New Employee Orientation

All new employees are scheduled for an orientation session with the Office of Human Resources. During this session, the Colleges' policies will be reviewed along with an employee benefits overview. New employees will be required to complete various payroll forms including the Form I-9, tax withholding and various benefit enrollment forms.

Parking

New and current members of the Colleges' community are required to register their vehicles with the Campus Safety Department if they wish to park in the campus parking lots. There is no charge for employees to register their cars. Parking is allowed only in designated areas of the campus. Enforcement of the parking regulations will be monitored by the Campus Safety Department on a regular basis. Any violator will be issued a parking ticket. If payment is not received in a timely manner, payment will be pursued by any lawful method.

Procedure for Hiring Employees

No person shall be employed in any position at the Colleges until his or her employment and its terms have been approved, in writing, by the President or designee.

Hiring is a two-step process. The first step is to receive approval to fill a position – whether this is a new position or replacement of an individual who has vacated a position. A supervisor seeking approval to fill a position must obtain approval from the Vice President for Human Resources, the Vice President for Finance and the President. To do so, the supervisor must complete a EMPLOYMENT AUTHORIZATION FORM, attach a copy of the job description and forward both to
the Vice President for Human Resources. Once the position is approved, the hiring process, the second step, will begin.

In the hiring process, the Colleges seek to hire the most qualified employees and hire and retain a diverse group of employees. Whenever feasible, we will promote qualified employees to new or vacated positions. Promotions are based on how well one meets the criteria and qualifications for the position as well as merit, ability, experience, performance, attitude, results and training. The Colleges reserve the right to fill an open position from outside the Colleges if, in the sole discretion of the Colleges, more qualified applicants are available.

Vacant staff (non-academic) positions are posted by HR when applicants are sought; however, in certain situations, positions may be filled without being posted in order to meet business needs, to provide for an employee's professional growth or for other business or position-related reasons.

The primary internal vehicle for vacancy announcements is the HR webpage. HR is responsible for external advertising placements in consultation with the hiring supervisor.

Inquiries about posted positions are strongly encouraged from qualified internal candidates, and interested parties should contact HR for further information and consideration. All internal inquiries will be treated confidentially. Colleges’ employees are also encouraged to refer external applicants for appropriate job openings.

**Offer of Employment**

When approval to offer employment has been received, the salary or hourly wage must be approved by the Vice President for Human Resources and, if in excess of the approved budget, by the Vice President for Finance. After this approval is received, a written offer outlining the wages and benefits may be sent to the candidate. This written offer must be approved by the Vice President for Human Resources.

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**Section IV – Your Pay**

**Payroll Department**

The Payroll Department handles the processing and payment of all payrolls at the Colleges. This includes all faculty, staff and student payrolls. The Payroll Department is also responsible for taking deductions, the transmission of taxes, direct deposits, filing of federal and state payroll reports and the production of employee W-2s and other tax-related forms.

**Additional Employment – Internal and External**

Supervisors must obtain HR approval of additional internal employment within the Colleges. All dual employment must be approved by HR and reported to the Payroll Office prior to the commencement of dual employment. Due to Department of Labor regulations concerning overtime pay, employees on the weekly payroll, both full-time and part-time, may not work a second job at the Colleges unless prior written approval is received from the Vice President for Human Resources.
The Colleges regard full-time employment as a full-time, professional commitment. Anyone considering additional internal or external work is subject to the following requirements and conditions:

- A full-time employee who accepts full-time employment at the Colleges assumes a primary professional obligation to the Colleges. Any other employment or enterprise in which an employee engages for income must be understood to be secondary to his/her work for the Colleges.
- Payment for an additional internal assignment is extraneous to an employee's regular salary, and benefits are not paid in connection with the supplemental salary.
- In all outside employment activities, the employee functions without the sponsorship of the Colleges, and the Colleges assume no responsibility for the activity. Correspondence and reports may not be written on the Colleges' stationery, and Colleges' personnel, facilities, equipment or other resources may not be utilized.

**Direct Deposit**

Payroll checks can be directly deposited into the employee's checking or savings account on the scheduled pay day. With electronic payroll processing, the Colleges can make the direct deposit to any domestic financial institution that accepts ACH transactions such as a credit union, bank, etc. Employees must provide a copy of a check along with the DIRECT DEPOSIT AUTHORIZATION FORM (available on the HR website or by contacting HR or the Payroll Department) to initiate the direct deposit process. This process can be started or stopped any time. A maximum of two accounts can be in operation at any one time.

**Error in Pay**

The Colleges intend to comply with all applicable wage and hour laws, including the Fair Labor Standards Act. Therefore, the Colleges prohibit management from making any improper deductions from the salaries of exempt employees. If you believe an improper deduction was made to your salary, you should immediately report this information to your direct supervisor or the Vice President of HR for investigation. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

**Exempt Employee Pay Policy**

Exempt employees are generally paid on a salary basis and are engaged in executive, administrative, teaching or professional capacities. Exempt employees are not eligible to receive overtime pay.

Exempt employees will be paid a salary in accordance with applicable law. Although exempt employees are generally entitled to their salary for any week in which work is performed, deductions can and will be made when permitted by law. For example, an exempt employee's salary may be reduced for complete days of absence for personal reasons and incomplete initial or final weeks of work. There may also be other occasions when an exempt employee's salary may be reduced. Please contact HR for more information.

**Extended Payroll Schedule**

Employees with academic-year appointments (nine or 10 month appointments) will be required to spread their salary payments over the July 1 through June 30 time period. Please be aware that if your employment ends before the completion of the fall semester, you may be required to reimburse the Colleges for the amount of the salary prepaid to you during the summer (prior to the start of the academic year).
Flex Time Policy

Purpose/Objective

Hobart & William Smith Colleges is a vibrant community where employees fill a wide variety of roles and responsibilities each and every day. In many ways, we are a 24/7 campus, with several departments, programs, and operations routinely delivering services outside the hours of a “regular business day.” In today’s modern work environment, many staff meet their responsibilities by performing work activities both on-site and remotely, further expanding the parameters of the regular business day.

Within that context, the Colleges recognize the importance of embracing flexibility within the workplace so there is a balance between meeting the needs of the institution and its employees. This Flex Time policy provides supervisors and staff with the ability to arrange schedules in ways that best serve the needs of the Colleges while at the same time providing flexibility for staff to arrange their personal schedules. Flex time does not diminish the responsibility or authority of supervisors to establish or adjust an employee’s work schedule to accomplish the mission, goals and tasks of the Colleges.

Consistent with this philosophy, and mindful of our Colleges’ needs, HWS has established a Flex Time Policy allowing supervisors and employees to work together to determine how best to implement the Flex Time Policy given the unique attributes of their individual operations. In addition to operational needs, the following guidelines should be used when implementing the Flex Time Policy.

Guidelines

- The Colleges’ core business hours are Monday through Friday from 8:30 AM to 5:00 PM.
- All operational areas must ensure coverage during these core hours.
- The work day should consist of 7.5 hours.
- The base work week must consist of 37.5 hours.
- There is a spectrum of one-time, on-going, and situational flex time instances which will require supervisors and employees, in consultation with the Vice President for Human Resources, to engage in conversation to provide an agreed upon solution.

Should a situation arise where either the employee or supervisor feels that the Flex Time Policy is not being implemented in a consistent manner, the issue should be brought to the Vice President for Human Resources.

