



BENEDICTINE COLLEGE

EMPLOYEE HANDBOOK

Effective October 10, 2019

SUMMARY OF REVISIONS

This issue of the Employee Handbook dated October 10, 2019 replaces the previous version dated July 25, 2016. It is each employee's responsibility to thoroughly read and understand the employee handbook. Clarifications and formatting changes have been made throughout the handbook.

Questions should be directed to the Human Resources Department at extension 7326.

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MESSAGE FROM THE PRESIDENT

It has been a great blessing to see the remarkable success of Benedictine College in the past several years. That success is a testament to the 150-year tradition of Benedictine College and the work of an outstanding group of people.

At Benedictine College, the mission is the job of everyone — faculty, staff, administrators, and students. Together, our hard work has accomplished great things. Consider all we have achieved in our mission of community, faith, and scholarship since the year 2000:

- Community — Enrollment has doubled and the college has opened 11 new residence halls, the college has become a consistent leader in athletic competition and Raven fans have built a reputation as the most responsive fans in the Kansas City area.
- Faith — The college's consecration to the Blessed Virgin Mary is emblematic of its thriving faith life. Benedictine College, the flagship college of the new evangelization, was honored to be one of the few schools selected to participate in both the U.S. bishops' Higher Education Committee discussions and the Church in America conference at the Vatican.
- Scholarship — Benedictine College is recognized by *U.S. News & World Report* and The Cardinal Newman Society as one of America's best. The respected national SSI survey showed the school to be above the national average in every academic category.

These achievements have given us a great opportunity. Our vision statement says we are building one of the great Catholic colleges in America. **Benedictine 2020: A Vision for Greatness**, the strategic plan created by the whole Benedictine College community, is our plan to bring the college to a whole new level, and preserve the best of our alma mater for generations to come by focusing on the faculty, staff, students, facilities, and resources of Benedictine College.

On behalf of Benedictine College, thank you for all you have done and continue to do for our students and to advance our mission. With your support and commitment, Benedictine College has never been stronger and its future has never been brighter.

Sincerely,

Stephen D. Minnis, '82, President

BENEDICTINE HERITAGE

Benedictine College is a four-year, Catholic, Benedictine, residential, coeducational college that provides an exceptional liberal arts education for students of all backgrounds and faiths. Our peaceful, wooded campus is located on the bluffs overlooking the Missouri River in Atchison, Kansas.

For over 1500 years, the Benedictine spirit has influenced the work and worship of men and women throughout the world. In 1856, at the request of the Most Rev. John B. Mieke, S.J., Vicar Apostolic of Leavenworth, two Benedictine monks arrived in Atchison with the intention of founding a Benedictine school of higher learning for the people of Kansas. St. Benedict's Abbey was officially founded in 1857 and the monks opened a boarding school with six students in 1858.

The following year, 1859, St. Benedict's College was officially opened with sixteen students enrolled. From the beginning, the classical course served to prepare candidates for the priesthood, while the commercial course satisfied other needs of the pioneers. On June 13, 1868, the college was incorporated under the laws of Kansas and empowered to confer degrees and academic honors. After 1915, St. Benedict's gradually abandoned the traditional academy, greatly enlarged the curriculum, and became an accredited liberal arts college in 1927.

Seven Benedictine sisters arrived in Atchison in 1863 to begin a school for the townspeople. St. Scholastica's Academy for young women opened on December 1, 1863, with forty-four students. In 1877 the sisters purchased Price Villa, now called St. Cecilia's, and moved from their location near St. Benedict's to the present site of the Mount St. Scholastica Monastery. There the sisters continued their academy and in 1924 Mount St. Scholastica's Junior College was opened. The junior college soon became a senior college and in 1932 it conferred its first bachelors' degrees. In 1934 Mount St. Scholastica College was fully accredited by the North Central Association.

Over the years, the monks and sisters cooperated in their educational ventures, ultimately merging the two colleges on July 1, 1971, to form Benedictine College. During the years since then, Benedictine College has formed its own identity, one steeped in the history and tradition of its parent institutions.

OUR FOUNDERS

Our Founders, Saints Benedict and Scholastica gave everything to follow Christ in the monastic life. They were twins born into a wealthy family around 480 A.D. near the town of Norcia, Umbria, Italy. Their parents were faithful Christians who gave them a sound education and solid spiritual formation.

Disturbed by the immoral conduct of fellow students in Rome, St. Benedict left and went to a place named Subiaco that became his hermitage. During this time a raven would bring him food. He worked, prayed, read, and studied there for several years before founding a monastery at Monte Cassino, an abandoned Roman fortress. Taking possession of the fortress, St. Benedict dedicated a chapel to St. Martin of Tours and St. John the Baptist. In this monastery he performed miracles, wrote a Rule, and challenged his disciples to follow Christ. Moments before his death, St. Benedict received the Eucharist, raised his hands to God, and made a final offering of his life.

St. Scholastica consecrated herself to God at an early age. She established a monastery for women at Plombariola, near Monte Cassino. As the first Benedictine nun she followed the Rule, and was Abbess of her community where she excelled in teaching her disciples to follow Christ. St. Benedict had a vision of St. Scholastica's soul leaving her body and entering heaven in the form of a dove. The dove is a Christian symbol for her.

The earthly remains of Saints Benedict and Scholastica rest together at the High Altar of Monte Cassino's Basilica Church under the Latin inscription, which translates, "St. Benedict and St. Scholastica were never separated in the spirit during their life nor are their bodies separated in their death." This brother and sister are patrons of the Benedictine Order and Benedictine College; may each of us follow them in humble service to God.

For further information about our patrons read the *Rule of St. Benedict*, and the *Dialogues of St. Gregory the Great*. It is possible to visit the Abbey of Monte Cassino and St. Scholastica Monastery to this day following a short trip from Rome.