Garnishments

On rare occasions, serious financial difficulties may lead to a court judgment against you resulting in a garnishment. A garnishment of wages is a court order requiring us to pay an agency or the court a portion of your wages to cover your indebtedness. We will honor such garnishments in accordance with the law.

Mandated Withholdings

Federal and State Taxes

The Colleges are obligated to deduct required federal and state withholding taxes from an employee’s wages in accordance with their completed withholding forms.
**Social Security and Medicare**

Social Security is a program sponsored by the federal government which provides income to retirees, disabled persons, or dependent of disabled and deceased persons. Social Security tax is subject to an annual income limit. Medicare tax is not subject to any income limits.

The Colleges are required by law to make deduction for Social Security and Medicare. In addition, the Colleges contribute funds to these programs as required by law.

**Pay Increases**

Pay increases are recommended by supervisors to Senior Staff and then reviewed and finalized in accordance with Colleges’ procedures and budgetary guidelines. Salaries are reviewed on an annual basis. Increases for staff members typically become effective July 1 and are given in the sole discretion of the Colleges based upon performance evaluations and other factors. Pay increases will not be given during an employee’s Introductory Period.

**Pay Period, Payday, Paychecks and W-2s**

Employees are paid on Fridays on a bi-weekly basis during the year or 26 pay periods during the year. In most cases, employee contributions for benefits are taken out of 24 paychecks per year (or two paychecks per month). Employee contributions for retirement savings plans, flexible spending accounts and bank savings plans are deducted from each paycheck.

Employees receive a complete statement of all earned pay and deductions either in hard-copy check form or via PeopleSoft self-serve. These statements provide an accurate record of all pay and deduction information, and employees are advised to keep them for their personal files. Paychecks or payroll deposit receipts are delivered to the employee’s department unless otherwise requested.

W-2s are provided to employees via internal campus mail no later than January 31st each year.

**Payroll Deductions**

*Pre-Tax Payment of Certain Premium Contributions*

The Colleges have established the pre-tax payment of health, dental and other available insurance premium contributions as a tax-saving benefit feature for its employees. See BENEFITS HANDBOOK for a description of available benefit programs.

Employees’ premium contributions will be automatically withheld from pay on a pre-tax as “pre-tax money”, which means the premium amount is not subject to income, Social Security, or Medicare taxes. Premiums are collected on a pre-tax basis automatically, unless the employee elects to waive this treatment.

**Please note:** By law, employees who elect to cover a domestic partner under their medical and/or dental insurances are not eligible for the federal pre-tax premium option.

**Social Security Numbers**

All employees eligible for a Social Security Number (SSN) must obtain one. All foreign nationals and other employees not eligible for a SSN must obtain an Individual Taxpayer Identification Number (ITIN).
**Timekeeping**

All hourly employees are required to maintain an accurate record of all time worked either on a time sheet or electronically. You must record your time on a daily basis. The time report should also include any time off taken (such as paid time off, jury duty, unpaid time, etc.). Falsification of a time report may result in discipline, up to and including immediate termination. Under no circumstances may you complete a time sheet or electronic entry for another employee. Completing a time sheet or electronic entry for another employee may result in discipline, up to and including immediate termination. If you fail to record your time on any day, please see your supervisor who will complete your time card for you. Time sheets must be approved by your supervisor and submitted to payroll immediately after the close of the work week.

Timesheets for recording hours worked are not required from exempt staff but a monthly time off record must be completed and approved by the supervisor, and sent to HR. This form can be found on the HR website.

**Overtime**

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime. Your supervisor must authorize all overtime work in advance. Working overtime without prior authorization may result in disciplinary action, up to and including termination. Non-exempt employees will be paid time and one-half compensation for all hours worked in excess of 40 in one workweek and as otherwise required by state and federal law.

Vacation, sick, military, court/jury leave, personal days and all other leave time will not be counted as hours worked for overtime purposes.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

**Work Hours, Schedules and Breaks**

The Colleges’ core business hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday. Certain employees will be required to work weekends and evenings. Each year, if a summer hours schedule is adopted, employees will be notified of the summer hour schedule.

Full-time employees are expected to work at least 37.5 hours a week (for Department of Campus Safety employees, full-time employees are expected to work 40 hours per week); in many weeks, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job.

You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of the Colleges, it may be necessary to change individual work schedules on either a short-term or long-term basis.

A one-hour unpaid lunch break is generally scheduled between Noon and 1:00 p.m. Employees should check with their supervisor regarding scheduled lunch breaks. Employees will be provided with unpaid meal breaks in accordance with New York State Law.

At times, emergencies such as power failures, road closings, fires or severe weather may interfere with Colleges’ operations. In such an event, the Colleges may order a temporary closure of part or all of its operations. Depending on the circumstances, time off due to a temporary shutdown may or may not be paid. For more information, see the Colleges’ Emergency Closings/Early Dismissal due to Inclement Weather.
Section V- Employment Policies and Procedures

Acceptance of Gifts from Vendors

See CONFLICT OF INTEREST POLICY.

Animals on Campus

Every animal on Colleges’ property must be leashed at all times or under strict voice control. We strongly urge you to keep your animal on a leash out of courtesy and concern for the safety of people and other animals. Pets may not be tied to trees or signposts.

Staff members are permitted to have animals in staff offices, but animals are not allowed in classrooms or laboratories.

Animals are not permitted in any common space including the Scandling Center, classrooms, Library, laboratories, The College Store, and athletic facilities. The only exception to this policy is for quick visits to pick up mail at the Post Office.

All animals must be registered, tagged, and vaccinated in accordance with New York State law, and Geneva City ordinance.

Persons with disabilities using an animal for assistance must work with HR to determine reasonable accommodations.

This policy does not apply to the use of use of animals in research and teaching by faculty. Rules regarding the use of animals in research and teaching can be found in the FACULTY HANDBOOK.

Enforcement

Any unleashed animal or animal not under strict voice control near the owner will be picked up by an animal warden and taken to Geneva kennels. The owner will be fined $50 ($100 if the animal is found in our dining halls or residence halls), plus all expenses at the kennel. This fine will be billed by the Business Office.

This policy applies to all employees. Rules regarding students’ animals on campus can be found in the Handbook of Community Standards.

Attendance and Punctuality

Regular attendance and promptness are considered part of each employee's essential job functions and it may be necessary to terminate employees who have been absent.

The Colleges expect you to report to work on a reliable and punctual basis. Absenteeism, early departures from work and late arrivals burden your fellow employees and the Colleges. If you cannot avoid being late to work or are unable to work as scheduled, you must notify your supervisor as soon as possible, normally no later than one (1) hour after starting time.

Every time you are absent or late, or leave early, you must provide your supervisor with an honest reason or explanation. You must also inform your supervisor of the expected duration of any absence. The Colleges will comply with applicable laws relating to time off from work, but it is your responsibility to provide sufficient information to enable the Colleges to make a determination. You must notify your supervisor of any change in your status as soon as possible.
Excessive absenteeism may lead to disciplinary action, up to and including termination of employment. Continuing patterns of absences, early departures, or tardiness -- regardless of the exact number of days -- may warrant disciplinary action. Supervisors must consult with the Office of Human Resources before taking action in cases involving termination because of absence.

If you fail to report for work without any notification to your supervisor for three (3) consecutive days, you may be considered to have abandoned your employment.

Except for sporadic absences, workers' compensation and short-term disability, it is expected that employees will provide their supervisors with as much advance notice of the dates requested for time off as is practical. The supervisor has the right to deny the time off if the employee's absence will interfere with or adversely affect the operation of the workplace.

Each employee and his or her supervisor are responsible for keeping accurate records of an employee's absences and of sick leave taken. The Colleges reserve the right to request a doctor's return to work medical certification following an illness lasting more than five (5) days.

Cellular Phone Usage

Employees whose job responsibilities include regular or occasional driving and who use a cellular phone for business use are expected to obey any and all traffic laws and regulations regarding the use of cell phones while driving, including the use of a hands-free device. Employees may not text message or send e-mail while driving. Violation of this policy may result in discipline, up to and including termination. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Certifying Spouses, Domestic Partners, and Eligible Dependents

See BENEFITS HANDBOOK.

Change in Personal Status

It is the responsibility of the employee to immediately advise the Human Resources Office of any change of name, address, telephone number, or marital status. A change in marital status or family status can affect benefit status. Failure to promptly notify the Human Resources Office may impact benefit eligibility.

Compliance with the Colleges’ Policies and Procedures

Employees of the Colleges are expected to comply with federal, state and local laws, and with the policies and procedures of the Colleges. Failure to do so may result in discipline up to and including termination of employment.

Confidentiality/Privacy

Offices, desks, lockers, computers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Colleges. Accordingly, a representative of the Colleges can inspect them, as well as any articles found within them, at any time, without prior notice.

The Colleges likewise wish to discourage theft or unauthorized possession of the property of employees, the Colleges, visitors, and students. To facilitate enforcement of this policy, the Colleges may inspect not only desks and lockers but also packages and persons entering and/or leaving the premises. An employee who wishes to avoid inspection of articles or materials should not bring such items onto the Colleges' premises.
All records and files maintained by the Colleges are confidential and remain the property of the Colleges. The Colleges records and files are not to be disclosed to any outside party without appropriate permission. Confidential information includes but is not limited to financial records, personnel and payroll records regarding other current employees and former employees acquired in the course of employment (including but not limited to employees’ social security numbers, home addresses, home telephone numbers, personal e-mail addresses, Internet identification names or passwords, parents’ surnames, or drivers’ license numbers) and student records. Confidential information may not be removed from the Colleges’ premises without authorization.

Confidentiality and privacy issues related to the use of the Colleges’ computers, other technology systems and information maintained electronically are addressed in the RESPONSIBLE AND ACCEPTABLE USE POLICY attached as Appendix 2. Confidentiality and privacy issues related to student information are addressed in the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY.

Employees are expected to respect the confidentiality of the Colleges’ sensitive information. In addition to the removal restrictions, such information should not be repeated or discussed, except for legitimate work reasons.

**Employee personal identifying information**

The Colleges will not, unless otherwise required by law:

- Publicly post or display an employee’s social security number;
- Visibly print a social security number on any identification badge or card, including any time card;
- Place a social security number in files with unrestricted access; or
- Communicate an employee’s personal identifying information, such as social security number, home address or telephone number, personal electronic mail address, Internet identification name or password, parent’s surname prior to marriage, or drivers’ license number, to the general public.

Any violation of this policy by an employee of the Colleges may result in discipline, up to and including termination.

**Conflicts of Interest**

Trustees, officers and all employees of the Colleges should conduct the affairs of the Colleges consistent with the goal of promoting the best interests of the institution. It is therefore expected that all such individuals will conduct any business related to the Colleges with candor and integrity. Any such individual may have a conflict of interest when he or she or any of his or her family or associates knowingly: (1) has an existing or potential financial or other material interest which might impair the individual’s independence and objectivity in the discharge of his or her responsibilities to the Colleges, or (2) may receive any financial or other material benefits from knowledge or information confidential to the Colleges.

The family of an individual includes his or her spouse, parents, grandparents, siblings, children, grandchildren, and any other blood relative if that relative resides in the same household. An associate of an individual includes any person, trust, organization, or enterprise of which the individual or any member of his or her family: (1) is a director, officer, employee, member, partner, or trustee, or (2) has a significant financial or other interest which enables him or her to exercise control or significantly influence policy.

Any individual who has a conflict of interest in any matter concerning the Colleges shall disclose such conflict to the appropriate person at the earliest practicable time and shall not act or vote in any decision-making capacity regarding such matter.
Disclosure shall be appropriate when made by faculty to the Provost, by Staff and Administration to their respective Senior Staff members, by Senior Staff members to the President, and by the President and by individual Trustees to the Board of Trustees.

Employees may not solicit or accept gifts, gratuities, favors or anything of monetary value from current or potential vendors, contractors or their agents, local businesses or others with whom there is a potential or ongoing business or professional relationship. Employees may accept ordinary business courtesies, such as payment for a modest meal or event or gifts which are promotional items without significant value and are distributed routinely.

Not adhering to this policy is considered a serious matter and may result in disciplinary action, up to and including the termination of employment.

Employees are expected to comply with the FINANCIAL AID CODE OF CONDUCT. A copy can be found at: http://www.hws.edu/admissions/finedu_aid_conduct.aspx

Date of Hire and Length of Service

Date of hire is your first actual day of work and length of service will be based on that date. Service dates are utilized to determine eligibility for service awards. Employees rehired after leaving the Colleges may receive credit for prior years of employment.

Drug-Free Workplace Policy

The Colleges seek to maintain a work and educational environment that is safe for our employees and students as well as conducive to work standards that support an effective work force. To that end, and in accordance with the Drug-Free Workplace Act, the Colleges prohibit the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance on all Colleges-owned or Colleges-controlled property or while conducting Colleges’ business off-campus. This policy also prohibits the possession or consumption of alcoholic beverages by any person under 21.

(1) **Sanctions for violation or non-compliance.** Corrective action in accordance with the applicable provisions of the Faculty Handbook, the Colleges’ personnel policies, the collective bargaining agreement, or this Handbook may be imposed within 30 calendar days of notice, on any faculty, employee, staff member, or student employee who is found to be in violation of any provision of this policy. In addition, or as an alternative, an employee or student employee found to be in violation of this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

(2) **Compliance as a condition of employment.** Compliance with this policy is a condition of employment at the Colleges.

(3) **Employee obligation for notification of conviction.** In compliance with federal law, any faculty member, employee, staff member, or student employee convicted of violating any criminal drug statute for activity which occurred on Colleges-owned or -controlled property is required to notify the Colleges within five calendar days after the conviction. Notifications should be to HR.

(4) **Employer obligation for notification.** The Colleges are obligated to notify the appropriate federal contracting or granting agency, if applicable, within 10 calendar-days after receiving notice of an employee conviction under paragraph three above. An academic officer, supervisor, or dean who receives notification of a conviction shall immediately inform HR in writing so that in those cases where a convicted employee
is engaged in the performance of a federal grant or contract, the appropriate federal agency can be notified.

(5) Maintenance of a drug-free workplace. The Colleges will make all efforts to maintain a drug-free workplace to all faculty, employees and student employees by providing ongoing educational programs and by strictly enforcing the terms of this policy. The Colleges will work with the Employee Assistance Program (EAP) to offer drug education programs for employees. The staff of Hubbs Health Center will continue to offer programs for student employees.