***"These people fear the Lord, and do not become elated over their good deeds;
they judge it is the Lord's power not their own that brings about the good in them"***
- St. Benedict, RB Prologue: 29

MISSION STATEMENT

Benedictine College is an academic community sponsored by the monks of St. Benedict's Abbey and the sisters of Mount St. Scholastica Monastery. The College is governed by an independent Board of Directors. Heir to the 1500 years of Benedictine dedication to learning, Benedictine College in its own time is ordered to the goal of wisdom lived out in responsible awareness of oneself, God and nature, family and society. Its mission as a Catholic, Benedictine, liberal arts, residential college is the education of men and women within a community of faith and scholarship.

As a Catholic college, Benedictine College is committed to those beliefs and natural principles that form the framework of the Judeo-Christian tradition, and it is committed further to those specific matters of faith of the Roman Catholic tradition, as revealed in the person of Jesus Christ and handed down in the teachings of the Church. The college embraces students and faculty from all faiths who accept its goals, seeking in its members a personal commitment to the ideals and principles of a spiritual life and the expression of these in worship and action. Benedictine College promotes the growing involvement of religion and laity in the Church's ministries.

As a college founded on the Benedictine tradition, Benedictine College inherits the themes handed on to us by the Benedictine family: peace, the balance of activity and contemplation, and the glorification of God in all undertakings. With the ideal of a common life vitalized by the spirit of St. Benedict, the members of the Benedictine College community can share work and prayer in common, faithful participation in the life of the community, attentive openness to the Word of God, deep concern for issues of justice and peace, and the pursuit of moderation, hospitality and care for the gifts of creation.

As a liberal arts college, Benedictine College is dedicated to provide a liberal arts education by means of academic programs based on a core of studies in the arts and sciences. Through these programs, the college guides students to refine their capacity for the pursuit and acquisition of truth, to appreciate the major achievements in thought and culture, and to understand the principles that sound theoretical and practical judgment require. In addition, the college provides education for careers through both professional courses of study and major programs in the liberal arts and sciences. As an essential element in its educational mission, Benedictine College fosters scholarship, independent research and performance in its students and faculty as a means of participating in and contributing to the broader world of learning.

As a residential college, Benedictine College supports and encourages the full development of its students through a community life that expresses and proclaims the worth and dignity of each individual. In a caring and supportive atmosphere, students are helped to develop a sense of meaningful purpose in life and encouraged to participate in programs which promote sound bodies, emotional balance and dedication to the welfare of others.

Heir to the 1500 years of Benedictine dedication to learning, Benedictine College's mission as a Catholic, Benedictine, Liberal Arts, and Residential College is "Educating Men and Women within a Community of Faith and Scholarship"

BENEDICTINE COLLEGE VALUES

LOVE OF CHRIST

We believe in the love of Jesus Christ and the faith revealed to, and handed down by, the Roman Catholic Church; to grow in a relationship with Jesus by using the gifts of faith and reason to see and do things the way God does.

“The love of Christ must come before all else.” RB 4:21

COMMUNITY

We believe in service to the common good, respect for the individual and virtuous friendship; to demonstrate good will, humility, trust, accountability, justice, faithfulness, obedience, peace, and discipleship.

“They should each try to be the first to show respect to the other.” RB 72:4

CONVERSION OF LIFE

We believe conversatio, a commitment to personal conversion or growth, positively transforms life; to pursue continual self-improvement, seeking the truth each day, joyfully beginning again and again, hoping in God.

“Your way of acting should be different from the world’s way.” RB 4:20

LOVE OF LEARNING

We believe rigorous scholarship in the liberal arts, rooted in the monastic tradition, leads to the discovery of truth; to strive for wisdom lived in responsible awareness of oneself, family, society, nature, and God.

“We intend to establish a school for the Lord’s service.” RB P: 45

EXCELLENCE THROUGH VIRTUE

We believe that a daily discipline and practice of virtue leads to learning, freedom, and greatness; to personally strive for excellence in all things, practicing cardinal and theological virtues until they become habit.

“That in all things God may be glorified.” RB 57:9

HOSPITALITY

We pledge to uphold the dignity of every human person from the beginning of life to its natural end; to be open to the multitude of persons in the human family, God’s greatest treasure and our greatest resource.

“All guests who present themselves are to be welcomed as Christ.” RB 53:1

LISTENING

We believe seeking counsel and listening should lead to wise resolution and action; to engage all members of the community on important matters so leaders make good decisions.

“Call the whole community together and explain what the business is; and after hearing the advice, ponder it and follow the wiser course.” RB 3:1-2

STABILITY

We believe in a commitment to one’s vocation in a daily rhythm of life following St. Benedict and St. Scholastica; to develop a balanced way of life and love for the people and place along with fidelity to its traditions.

“Never swerving from his instructions, we share in the sufferings of Christ to also share in his kingdom.” RB P: 50

STEWARDSHIP

We believe the Lord God made all things and called them good; to care for creation and the goods of this place, our time, talent, and treasure, as gifts from God.

“Regard all utensils and goods as sacred vessels of the altar.” RB 31:10

PRAYER AND WORK

We believe our *Ora et Labora* cooperates in God’s plan to make all things new; to always be in conversation with God through prayer and value the dignity of all work and human activity.

“We believe that the divine presence is everywhere.” RB 19:1; “They live by the labor of their own hands.” RB 48:8

STATEMENT ON COLLEGE HANDBOOKS

This handbook is designed to acquaint all employees with some information about Benedictine College's working conditions, employee benefits, policies, and procedures. You should familiarize yourself with the contents of this handbook as it will answer many questions about your employment with the College.

Nevertheless, no employee handbook or statement of policies can anticipate every circumstance or question. The Board of Directors maintains the discretion to interpret and apply the policies set forth in this and other handbooks and the decisions of the Board shall be final and binding on the faculty and administration. As the College continues to grow, the need may arise, and the College reserves the right, to revise, supplement, modify, interpret, or rescind any policies, plans or procedures as it deems appropriate, in its sole and absolute discretion, with or without prior notice.