The Employee Assistance Program (EAP) can be utilized for confidential consultations. See BENEFITS HANDBOOK.

Emergency Closings/Early Dismissal Due to Inclement Weather

Emergency Closing

Only the President of the Colleges (or in her or his absence the Provost in consultation with the Vice President for Finance, Vice President for Student Affairs and the Vice President for Human Resources) may declare an emergency closing. If at all possible, such a decision will be reached no later than 7:00 a.m. Employees will be notified of the emergency closing via the Colleges’ e-mail system, voice mail system or by calling 315-781-4600. Information will also be disseminated on the Daily Update and by various media outlets.

The Colleges will determine whether non-emergency employees who were scheduled to work on a day that is declared as an emergency closing will be paid in full for the hours they were to work. Emergency staff who works on a day when the Colleges are officially closed will be paid his/her regular rate of pay. Employees who are on a previously scheduled vacation or personal day will be paid vacation or personal pay as scheduled.

Early Dismissal due to Inclement Weather

The Colleges’ campus is a residential community that continues to operate as long as students are present. In snow storms or other severe weather, a decision on early dismissal will be made by the President or his/her designee.

Once a decision has been made, supervisors will be notified by via e-mail and if possible, by telephone, about the details, including the official time of dismissal, if any. Individual offices may not release employees until they have received formal notification. Employees released will be paid for the remainder of the day.

Occasionally there are adverse local weather conditions in areas outside of city of Geneva that would not require a formal decision to close the campus. If driving conditions are hazardous in the employee’s residential area, he/she should contact his/her supervisor and request permission to remain at home, leave early, or arrive late as conditions warrant. Such lateness or absences will be counted as time off without pay. Use of personal or vacation time is acceptable but use of sick leave reserve for this purpose is inappropriate.

The Colleges will determine whether, in the event that the roads are officially closed by the town or county official where the employee resides or where the Colleges are located, the employee shall receive pay for that day.

See also, SAFETY AND SECURITY POLICY.
Employee Assistance Program (EAP)

*See Benefits Handbook.*

Employee Conduct and Progressive Discipline

**Disciplinary Guidelines**

If an employee violates a Colleges’ policy or rule or is not meeting performance standards, has been insubordinate or has engaged in conduct adversely affecting the workplace, learning or living environment, the Colleges may take disciplinary action. When taking such action, a supervisor will consider the nature and seriousness of the infraction, all relevant facts and information, and any mitigating circumstances. In addition, supervisors will discuss the proposed corrective action with the Vice President for Human Resources to ensure appropriate applicability, documentation, and procedure.

Generally, there are four levels of discipline which may be applied, in the sole discretion of the Colleges. Not all performance or conduct problems lend themselves to progressive discipline. The Colleges may determine that the nature of the offense, the Employee's performance record, or other circumstances warrant immediate suspension or termination.

Any of the disciplinary actions below, other than termination, may be taken, at the discretion of a supervisor, in consultation with the Vice President for Human Resources.

1. **Verbal Warning**

   An oral warning may be given in cases where a problem requires corrective action. This is considered a departmental matter, with records remaining in the department.

2. **Written Warning**

   A written warning is a formal statement which becomes part of an employee's permanent employment file. The supervisor works with the Vice President for Human Resources on the issue and determines the level of the warning to the seriousness of the problem. Examples of problems which may result in a written warning include but are not limited to disruptions in the workplace, failure to follow proper work procedure or business practice, chronic tardiness or absenteeism, continued problems not remedied by earlier warnings, or where problems could lead to suspension or dismissal if repeated.

3. **Final Written Warning/Suspension**

   A final written warning may be imposed when an employee has failed to perform to acceptable standards following a warning or other departmental disciplinary action, or for other serious infractions as determined by departmental supervision. Suspension may also be imposed as a step in progressive discipline, when there is a need to remove the employee from the workplace while an investigation is conducted or to protect the health, safety, or welfare of others. Supervisors must consult with the Vice President for Human Resources before issuing a final written warning or imposing a suspension.

4. **Termination**

   Dismissal may be imposed when the problem is sufficiently severe, after other courses of action have been attempted, if there is no reasonable expectation of future improvement or if in the sole discretion of the College it is warranted. However, it should be noted that
dismissal may occur for reasons not related to disciplinary action. In all instances, prior to terminating an employee, a supervisor must consult with the Vice President for Human Resources.

Examples of Conduct that Can Lead to Discipline

The following examples illustrate situations which could result in discipline, including immediate suspension or termination of employment. This list is not intended to be all inclusive; there are other circumstances not listed here which may result in immediate discipline, including suspension and/or termination of employment.

- Abandoning position by failing to appear for work after three days of unexplained absence.
- Any conduct reasonably deemed to be detrimental to the Colleges’ interests.
- Continual record of poor attendance or tardiness.
- Destroying, altering, abusing, damaging or wasting property or resources of the Colleges or the property or resources of others while on Colleges’ owned or controlled premises or while on Colleges’ 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, verbal abuse, or unlawful discrimination.
- Engaging in abusive or demeaning conduct.
- Engaging in an act which results in personal injury to a member of the Colleges’ 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 Colleges.
- Improperly disclosing information considered confidential and private by the Colleges.
- Insobriety, including refusal to carry out work-related instructions or tasks.
- Intentionally or repeatedly creating unsafe work incidents or engaging in unsafe work practices.
- Leaving work before the end of the designated work hours without permission.
- Neglecting assigned duties.
- Offering, accepting or seeking personal favors, money or other valuable consideration in exchange for a job, a better working assignment or any advantage in working conditions or in connection with an outside contractor or vendor.
- Possessing, consuming or being under the influence of unlawful drugs while on the job or in violation of the Colleges’ Drug Free Workplace Policy.
- Possessing, consuming, or being under the influence of alcohol while on the job except when alcohol is served at Colleges’ functions; at all times employees are expected to prudently limit their alcohol consumption while at Colleges’ functions.
- Possessing weapons, firearms or explosives on Colleges’ owned or controlled premises or while on Colleges’ business.
- Sleeping on the job.
- Theft, wrongful conversion or unauthorized use of funds or property of the Colleges, its faculty, staff, students or its vendors.
- Threatening or intimidating students, supervisors, other staff or faculty.
- Unsatisfactory performance.
- Violating a departmental or Colleges’ work rule, policy or procedure.
- Violating criminal law(s) on the Colleges’ owned or controlled premises or while on Colleges’ business.
Employee Problem Resolution

Problems occur in any organization. For example, employees may have concerns about interpretation or application of the Colleges’ policies, or may disagree with a disciplinary action taken. In most cases, difficult situations or problems are best addressed in a private discussion with the supervisor. Questions regarding the application of policy can be raised with the employee’s supervisor or the Vice President for Human Resources.

In the event an employee receives a disciplinary action (other than termination of employment) and disagrees with it, the employee may request reconsideration from his/her supervisor within five (5), working days of the decision. If the employee and his/her supervisor cannot come to a satisfactory resolution or if the employee chooses not to seek his/her supervisor’s reconsideration, the employee may submit a complaint to the Vice President for Human Resources. This complaint must be submitted within 10 working days of the disciplinary action or within 10 days of the supervisor’s decision on the reconsideration request. The Vice President for Human Resources will meet with the employee to discuss his/her complaint and will provide the employee with a written response to the complaint as soon as practicable. The decision of the Human Resources Vice President will be the final decision of the Colleges.

At any time, an employee may seek the assistance of the Human Resources Vice President in connection with a problem in the workplace. The Vice President will, at the employee’s request, review the matter and guide the employee through the complaint process. The employee’s job will not be jeopardized because of exercising this right to pursue a resolution through this procedure.

The Employee Problem Resolution Policy does not apply to any decisions made by the Colleges during an employee’s Introductory Period, nor does it apply to terminations of employment.

Employment Files

The Colleges maintain employment files on each employee. An employee’s employment records begin with their complete application package. During an employee’s employment, information will be added to this employment record regarding an individual’s employment. Employment records are the property of the Colleges and will not be released to employees or others acting on their behalf.

In the event an employee requests to review his/her employment file, the employee must make an appointment with HR to review the file. The employee may take notes, but may not remove, deface or otherwise make notations on the document in their employment file. Photocopies of certain documents may be made with the permission of HR. The employee may bring to the attention of HR any information he/she believes is inaccurate in his/her employment records, and with approval from HR, the employee may submit rebuttal information be included in his/her file.

Employment of Minors

The Colleges comply with all applicable Federal and State child labor laws in the employment of minors. Minors are those under the age of 18. As a general practice, the Colleges do not employ minors under the age of 15. Minors of any age are not permitted to work under the direct supervision of a relative employed at the Colleges.

A work permit is required of all minors age 17 or under, except high school graduates.

Minors are subject to the same Colleges’ requirements and forms completion as any other new hire as outlined in the Colleges' selection process. This includes the completion of the Form I-9 and federal and New York State tax withholding forms. The law sets out specific requirements for employment of minors, including restrictions on the nature of the work performed, that employers
must obtain a work permit to employ minors ages 14 to 17, and on the hours worked. Please contact HR for more information prior to any hiring decision.

**Family Educational Rights and Privacy Act (FERPA)**

The Federal Educational Rights and Privacy Act of 1974 (FERPA) governs the release of information about students. FERPA applies to information related to current students and alumni. Most of the information maintained by the Colleges regarding students, regardless of the form in which it is maintained, cannot be disclosed except under specific circumstances. Employees must guard the confidentiality of this information which is maintained by many offices on campus. Failure to adhere to the Colleges’ FERPA policy can result in discipline, up to and including termination.

Questions regarding FERPA and its application to specific situations should be addressed to the Dean of Hobart College, the Dean of William Smith College, the Vice President for Student Affairs, or the Vice President for Human Resources.

**Harassment and Non-Discrimination Policy**

The Colleges will not condone any verbal or physical harassment of or discrimination against any employee by another employee on any basis including, but not limited to, age, race, color, gender, sexual orientation, physical or mental disability, national origin, religion, genetic information or any other status protected by law. The purpose of this policy is to assure that, in the workplace, no employee harasses another or discriminates against another on the basis of any protected status. Verbal or physical harassment will not be tolerated and may result in disciplinary action, up to and including termination.

Prohibited verbal harassment includes but is not limited to slurs, epithets, derogatory comments, unwelcome jokes, teasing and threats.

Prohibited physical harassment includes but is not limited to hitting, pushing, groping, touching, or other unwelcome physical contact.

If you feel you are being harassed on any basis, you should follow the steps outlined in this policy. Your complaint will be promptly investigated and the investigation will be conducted as confidentially as possible. Adverse action will not be taken against you for reporting or participating in the investigation of a violation of this policy.

Like all other forms of harassment, the Colleges will not condone any sexual harassment of its employees. All employees, including supervisors and managers, will be subject to severe discipline, up to and including termination, for any act of sexual harassment they commit. The Colleges’ sexual harassment policy can be found in the SEXUAL MISCONDUCT POLICY, attached as Appendix 3.

**Procedures for Making, Investigating and Resolving Harassment and Retaliation Complaints**

Employees who feel they are being harassed are encouraged to report the harassment to their supervisor immediately. Any harassment or retaliation should be reported verbally and in writing. If the employee's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior or to the Office of Human Resources.

**Complaints**

Supervisors and managers who receive a harassment complaint should inform Human Resources after which an investigation will be undertaken. Confidentiality of a harassment complaint will be maintained, to the extent possible, and only those who need to know about such a complaint will be advised of its existence.
**Investigations**

Complaints will be investigated as expeditiously as possible. All employees who may have knowledge of either the incident in question or similar problems may be interviewed. Both the complaint and the investigative steps and findings will be documented as thoroughly as possible.

**Cooperation**

An effective harassment policy requires the support and example of all Colleges’ employees. Colleges’ agents or employees who engage in harassment or retaliation or who fail to cooperate with investigations of harassment or retaliation may be disciplined, up to and including termination.

**Investigation Outcome**

Any employee of the Colleges who has been found to have harassed another employee will be subjected to appropriate disciplinary action, up to and including immediate discharge.

**Protection Against Retaliation**

An employee who, in good faith, reports or participates in the investigation of an alleged incident of harassment will under no circumstances be subject to reprisal or retaliation of any kind. Any employee who feels he or she has been subjected to such adverse actions should report the incident to his or her supervisor or the Office of Human Resources. Any employee, however, who is found to have knowingly made a false accusation of harassment or retaliation, will be subject to appropriate disciplinary action up to and including termination.

**Jeanne Clery Act**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, reports from the Colleges’ community and local law enforcement agencies are compiled and published annually by the Department of Campus Safety in a report entitled LIVING SAFELY. The annual report summarizes public safety and security policies in effect at the Colleges, crime reporting procedures, crime prevention programs, and other services available to the campus community. Crime statistics are also provided as is information regarding the number of arrests made for certain designated criminal offenses during these time periods. You may obtain a copy of the annual campus crime report by calling the Department of Campus Safety at 315-781-3656 during normal business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. You may also request that a copy of the report be mailed to you or may download a copy of LIVING SAFELY at [http://www.hws.edu/studentlife/pdf/living_safely.pdf](http://www.hws.edu/studentlife/pdf/living_safely.pdf)

**Keys and Other Property of the Colleges**

Keys for buildings, offices, classrooms, storerooms and laboratories are issued by Buildings and Grounds at the Colleges with approval from the appropriate Senior Staff member and within guidelines. Employees entrusted with keys are responsible for reporting any loss of keys immediately to their supervisor.

All Colleges’ property (library books, keys, corporate credit cards, equipment), in the employee’s possession must be returned to HR upon separation from employment.
Living on or Near Campus

There are a few administrative positions required to either live on campus or within a certain proximity to campus. HR will work directly with employees who fall in this category.

Performance Evaluations

Employees are expected to ask for their supervisors’ standards and performance expectations and should be prepared to discuss their performance and listen to feedback on an ongoing basis. Performance evaluations are conducted on a regular basis to provide both you and your supervisor with the opportunity to discuss your tasks, goals, objectives, accomplishments, strengths, growth, areas needing improvement, development needs and plans for addressing necessary improvements, as well as your career aspirations. Employees are expected to act on the performance evaluations they receive and make progress and improvements as described during the process.