THIS HANDBOOK IS NOT AND SHOULD NOT BE CONSTRUED AS A CONTRACT BETWEEN THE COLLEGE AND ANY ONE OR ALL OF ITS EMPLOYEES. UNLESS SPECIFICALLY STATED OTHERWISE, ALL EMPLOYEES ARE "EMPLOYEES AT-WILL" AND EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE. MOREOVER, NO MANAGER, SUPERVISOR, OR REPRESENTATIVE OF THE COLLEGE HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO THIS HANDBOOK OR FOR EMPLOYMENT FOR ANY SPECIFIED TIME EXCEPT IN WRITING SIGNED BY THE PRESIDENT OF THE COLLEGE.

Other College procedures, information, reference materials and various forms also appear in the handbooks and publications listed below. We encourage all members of the College community to read and become familiar with all of these materials, plus any procedural manuals and desktop references that are unique for their department and/or division. Copies of the handbooks and publications listed below are available from the College Business Office and/or from the College website. Employees are responsible to periodically review the College's handbooks and publications for updates and changes.

- Faculty Handbook
- Academic Policies Committee (APC) Handbook
- College Catalog
- Student Handbook
- Most Current Strategic Plan
- By-Laws of the College
- Operating Policies and Procedures

For Faculty Only: The College has, where appropriate, incorporated specific items covered in this handbook into faculty appointment letters. Substantive changes by the Board of Directors to any policy that is incorporated by reference into the faculty appointments will not become effective until the next contract year, except in the case of financial exigency or as required by law. Please refer to the *Faculty Handbook* for definitions and governing policies of faculty appointments, rank, and tenure.

WORKPLACE ENVIRONMENT

Benedictine College is an academic community sponsored by the monks of St. Benedict's Abbey and the sisters of Mount St. Scholastica Monastery. All College employment policies, procedures and practices are administered in a manner consistent with our Catholic, Benedictine identity.

The College is heir to over 1500 years of a dedication to learning, embracing the goal of wisdom lived out in responsible awareness of oneself, God and nature, family, and society. Embodied within the ideal of a common life vitalized by the spirit of St. Benedict and St. Scholastica, the members of the Benedictine College community share a deep concern for issues of justice and peace, and the pursuit of moderation and hospitality. In the *Rule of St. Benedict*, we are instructed that ***“all guests who present themselves are to be welcomed as Christ, for he himself will say: I was a stranger and you welcomed me” RB 53:1.***

Awareness, appreciation, and support of diverse perspectives are embraced within this philosophy of faith, scholarship, and community.

Notice of Nondiscrimination

Benedictine College, motivated by its Catholic, Benedictine identity, recognizes the inherent value and dignity of all members of the human family. The College values equal opportunity and seeks racial, cultural, and ethnic diversity. The College prohibits discrimination and harassment on the basis of race, color, national or ethnic origin, sex, age, ancestry, disability, status as a veteran, marital status, parental status, genetic information, or any other classification protected by law. The College maintains its Catholic character, but is open to persons of all religious faiths who respect the Mission Statement, Vision and Commitment Statements, and College Values as adopted by the Board of Trustees. The College does not discriminate on the basis of religion, except to the extent that applicable laws and constitutional provisions respect its right to act in furtherance of its religious objectives.

The College fully accepts the beliefs and teachings of the Catholic Church with regard to sexual conduct as set forth by the Magisterium of the Catholic Church. Consistent with these teachings, the College does not discriminate on the basis of an individual's sexual orientation without regard to conduct or other actions that undermine the College's Catholic identity.

The following position has been designated to handle inquiries regarding the College's non-discrimination policies: Human Resources Director, St. Benedict Hall, Office 326.

The College does not discriminate against any qualified employee or applicant based on disability or perceived disability. Reasonable accommodations will be made for qualified individuals with known disabilities to enable such individuals to (1) apply for employment at the College; (2) perform the essential functions of their jobs; and (3) enjoy the other terms, conditions, and privileges of employment, unless doing so would pose an undue hardship. Individuals requesting accommodation should contact the Human Resources Department.

Reasonable accommodations will also be made for individuals whose sincerely-held religious belief, practice, or observance conflicts with a work requirement, unless doing so would pose an undue hardship. Individuals requesting accommodation should contact the Human Resources Department.

Nothing in this Nondiscrimination Notice shall require the College to act in a manner contrary to the beliefs and teachings of the Catholic Church. Nor shall the Notice be construed as a waiver of Constitutional or statutory rights that the College enjoys as a religiously-affiliated institution.

Equal Employment Opportunity

Benedictine College is committed to creating an atmosphere that values human diversity to secure our position as a respected and innovative liberal arts institution committed to student-centered teaching and learning, responsive to diverse student needs, supported by a modern learning environment, and open to new opportunities. Benedictine College's commitment to the development of the individual within a nurturing community provides our students with experiences, knowledge, and skills for a life of learning, leadership, and service consistent with the College's mission, vision, and values.

This commitment to academic and personal integrity fosters a community life where all members of the community – administrators, faculty, staff, and students – are provided with opportunities to interact with others from diverse backgrounds, understand and appreciate diverse perspectives and lived experiences, and value the benefits realized from working, teaching, learning, and living within a community that celebrates hospitality, and respect for all individuals.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Benedictine College, where employment is based upon each person's performance, qualifications, and abilities. As such, the College does not discriminate in employment opportunities or practices on the basis of race, color, national or ethnic origin, sex, age, ancestry, disability, status as a veteran, marital status, parental status, genetic information, or any other classification protected by law. With respect to religion, as permitted by law, the College reserves its right to exercise discretion in employment decisions to employ persons who respect the Mission Statement, Vision and Commitment Statements, and College Values as adopted by the Board of Trustees

This policy of Equal Employment Opportunity applies to all facets of employment, including but not limited to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

The College does not condone prohibited discrimination, harassment, or unfair treatment of any kind. Accordingly, any person(s) who feels he/she has been a victim of, has witnessed, or otherwise become aware of discrimination or harassment prohibited by this policy is encouraged to report the matter immediately to a supervisor, the Human Resources Department, or a college administrator. No employee will be punished or retaliated against for asking questions or making a good faith report.