Personal Telephone Calls and Personal Mail

Personal telephone calls are essential from time to time but they should be kept to a minimum in order to fulfill employee obligations. Making excessive personal calls, whether local or long distance may result in discipline, up to and including termination. Personal cell phones should be turned off while at work so as not to distract or disturb other employees or the business of the Colleges. If at all possible, if you need to make a personal call during the day, it should be made on your break or at lunchtime.

Employees may not use the Colleges’ address as their address for the receipt of personal mail, for personal bank accounts or for other personal matters.

Professional Associations

Staff members are encouraged to enhance their knowledge of developments and trends in their career areas. Management personnel are expected to become involved in professional associations that relate to their duties. Participation in professional association activities, conferences, committees, etc., is encouraged but shall not interfere with tasks necessary for effective and responsible job performance and should be approved by their supervisor.

Professional Development Programs

Professional development is beneficial to both the staff member and the Colleges and the Colleges strive to support the development of its staff members in a variety of ways. Employees should check with their supervisor on the opportunities that may be available.

Promotions and Transfers

Consistent with the at-will nature of employment at the Colleges, the Colleges retain the sole and exclusive right to promote or reassign employees, including changing or eliminating jobs, job duties or responsibilities, at any time, with or without notice and with or without cause.

Records Retention

The institutional records of the Colleges are important assets. Institutional records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, or a contract, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.
The law requires the Colleges to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject the Colleges (and you, potentially) to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, or seriously disadvantage the Colleges or another party in litigation.

The Colleges expects all employees to fully comply with any published records retention or destruction policies and schedules, with the full understanding of the following overriding general exception to any stated destruction schedule: **If you believe, or the Colleges inform you that particular records are relevant to an investigation, litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the President or his designee determines and advises you in writing that the records are no longer needed.** This exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Vice President for Human Resources.

From time to time the Colleges establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified by department or functional area. Retention requirements will be circulated to affected employees. When minimum retention periods are suggested, the disposal or retention of the documents is subject to the overriding general exception identified above pertaining to investigations, litigation and potential litigation, as well as other pertinent factors.

Please note that in connection with electronic mail (e-mail), the retention period depends upon the subject matter of the email. E-mail that needs to be saved should either:

- printed in hard copy and kept in the appropriate file; or
- downloaded to a computer file and kept electronically or on disk as a separate file.

Failure to comply with this Records Retention Policy may result in discipline, up to and including termination. Questions about this policy should be referred to the Vice President for Human Resources who is charged with administering, enforcing and updating this policy.

**Reductions in Workforce**

Economic and operational factors may require the Colleges to lay off employees. Laid-off staff members may apply for transfer opportunities. In lieu of layoffs, the Colleges may take other economic measures including but not limited to: reducing work hours; changing shift assignments, work schedules, job duties and responsibilities; and modifying existing compensation and benefits programs.

**Reference Checks**

**Hiring**

HR will assist with personal and previous employer reference checks on all candidates for hiring consideration as requested. When considering an internal candidate as a final candidate for a campus position, the hiring manager should advise the employee prior to contacting the candidate's supervisor to obtain information regarding the employee's present work performance. Hiring managers are also encouraged to contact HR for the purpose of obtaining information regarding an internal candidate's performance as contained in the employment file. This information may be reviewed with a representative from HR upon request.

**Former Employees**
In the event a former employee seeks a reference or recommendation, the Office of Human Resources must approve all responses to the request.

Reimbursement of Expenses

See BUSINESS OFFICE POLICY. (located on the Business Office website)

Release of Employment Related Information

Only HR may provide written responses to requests for employment verifications. Verification of information including full name, date of hire, current pay rate, and year to date earnings, previous years’ earnings and job status will be released to outside parties only with the written approval of the employee.

Respect for Others

The campus community is diverse -- in race, background, age, religion, sexual orientation, and in many other ways. The personal actions of each community member establish and maintain the culture of tolerance and respect for which we strive. While principles of free speech remain paramount at the Colleges, employees should respect the rights and dignity of others regardless of their differences, and must carefully abide by the principles of non-discrimination adopted by the Colleges. Harassment along sexual, racial, or political or other lines has no place in our community.

The Colleges expect that employees will work in harmony with others, including treating fellow employees, students, vendors and others affiliated with the Colleges with courtesy. Employees should strive to avoid conduct creating disharmony, irritation or friction.

Responding to Legal Actions/Subpoenas

Only three individuals on campus are authorized to accept service of process on campus: the President, Chief of Staff and Vice President for Finance. Employees are not authorized to accept any legal documents (e.g., subpoenas, legal notices, summons and/or complaints) on behalf of the Colleges and should direct all process servers or messengers delivering legal documents to the Department of Campus Safety. The Department of Campus Safety will determine the nature of the service/delivery and will direct the individual to the President’s Office for service upon the President, Chief of Staff, or Vice President for Finance. No exceptions may be made to this policy.

Responsible and Acceptable Use of Electronic Resources Policy

See APPENDIX 2.

Safety and Security

The Colleges strive to maintain a safe and healthy environment for students, employees, and visitors to the campus. Any unsafe condition should be reported immediately to the Department of Campus Safety, so that corrective measures can be taken. Any accidents on the campus should be reported immediately to the Department of Campus Safety for investigation. In addition, employee injuries must be reported to your supervisor and HR so that appropriate Workers’ Compensation claims can be completed. See WORKPLACE INJURIES POLICY.

The Department of Campus Safety is located at the north end of Medberry Parking Lot. The department provides service and protection for the Colleges’ community 24-hours per day, seven days per week.
The Department of Campus Safety reports directly to the Vice President for Student Affairs, works closely with the Deans' offices and Student Council, and maintains liaison with the City of Geneva police department to create a safe and secure campus environment.

All department personnel regularly attend mandatory in-service training programs aimed at keeping their skills and knowledge of new laws and regulations current. Members of the department receive training in emergency medical procedures, first aid, and cardiopulmonary resuscitation. Additionally, security staff provides transportation to Geneva General Hospital when appropriate.

Crimes involving violence, major property loss, or felony charges are reported immediately by the department to the appropriate city, town or state agencies. In the event of an emergency, or when a serious criminal incident has occurred, the department will use appropriate channels to notify the campus community.

In order to provide a safe and secure environment for all members of the campus community, the Colleges employ Campus Safety personnel. Safety Officers are generally available and patrol the campus 24 hours a day. A Safety Officer can be reached by dialing 3656 for non-emergencies, or 3333 for emergencies from campus phones and 781-3000 from off-campus telephones. In spite of extensive efforts, the campus is not removed from the risks associated with its surroundings. Consequently, at all times, safety and security is the responsibility of individual members of the Colleges' community.

Community members can help enhance the safety and security of the campus by taking the following measures:

- Reporting all unsafe conditions to their immediate supervisor or the Campus Safety Office.
- Observing all safety regulations.
- Utilizing all safety equipment and wearing all protective devices provided.
- Being alert and reporting all conditions that may jeopardize the safety and security of individuals and property.
- Observing all precautions to prevent unsafe or insecure conditions from occurring.
- Securing property and facilities when possible.

Sexual Misconduct, including Sexual Harassment

See HARASSMENT AND NON-DISCRIMINATION POLICY at pages 21-22 and SEXUAL MISCONDUCT POLICY at APPENDIX 3.

Smoking Policy

Smoking is prohibited in all student residences, as well as in all indoor common spaces, where no person shall smoke or carry a lighted cigarette, cigar, pipe, or any other form of smoking object.

Termination of Employment, Job Abandonment and Rehire Policies

Separation - Voluntary

Employees desiring to separate voluntarily from their employment with the Colleges are encouraged to submit their resignation in writing to their immediate supervisor at least 30 days but no less than 14 calendar days prior to the last day on the job. A copy will be forwarded to HR.

An employee's last day must be a regularly scheduled work shift. Accrued vacation cannot be used in lieu of notice.
**Separation - Involuntary**

You are considered to be discharged or involuntarily separated if your position is eliminated or your employment is terminated because of any of the following:

- lack of funding
- departmental reorganization
- changes in the department's objectives or requirements
- disciplinary reasons or misconduct
- unsatisfactory performance
- any other reason permitted by law

If a department believes that an involuntary separation is necessary, the departmental supervisor must immediately contact HR prior to formally notifying the staff member. After receiving notification of a discharge or layoff, the staff member may contact HR to discuss employment alternatives. Depending on skills, experience, the requirements of the Colleges and the reasons for the involuntary separation, HR may provide reasonable assistance in helping the staff member find another job within the Colleges. If a department finds it necessary to discontinue a staff member's employment, the employee will be paid for all hours worked up to the time of separation. The employee may obtain his/her paycheck on the next regular payday for the work period in which their separation takes place. The employee will be paid for any earned and unused vacation.

**Job Abandonment**

Job abandonment occurs in both of the following situations:

1. An employee is absent for three consecutive workdays without notifying his/her supervisor, or
2. An employee fails to report for work on the first regular work day following a leave with or without pay

In either situation the Colleges will consider the employee to have voluntarily resigned from employment with the Colleges. The employee will subsequently be removed from the payroll.

**Termination Date**

The official termination date is your last active working day. Typically, unused vacation days and/or unpaid personal time are not used to extend employment separation dates.

**Rehire**

If an employee is rehired, a new start date will be assigned for pay purposes but the employee's service date will be adjusted to reflect the time they were away for service recognition purposes only. This policy does not govern rules regarding establishing breaks in service for benefits purposes.

**Title IX Grievance Policy**

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. All sexual harassment complaints and grievances made under Title IX will be handled under the Colleges’ SEXUAL MISCONDUCT POLICY at APPENDIX 3. All other Title IX grievances will be handled pursuant to the Title IX Non-Discrimination and Grievance Procedure set forth in the Handbook of Community Standards. The Title IX Coordinator is the Vice President for Human Resources: Sandra Bissell, Coxe Hall, ext. 3313.
United Way Campaign

The United Way supports agencies providing services to the local community and helps to make the area a better place in which to live and work.

Each member of the Colleges’ community has the opportunity to participate in the United Way campaign in the summer of each year. Employees can make contributions by cash, check, and credit card or through payroll deduction beginning with the first pay period following the United Way campaign. Contributions will be accepted anytime throughout the year. Please contact HR for more information.

Use of Campus Mail

Employees are invited to use the service which gathers and distributes mail among the various offices and departments on campus. Any item you distribute via campus mail must bear your name and the name and department of the addressee. You may not use the campus mail to advertise non-Colleges’ commercial ventures or political information. If in doubt, check beforehand with HR.

Use of Colleges’ Equipment

During the course of employment, employees may have the use of Colleges’ owned equipment, such as offices, desks, chairs, computers, computer software, telephones, fax machines, copy machines, email, Internet access, network accounts, etc. Employees should not have an expectation of privacy in connection with Colleges’ equipment and property. Employees should use Colleges’ equipment in a careful, professional manner for work-related purposes. Inappropriate, careless, wrongful or improper use of the Colleges’ equipment, materials or assets, as well as an employee’s failure to assist in an investigation of wrongful use may result in disciplinary action up to and including termination.

Use of Colleges’ Vehicles

Only persons authorized by the Colleges may drive vehicles owned or leased by the Colleges. Vehicles may be used for Colleges business only, except where specifically authorized otherwise. The driving records of all persons authorized to drive Colleges vehicles will be checked prior to employment and annually thereafter. Additional conditions and requirements may be imposed by the Colleges.

Where vehicles are allowed for personal use, costs associated with personal use shall be reported as income, in accordance with Internal Revenue Service regulations. Authorization of drivers shall, in most cases, be restricted to the Colleges employees.

Use of Employee’s Personal Vehicle for Work-Related Business

See BUSINESS OFFICE POLICY.(located on the Business Office’s website)

Violence in the Workplace

The Colleges are committed to providing students, faculty, staff and visitors a safe environment. Accordingly, the Colleges prohibit acts of violence or threats of violence on campus or while an employee is engaged in Colleges’ business. This prohibition extends to persons conducting business with or visiting the Colleges.
An act of violence is conduct that intentionally or recklessly causes bodily injury to another person or damage to property.

A threat of violence includes any behavior that could be interpreted by a reasonable person as intent to cause physical harm to another person or damage to property.

Employee involvement is essential to preventing acts or threats of violence on campus. Each employee is responsible for immediately reporting to his or her supervisor or department head, Campus Safety or HR any such act or threat. The Colleges will ensure that all reports of workplace violence are treated confidentially to the maximum extent possible.

Anyone who experiences, observes, or otherwise knows of an imminent act or threat of violence should immediately call the Colleges Department of Campus Safety at 3656.

Investigations

The Colleges will promptly and thoroughly investigate all threats or acts of violence in the workplace.

Retaliation

Retaliation against anyone for reporting a violation of this policy or for cooperating in an investigation under this policy is prohibited. Retaliation includes, but is not limited to, acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group.

Weapons

The Colleges will strictly enforce rules against possessing or storing firearms, explosives or other weapons on the Colleges' owned or controlled premises or while on Colleges' business.

Sanctions

Any employee who violates this policy will be subject to disciplinary action, up to and including termination. Further, the Colleges will support criminal prosecution or other remedial action against any person who violates this policy.

Whistleblower Policy

This Whistleblower Policy is intended to encourage and enable employees and others to raise concerns within the Colleges prior to seeking resolution outside the institution.

The Colleges expect their employees to carry out their duties and responsibilities in compliance with the law, regulations, policies and procedures. Intentional and unintentional violations may occur and should be reported. Indeed, it is the responsibility of all Trustees, Officers and employees to report violations or suspected improper activities to the Colleges. Mechanisms to assist and encourage individuals to come forward are described below. Good faith reports of suspected non-compliance may be made without fear of reprisal or retaliation.

Compliance

All employees should follow all Colleges’ policies and procedures in carrying out their duties and responsibilities for the Colleges.
**Reporting Violations**

Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, this is an employee’s supervisor or the Colleges’ official who has responsibility for overseeing compliance with the particular policy or procedure. If an employee is uncomfortable reporting to his or her supervisor or the Colleges’ official with oversight or such a report would be inappropriate, the employee should consult with the Vice President for Human Resources, the Provost or Dean of Faculty or the Vice President for Finance.

**Suggested Avenues of Reporting:**

- **Vice President for Finance/Audit Committee of the Board of Trustees:** Financial misconduct, inappropriate expenditures, internal controls, accounting practices, auditing matters, conflict of interest
- **Vice President for Human Resources:** Labor relations, discrimination, sexual harassment, workplace safety
- **Provost and Dean of Faculty:** Academic fraud, scientific research misconduct

An employee who becomes aware of a potential or actual violation of Colleges’ policies or procedures should report it, regardless of whether the employee is personally involved.