If you have questions or concerns, please contact the Human Resources Department or an Administrator.

Nothing in this Equal Employment Opportunity Notice shall require the College to act in a manner contrary to the beliefs and teachings of the Catholic Church. Nor shall the Notice be construed as a waiver of Constitutional or statutory rights that the College enjoys as a religiously-affiliated institution.

General Non-Discrimination and Harassment Policy and Procedures

Benedictine College will not tolerate any form of prohibited discrimination or harassment in the workplace, including, without limitation, fellow employees, supervisory employees, Officers of the College, members of the Board of Directors, agents, or non-employees, such as individuals employed by service and supply companies, and any other person dealt with in the workplace. Discrimination or harassment is strictly prohibited on College property, in all academic programs and extracurricular activities, and at College-sponsored events and activities, regardless of whether or not the event takes place on College property. This General Non-Discrimination and Harassment Policy and Procedures is not intended to govern complaints involving claims of sexual harassment. Complaints involving claims of sexual harassment will be investigated and adjudicated solely based on the Sexual Harassment Policy and Procedures outlined in this Handbook.

Benedictine College takes all claims of harassment very seriously. Employees engaging in such acts will be subject to discipline up to and including separation of service. Students will be subject to discipline as outlined in the *Student Handbook*. Regarding other persons, the College will take action appropriate and necessary to prevent recurrence, which may include banning such persons from College property.

Prohibited Conduct:

It is the College's policy to prohibit any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an employee because of their protected status. This prohibition applies to all individuals who work for or with the College, or who regularly participate in the College's programs, including managers, supervisors, employees, vendors, suppliers, volunteers, clients, customers, or program participants. Examples of prohibited conduct include but are not limited to employment decisions made based on an employee's protected status; verbal conduct such as racial epithets and derogatory comments; visual conduct such as posters, e-mail, drawings, cartoons, or postings on social networking sites that denigrate based on a protected status; and physical conduct such as unwanted touching.

Other Inappropriate Conduct:

Conduct that does not constitute prohibited discrimination or harassment under the law or under any of the College's policies still may be inappropriate for the College environment or workplace. Even if the College determines an individual's behavior does not rise to the level of prohibited discrimination or harassment under this policy, the College may impose appropriate disciplinary action, up to and including separation of service.

As a general rule, disciplinary action will be imposed under this paragraph if the College believes the behavior or conduct was inappropriate, unprofessional, objectionable, inconsistent with reasonable rules of conduct, inconsistent with the spirit of the College's harassment-free and discrimination-free philosophy or policy, or is not in the best interest of the College or its students.

Reporting a Complaint:

Any employee who has a question, concern, or complaint of discrimination or harassment based on one's protected status is encouraged to bring the matter to the attention of his/her immediate supervisor. If the question, concern, or complaint involves the immediate supervisor, or if the employee is not comfortable discussing the matter with his/her immediate supervisor, the employee

may bring the matter to the immediate attention of the manager of their department, the Human Resources Department, or a College Administrator.

Any supervisor or member of management who becomes aware of potential violations of this policy is required to contact the Director of Human Resources. The Director of Human Resources should immediately notify the Chief Financial Officer of any potential violations of this policy. If the potential violation concerns the Chief Financial Officer, the Campus President should be contacted instead. If the potential violation concerns the Campus President, the highest ranking member of the Cabinet should be contacted instead.

Investigation:

All reports of inappropriate conduct will be promptly and thoroughly investigated, and the College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any employee, whether supervisory, non-supervisory, or member of management, who violates this policy will be subject to the full range of correction action, up to and including termination of employment. The College will inform the complaining employee of the resolution of the complaint as appropriate.

No Retaliation:

Benedictine College prohibits retaliation against anyone who reports or assists in making a good faith complaint of prohibited harassment or discrimination and/or who cooperates in any harassment or discrimination investigation. Prohibited retaliation may include, but is not limited to, withholding pay increases, poor evaluations, onerous work assignments, demotion, discipline or dismissal. If the College determines that an employee has violated this policy, appropriate disciplinary action will be taken against the offending employee, up to and including separation of service.

Limitations:

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under this policy shall on that basis prevent Benedictine College from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

Nothing in this *General Non-Discrimination and Harassment Policy and Procedures* shall require the College to act in a manner contrary to the beliefs and teachings of the Catholic Church. Nor shall the Notice be construed as a waiver of Constitutional or statutory rights that the College enjoys as a religiously-affiliated institution. This policy does not prohibit conduct within the bounds of Academic Freedom, as defined in the *Academic Freedom* section of the ***Faculty Handbook***.

Sexual Harassment Policy and Procedures

Benedictine College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sexual harassment, whether verbal, physical, or visual, that is based on sex is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence/assault and discrimination on

the basis of pregnancy. The specific definitions of sexual harassment and sexual violence/assault, including examples of such conduct, are set forth below.

Scope

This policy applies to administrators, faculty, and other College employees; students; applicants for employment; customers; third-party contractors; and all other persons who participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). The College's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

Title IX Statement

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Kimberly Shankman
Dean of the College
Ferrell Academic Center
1020 N 2nd Street
Atchison, KS 66002
913-360-7413
kshankman@benedictine.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Sexual Harassment

Definition of Sexual Harassment

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

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

Examples of Sexual Harassment

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body

- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- E-mail and Internet use that violates this policy
- Sexual violence/assault (as defined below)

Further examples of sexual harassment may be found in the Frequently Asked Questions.

Sexual Violence/Assault

The Definition of Sexual Violence/Assault

Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth.

Examples of Sexual Violence/Assault

Some examples of sexual violence/assault include:

- Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- Prostituting another student
- Non-consensual video or audio-taping of sexual activity
- Knowingly transmitting a sexually transmitted disease to another

Further examples of sexual violence/assault may be found in the Frequently Asked Questions.