**Anonymous Reporting**

Employee may make anonymous reports of suspected violations. The report may be sent in a sealed envelope to Chair of the Audit Committee of the Board of Trustees in care of the President’s Office, Hobart and William Smith Colleges, Geneva, NY 14456. The sealed envelope will be delivered, unopened, to the Chair of the Audit Committee. Note that the filing of an anonymous report may impact the Colleges’ ability to obtain a full account of the report.

**No Retaliation**

No individual who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. Any employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes he or she is being retaliated against should immediately report it to the Vice President for Human Resources or the Vice President for Finance for investigation.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The person to whom the complaint is made will notify the sender and acknowledge receipt of the reported violation or suspected violation within 10 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. No response will be provided in the event of an anonymous report.
Workplace Injuries Policy

At all times, the Colleges expect employees to work safely.

If you are injured on the job, no matter how slightly, you must report the incident to your supervisor and/or Human Resources immediately. Failure to report an injury as required by this policy, whether or not medical attention is required at the time, may result in the loss of workers’ compensation benefits. If the supervisor receives the report, the supervisor must immediately contact Human Resources.

Please promptly alert HR or your supervisor to any condition that could lead or contribute to an employee accident.

Section VI - Employee Benefits

Employees are referred to the BENEFITS HANDBOOK for information regarding employee benefits. The Colleges reserve the right to change benefit offerings, programs, eligibility and costs at any time.

Section VII – Paid and Unpaid Leaves

Blood Donation Leave

In compliance with New York State law, the Colleges provide employees who work an average of 20 hours or more per week (“eligible employees”) with three hours of leave per calendar year for the purpose of donating blood.

At the Colleges’ option, they will either:

(i) grant eligible employees three (3) hours of unpaid leave in any 12-month period for employees seeking to donate blood ("Off-Premises Donation"); or

(ii) allow covered employees to donate blood during work hours while being paid, at least two times a year at a convenient time and place set by the Colleges, including blood drives on campus ("Donation Leave Alternatives").

The Colleges will not retaliate against employees for requesting or taking such leave.

The leave will not accrue or carry over if it is not used during the calendar year.

Donation Leave Alternatives

In the event the Colleges offer Donation Leave Alternatives, they will abide by the following guidelines:

Donation Leave Alternatives will be provided at a time that will not require an employee to attend outside of normal work hours. The leave will allow employees enough time to donate blood, recover from such donation (including nourishment after donating) and return to work.

If a Donation Leave Alternative is scheduled for a time when an employee is on other leave, such that the employee does not have the required two alternatives within a calendar year, the Colleges will make another alternative available to the employee or instead provide for leave for an Off-Premises Donation. Donation Leave Alternatives will not be scheduled at a time when a significant number of employees are out of the office and notice of such alternatives will be prominently posted in the workplace at least two weeks beforehand. In addition, the two alternatives will be scheduled...
at least 60 days apart during any calendar year and notice of the second leave alternative for a particular calendar year must be provided prior to December 1 of that year.

**Notice of Intention to Take Leave**

Employees must provide reasonable notice of their intent to take such leave -- at least 5 working days for Off-Premises Donations and 2 days prior to the use of a Donation Leave Alternative. For employees who fill positions essential to the Colleges' operation or as necessary to comply with legal requirements, if 5 days notice is not sufficient, the Colleges may require additional notice not to exceed 10 working days. For emergencies requiring blood donation for an employee's own surgery or that of a family member, the Colleges will provide reasonable accommodations for shorter notice periods. The Colleges may require employees who take leave for Off-Premises donations to provide a notice of blood donation or notice good faith effort to donate blood.

**Bone Marrow Donor Leave**

An employee who works an average of 20 or more hours per week is eligible for up to 24 hours of unpaid leave to seek or undergo a medical procedure to donate bone marrow. The Colleges may require verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow.

**Family and Medical Leave of Absence Policy**

The Colleges’ FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY (FMLA) is attached as Appendix 1. Employees with questions regarding the FMLA policy should contact HR.

**Jury Duty Leave**

Employees who are called to serve as jurors will have their regular pay continued during the period of service. If at any time a per diem is offered (usually after 30 days) by the court system to the juror for his/her service, then the per diem must be waived. If it is not waived, employees must inform HR. A copy of the initial summons and evidence of the dates of service must be provided to the supervisor and to HR.

**Military Leave**

Employees who serve in any branch of the Armed Forces of the United States or are engaged in state military service will be given the necessary time off, without pay, as required by law. If you have any questions about military leave, please contact HR.

**Nursing Mothers in the Workplace**

The Colleges will provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow the employee to express breast milk for her nursing child for up to three years following the birth of the child.

An employee who needs to express milk should talk with her supervisor regarding her break schedule. Generally 15 to 25 minutes three times per day should be adequate; however, variations may need to be worked out with the supervisor.

The Colleges will make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy.

The Colleges will not discriminate in any way against an employee who chooses to express breast milk in accordance with this policy.
Time Off to Vote

The Colleges encourage their employees to exercise their privilege to vote but request that the employees vote prior to work, after work or during their lunch break.

Section VIII - Separation of Employment

Academic Year Employees

Employees with academic-year appointments (nine or 10 months) are paid over the 12-month period of July 1st through June 30th and leave the Colleges prior to the end of the fall semester may be required to reimburse the Colleges for the amount of the salary prepaid to the employee during the summer (prior to the start of the academic year).

Employees should contact HR to check on payroll status prior to departure.

Benefits at Time of Separation of Employment – See BENEFITS HANDBOOK

Final Paycheck

A final paycheck will be issued to the employee in accordance with state law on the pay date following date of separation.

Unpaid Account Balances at the Time of Separation of Employment

Employees are expected to reimburse the Colleges for any unpaid College Store charges, Computer Loan Program balances or any other balances owed to the Colleges. Arrangements for payment must be made by contacting the Business Office. Where permitted by applicable laws, the Colleges may withhold from the employee’s final paycheck any remaining charges or loan balances. The Colleges may also take legal action to recover the charges or balances.

Section IX – Modification Disclaimer

This Employee Handbook establishes policies, procedures and rules that will be followed by all Colleges’ employees as a condition of continuing employment. This Employee Handbook is not a contract of employment and is not intended to create a contractual obligation or guarantee of employment. The policies, procedures and rules outlined in this Employee Handbook will be applied at the discretion of the Colleges. The Colleges reserve the right to deviate from the policies, procedures, benefits, and working conditions described in this Handbook. The Colleges reserve the right to withdraw or change the policies, procedures, benefits, and working conditions described in this Handbook at any time with or without notice, except as required by law. The Colleges will make every effort to notify employees when an official change in policy or procedure has been made. Employees, however, are responsible for maintaining up-to-date knowledge of changes in the Colleges’ policies, procedures, benefits, and working conditions.
Appendix

1—Family Medical Leave Act Policy

2—Responsible and Acceptable Use of Electronic Resources Policy

3—Sexual Misconduct Policy, including Sexual Harassment

4—Employee Benefits Handbook

5—Environmental, Health and Safety Program