Definition of Consent

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Domestic Violence, Dating Violence, and Stalking

The crimes of Domestic Violence, Dating Violence, and Stalking can also constitute sexual harassment when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

Domestic Violence

Kan. Stat. Ann. § 21-511 provides the following:

“Domestic violence” means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. For purpose of this definition:

- (1) “Dating relationship” means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when making a determination of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties, and time since termination of the relationship, if applicable.
- (2) “Family or household member” means persons 18 years of age or older who are spouses, former spouses, parents or stepparents, and children or stepchildren, and persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family and household member also includes a man and woman if the woman is pregnant and the man is the alleged father, regardless of whether they have been married or have lived together at any time.

Dating Violence

Dating violence is not specifically defined in the Kansas statutes but it is captured under the definition of Domestic Violence stated above when there is an act or threatened act of violence with whom the offender is involved or has been involved in a dating relationship.

Stalking

Kan. Stat. Ann. § 21-5427 provides the following:

Stalking is:

- (1) Recklessly engaging in a course of conduct targeted at a specific person, which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear;
- (2) Engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or
- (3) After being served with, or otherwise provided notice of any protected order...that prohibits contact with a targeted person, recklessly engaging in at least one act listed in subsection (f)(1) that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear.

...

- (f) As used in [the definition of stalking]:
- (1) “Course of conduct” means two or more acts over a period of time, however short, which evidence a continuity of purpose. A course of conduct shall not include constitutionally protected activity nor conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct shall include, but not be limited to, any of the following acts or a combination thereof:
 - (A) Threatening the safety of the targeted person or a member of such person’s immediate family;
 - (B) Following, approaching, or confronting the targeted person or a member of such person’s immediate family;
 - (C) Appearing in close proximity to, or entering the targeted person’s residence, place of employment, school or other place where such person can be found, or the residence, place of employment, or school of a member of such person’s immediate family;
 - (D) Causing damage to the targeted person’s residence or property or that of a member of such person’s immediate family;
 - (E) Placing an object on the targeted person’s property or the property of a member of such person’s immediate family, either directly or through a third person;
 - (F) Causing injury to the targeted person’s pet or a pet belonging to a member of such person’s immediate family;
 - (G) Any act of communication;
 - (2) “Communication” means to impart a message by any method of transmission, including, but not limited to: Telephoning, personally delivering, sending, or having delivered, any information or material by written or printed note or letter, package, mail, courier service, or electronic transmission, including electronic transmissions generated or communicated via a computer;
 - (3) “Computer” means a programmable, electronic device capable of accepting and processing data;
 - (4) “Immediate family” means father, mother, stepparent, child, stepchild, sibling, spouse, or grandparent of the targeted person; any person residing in the household of the targeted person; or any person involved in an intimate relationship with the targeted person.

Roles and Responsibilities

Title IX Coordinator

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College community in understanding that sex discrimination and sexual harassment are prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and (4) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those who formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX Coordinator to implement education and training programs for employees and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

All Employees

It is the responsibility of all employees to review this policy and comply with it.

Students

It is the responsibility of all students to review this policy and comply with it.

The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The College will act in accordance with its Complaint Resolution Procedures.

Complaints

Employees

All College employees have a duty to report sex discrimination and sexual harassment to the Title IX Coordinator.

This mandatory reporting provision does not apply to campus mental-health counselors, pastoral counselors, social workers, psychologists, health care employees, or any other person with a professional license requiring confidentiality.

Students and Other Persons

Students who wish to report sex discrimination or sexual harassment should file a complaint with the Title IX Coordinator or Director of Residence Life. Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

A complainant will be given a copy of the document titled "Explanation of Rights and Options After Filing a Complaint Under the Title IX: Sexual Harassment Policy and Procedures."

Conduct That Constitutes a Crime

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime—including sexual violence/assault, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. *In the event of an emergency, please contact 911.* A victim may decline to notify such authorities.

Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence/assault, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence/assault, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

Vendors, Contractors, and Third Parties

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.

Retaliation

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of discrimination or harassment or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

Timing of Complaints

The College encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

Investigation and Confidentiality

All complaints of sex discrimination and sexual harassment will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

Resolution

If a complaint of sex discrimination or sexual harassment is found to be substantiated, the College will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

Bad Faith Complaints

While the College encourages all good faith complaints of sex discrimination and sexual harassment, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Academic freedom

While the College is committed to the principles of free inquiry and free expression, sex discrimination and sexual harassment are neither legally protected expression nor the proper exercise of academic freedom.

Education

Because the College recognizes that the prevention of sex discrimination, sexual harassment, sexual violence/assault, domestic violence, dating violence, and stalking is important, it offers educational programming to a variety of groups such as campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

Frequently Asked Questions

1. What are some additional examples of sexual harassment?

Sexual harassment is a form of prohibited sex discrimination. The College's policies protect men and women equally from sexual harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from sexual harassment by any other staff, faculty, student, or contractor. Examples of kinds of conduct that constitute sexual harassment include, but are not limited to, the following:

- Engaging in unwelcome sexual advances
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Telling unwelcome, sexually-explicit jokes
- Displaying sexually suggestive or lewd photographs, videos, or graffiti
- Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting
- Making unwelcome and suggestive sounds, such as "cat calls" or whistling
- Commenting on a person's dress in a sexual manner
- Making sexual gestures
- Repeatedly asking someone for a date after the person has expressed disinterest
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Telling another person of one's sexual fantasies, sexual preferences, or sexual activities
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Using sexually explicit profanity

2. What should I do if I have been sexually harassed?

The College encourages you to report sexual harassment as soon as possible. Ignoring sexual harassment does not make it go away. And delayed reporting may limit the College's ability to investigate and remedy the sexual harassment.

If you are a student, you may report sexual harassment to the Title IX Coordinator or Director of Residence Life. If you are the victim of sexual harassment that constitutes a crime, the College encourages you to also file a complaint with local law enforcement and to press charges.

You always have the option to directly confront the person that is harassing you. Sometimes, individuals are not aware their behavior is offensive and quickly apologize and change their behavior once it is brought to their attention. However, you are not required or expected to confront your harasser prior to filing a complaint.

3. What are some additional examples of sexual violence/assault?

Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Examples of kinds of conduct that constitute sexual violence/assault include, but are not limited to, the following:

- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- Groping a person's breasts or groin on the dance floor or at a bar
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented

4. What constitutes "consent" for purposes of sexual violence/assault?

Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- *Consent can be withdrawn.* A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

5. What should I do if I am a victim of sexual violence/assault, domestic violence, dating violence, or stalking?

Don't blame yourself. These crimes are never the victim's fault. Please contact the Title IX Coordinator as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if emergency), or the National Sexual Assault Hotline at 800-656-HOPE.

If you are the victim of sexual violence/assault, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed.

Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

6. Can I make a complaint of sexual violence/assault against my boyfriend or girlfriend?

Anyone can commit sexual violence/assault, even if you and that person are in a romantic relationship. The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes sexual violence/assault, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as domestic violence or dating violence.

7. What should I do if I am sexually harassed by someone who is not a College student or employee?

The College's policies protect you from sexual harassment by vendors, contractors, and other third parties you encounter in your College learning, living, and employment environment. If you believe you have been subject to conduct that violates these policies, you should report the sexual harassment just as if it were committed by a College student or employee.

8. What should I do if I am sexually harassed by a student but we are off campus?

It is possible for off-campus conduct between College employees or students to contribute to a hostile working or academic environment or otherwise violate the College's policies. You may make a complaint of sexual harassment even if the conduct occurs off campus.

9. What should I do if I observe sex discrimination or sexual harassment, but it is not directed at me?

Anyone who witnesses sex discrimination or sexual harassment, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct you believe constitutes sex discrimination or sexual harassment, please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the College, it is your duty to report conduct that constitutes sex discrimination or sexual harassment.

10. What is the role of the Title IX Coordinator?

The Title IX Coordinator oversees the College's compliance with Title IX and receives inquiries regarding Title IX, including complaints of sex discrimination and sexual harassment. The Title IX Coordinator has received special training on the College's policies and procedures pertaining to sex discrimination and sexual harassment, and is available to answer questions about those policies and procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.

11. If I make a complaint of sex discrimination or sexual harassment, will it be treated confidentially?

The College will take reasonable and appropriate steps to preserve the confidentiality of the parties to the complaint and to protect the confidentiality of information gathered during the investigation. However, the College has an obligation to provide a safe and non-discriminatory environment for all students and employees. Therefore, unless the complaint is reported to a campus mental-health counselor, pastoral counselor, social worker, psychologist, health care employee, or other person with a professional license requiring confidentiality, no unconditional promises of confidentiality can be provided.

12. Who is typically involved in investigating a complaint of sex discrimination or sexual harassment?

The College's Title IX Coordinator or his/her designee will be involved in investigating complaints of sexual harassment. The Title IX Coordinator may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the complainant, the respondent, and any witnesses to the incident that gave rise to the complaint. In sum, it will involve those persons necessary to fairly and completely investigate the complaint and resolve it.

13. What are the possible outcomes of an investigation into a complaint?

The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports that sex discrimination or sexual harassment occurred, the actions taken by the College will include those necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

14. May I have a support person with me in the investigation process?

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

15. What should I do if I am retaliated against for making a complaint of sex discrimination or sexual harassment?

The College's Sexual Harassment Policy and Procedures prohibits retaliation against any person for making a good faith complaint of sex discrimination or sexual harassment and/or cooperating in the investigation of (including testifying as a witness to) such complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of sex discrimination or sexual harassment. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of sex discrimination or sexual harassment.

16. How does the College handle a bad faith allegation of sex discrimination and sexual harassment?

A bad faith allegation of sex discrimination or sexual harassment occurs when the accuser intentionally reports information or incidents that he or she knows to be untrue. Failure to prove a complaint of sex discrimination or sexual harassment is not equivalent to a bad faith allegation. The College may impose sanctions against an individual who knowingly makes false allegations of sex discrimination or sexual harassment.

Title IX Complaint Resolution Procedures

GENERAL PRINCIPLES

Administration

For purposes of these complaint resolution procedures, “Investigating Officer” means the Title IX Coordinator or his/her designee. The Investigating Officer shall have responsibility for administering these complaint resolution procedures.

Promptness, Fairness, and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

Training

These procedures will be implemented by officials who receive annual training on the issues related to sex discrimination, sexual harassment, sexual violence/assault, domestic violence, dating violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Investigation and Resolution of the Complaint

Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sex discrimination or sexual harassment. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College’s attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the

opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Support Person

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Harassment Policy and Procedures.

Pending Criminal Investigation

Some instances of sexual harassment or sexual violence/assault may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that sex discrimination or sexual harassment occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (“FERPA”), and the Clery Act, as explained by the April 4, 2011, Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

The written report of the Investigating Officer shall be final subject only to the Further Review provisions set forth in Section IV below.

Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, Or Other Administrators Ranked Higher Than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the College President, the College Board of Directors will designate the Investigating Officer. Based on the information gathered by the investigation, the College Board of Directors will prepare and issue the written report determining the complaint. The determination of the College Board of Directors is final and not subject to further review.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the College President will designate the Investigating Officer. Based on the information gathered by the investigation, the College President will prepare and issue the written report determining the complaint. The determination of the College President is final and not subject to further review.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant’s voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence/assault.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer

Further Review

All requests for further review shall be dictated by the following procedures:

Students

Further review requested by a student will be governed by the procedures specified in the Appeals Process for Student Conduct Board section of the *Student Handbook*.

Faculty

Further review requested by a faculty member will be governed by the procedures specified in the Serious Discipline / Termination Policy and Procedures section of the *Faculty Handbook*.

Non-Faculty Employees and Third Parties

A non-faculty employee or third party complainant or respondent may seek further review of the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

Further review requested by a non-faculty employee or third party must be filed with the Chief Financial Officer within ten (10) days of receipt of the written report determining the outcome of the complaint. The request for review must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the review including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any.

The appellant may request a meeting with the Chief Financial Officer, but the decision to grant a meeting is within the Chief Financial Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

The Chief Financial Officer will resolve the review within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the Chief Financial Officer is final. The Chief Financial Officer shall issue a short and plain written statement of the resolution of the request for review, including any changes made to the Title IX Coordinator's previous written determination. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

Documentation

Throughout all stages of the investigation, resolution, and further review, the Investigating Officer and the Title IX Coordinator are responsible for maintaining documentation of the investigation and further review, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

Intersection with Other Procedures

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sexual Harassment Policy and Procedures. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance,

complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sexual Harassment Policy and Procedures.

Confidentiality

Information is critical to the Benedictine College's teaching, learning, and research mission, and to the administrative functions that support that mission. All members of the College community are responsible for protecting the security, confidentiality, integrity, and availability of confidential information against unauthorized access, use or disclosure.

The College considers all College records and information relating to the College or its students confidential. Confidential information also refers to all information collected by, shared with, or reported to the College in the course of its business or activity that is protected by local, state, or federal law or that the College is contractually obligated to protect. Sources of confidential information include, but are not limited to, financial information as specified by the Financial Services Modernization Act, education records as defined by the Family Educational Rights and Privacy Act, protected health information as defined by the Health Insurance Portability and Accountability Act, medical records use to provide an individual with reasonable accommodations under the Americans with Disabilities Act, payroll records, employment/personnel records.

The College and authorized parties in possession of confidential information shall only allow access to third parties or disclose such information to third parties upon receipt of adequate proof of valid written consent by the party with protected information or to comply with a valid subpoena or other court order and approval from your direct supervisor. Confidential information shall only be disclosed to other employees of the College when there is a legitimate business interest in reviewing such information. Questions about the disclosure of confidential information should be directed to your direct supervisor. For specific policies related to the disclosure of student information governed by the Family Educational Rights and Privacy Act ("FERPA"), refer to the College's FERPA policy posted on the College's website or contact the Registrar's office.

Adequate safeguards must be maintained to protect the confidential information maintained on the College premises regardless of medium. Accordingly, employees shall not:

- Use confidential information for their own benefit, or for the profit or benefit of persons outside of the College;
- Copy confidential information, except where necessary in order to perform essential job duties while employed at the College;
- Retain confidential information upon leaving the College's employment;
- Access disks, hard drives, files, data, or file folders not related to the performance of one's essential job duties or work-related assignments.

The Information Technology (IT) Department is responsible for protecting the security and integrity of the College's computer network and its data. The IT department has developed and maintains a system and registry of assigned users, names, and passwords to insure that only persons with a business reason to know have access to covered data and information. IT will take reasonable and appropriate steps to make sure that confidential information is secure and to safeguard the integrity of records in storage and transmission. This includes, but is not limited to, maintaining the operating system and applications, including application of appropriate patches and updates, appropriate firewalls encryption technology for storage and transmission of covered data, implementation of an intrusion detection system to guard against external threats, and an appropriate incident response policy to promptly address intrusions when they incur.

Department directors and Division heads throughout the College are charged with ensuring access to confidential information is limited to only those employees or authorized providers who have a legitimate business reason to access and use such information. Confidential information should be kept in file cabinets and rooms that are locked each night. Only authorized employees should know combinations and locations of keys. Computer screens containing covered data and information should be turned off when monitoring physical security is not possible. Similarly, paper documents containing confidential information should not be left in the open. Documents containing covered data and information should be shredded at the time of disposal.

No Benedictine College documents or other confidential information, whether in written or electronic form, may be removed from College premises, except in the ordinary course of performing duties on behalf of the College, without express permission from a Cabinet member.

Employees who violate this policy are subject to discipline, including termination. Any suspected security breaches or inadvertent disclosures of confidential information should be immediately reported to the Chief Financial Officer of the College.

Conflicts of Interest

College employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties. Employees shall not realize personal gain in any form, which would influence improperly the conduct of their College duties. Employees shall not knowingly use College property, funds, positions, or power for personal or political gain, which would influence improperly the conduct of their College duties. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Cabinet member with oversight of your department or division. Suspected violations of this policy should be reported immediately pursuant to the ***Complaint Procedures for Employment Matters*** and ***Complaint Procedures for Financial and Audit Matters*** sections found in this Handbook. Employees may be required to sign an annual Compliance Disclosure Form as a condition of employment.

The College has established the following guidelines to help employees determine the proper course of action.

- No employee will accept any gifts or gratuities with a value in excess of \$100 from any outside organization, corporation, company, partnership, or other entities that provide, or are seeking to provide, goods or services to the College, without prior approval from the College. Further, no employee will accept business entertainment from any outside organization that would be considered excessive. The acceptance of occasional invitations to dinners, sporting events, theater presentations, etc., even if the value exceeds \$100, is acceptable in most circumstances. Employees must consult with and report to their Cabinet member any instances of gifts or gratuities offered to them by any outside organization or any attempt to influence the performance of their assigned duties through the offer of gifts, gratuities, or excessive entertainment.
- Transactions with outside firms must be conducted within a structure established and controlled by the President's Cabinet. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the other firm, a Benedictine College employee personally, or both. Promotional plans or other business

dealings with outside firms that could be interpreted to involve unusual gain require approval by an Officer of the College.

- An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for a relative as a result of the College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Benedictine College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the College.
- No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative they disclose the situation to the Cabinet member with oversight of the department employing the individual as soon as possible so that safeguards and a conflict management plan can be established to protect all parties.

Business Ethics and Conduct

The successful operation and reputation of Benedictine College is built upon principles of fair dealing and ethical conduct among our entire campus community. Employees should use professional judgment at all times when representing the College. Our reputation for integrity and excellence requires careful observance through a "culture of compliance" of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Benedictine College will comply with all applicable laws and regulations and expects its directors, officers, staff, and faculty members to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

The continued success of Benedictine College is predicated upon an atmosphere of trust and we are dedicated to preserving that trust. Employees have a duty to Benedictine College, its current and former students, alumni, friends, donors, and sponsoring religious communities to act in a way that will merit the continued trust and confidence of the people we are called to serve.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. No employee shall, without full disclosure and approval by an Officer of the College, knowingly take any action that involves a potential conflict of interest, as described under ***Conflicts of Interest***, or involves a mere appearance of impropriety. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your direct supervisor and/or Cabinet member with oversight of your department or division.

Compliance with this policy is the responsibility of every Benedictine College employee, including a duty to immediately report any suspected violations. Please refer to ***Complaint Procedures for Employment Matters*** and ***Complaint Procedures for Financial and Audit Matters*** for further information.

Complaint Procedures for Employment Matters Other Than Discrimination and Harassment

Benedictine College is committed to treating all employees with respect and fairness and every employee is responsible for respecting the rights of their co-workers. Because of that commitment

and responsibility, each employee has the right and is encouraged to express concerns regarding any employment matter.

Benedictine College has implemented the BKD IntegraReport hotline service, an anonymous 3rd-party fraud and ethics reporting hotline, for employees to make a report of suspected fraud and/or policy violations. The hotline is accessible via toll-free phone number at 855.858.3344 and online at www.IntegraReport.com in both English and Spanish. IntegraReport is available to all employees and gives personnel an opportunity to address any potential fraud or ethical breaches of the company's policies and procedures in a confidential manner, without the fear of retaliation. Reports may be made anonymously, however contact information included in a report may be used to provide a response to the reporter or for follow-up with the complainant if further information is needed. When calling to report a violation, please use subscriber code 66002.

If any employee feels that he or she has experienced or witnessed unfair treatment the concern should be immediately reported to your direct supervisor or department chair. If you feel it would be inappropriate to discuss the incident with your direct supervisor or department chair, the incident(s) can be directly reported to a college Administrator or the Human Resources Department. This Section is not intended to govern complaints involving discrimination, harassment, or financial and audit matters. Complaints concerning discrimination, harassment, financial and audit matters should be reported pursuant to the appropriate ***General Non-Discrimination and Harassment Policy and Procedures, Sexual Harassment Policy and Procedures***, and the ***Complaint Procedures for Financial and Audit Matters*** sections in this Handbook.

The individual to whom you make the report will ensure the matter is promptly investigated and appropriate actions and corrective measures are taken in accordance with applicable College disciplinary options. Your complaint will be kept confidential to the maximum extent possible. You have a duty to promptly report improper conduct to allow the College to conduct a timely investigation and take appropriate corrective action.

All employees have a duty and are expected to cooperate in any resulting investigations. The College is committed to ensuring that individuals making good faith allegations and those participating in such investigations will not be subjected to retaliation.

Complaint Procedures for Financial and Audit Matters

Any employee of the College may submit a good faith complaint or concern regarding financial, accounting, or auditing matters to the Chief Financial Officer and/or President of the College without fear of retaliation. The College is committed to achieving compliance with all applicable financial and accounting standards, accounting controls, and audit practices. The Finance and Audit Committee of the College's Board of Directors will oversee treatment of any employee complaint or concern in this area.

In order to facilitate the reporting of employee complaints and concerns, the following procedures are established for the receipt, retention, and treatment of complaints and concerns regarding accounting, internal accounting controls, or audit matters ("Financial and Audit Matters") and the confidential treatment of such complaints and concerns submitted by employees.

Receipt of Employee Complaints and Concerns:

- Employees with good faith complaints and concerns regarding Financial and Audit Matters may submit a confidential report to the Chief Financial Officer and/or President of the College in person or via telephone, e-mail, or regular mail.
- Employees with good faith complaints and concerns regarding Financial and Audit Matters implicating the Chief Financial Officer or the President of the College may submit a confidential report directly to the chair of the Finance and Audit Committee of the College's Board of Directors via telephone, e-mail, or regular mail.
- Benedictine College has implemented the BKD IntegraReport hotline service, an anonymous 3rd-party fraud and ethics reporting hotline, for employees to make a report of suspected fraud and/or policy violations. The hotline is accessible via toll-free phone number at 855.858.3344 and online at www.IntegraReport.com in both English and Spanish. IntegraReport is available to all employees and gives personnel an opportunity to address any potential fraud or ethical breaches of the company's policies and procedures in a confidential manner, without the fear of retaliation. Reports may be made anonymously, however contact information included in a report may be used to provide a response to the reporter or for follow-up with the complainant if further information is needed. When calling to report a violation, please use subscriber code 66002.
- The College will not discharge, demote, suspend, threaten, harass, or take any other adverse employment action against any employees in retaliation for the employee's good-faith reporting of complaints and concerns regarding Financial and Audit Matters.

Scope of Financial and Audit Matters Covered by These Procedures:

These procedures relate to employee complaints and concerns relating to any questionable Financial and Audit Matters, including, without limitation, the following:

- Fraud or deliberate error in the preparation, evaluation, review, or audit of any financial statements of the College;
- Fraud or deliberate error in the accounting and maintaining of financial records of the College;
- Deficiencies in or noncompliance with the College's internal accounting controls;
- Misrepresentation or false statements to or by a senior administrator regarding a matter contained in the financial records, financial reports, or audit reports of the College;
- Deviation from full and fair reporting of the College's financial condition;
- Improper financial transactions, including kickbacks or financial conflicts of interests;
- Violations of generally accepted financial aid practices as sanctioned by the Department of Education;
- Employee theft or misuse of college property or assets.

Resolution of Complaints:

- Upon receipt of a complaint or concern, the Chief Financial Officer and/or President will determine whether the complaint or concern actually pertains to Financial and Audit Matters and when possible, acknowledge receipt of the complaint or concern to the sender.
- Complaints or concerns relating to Financial and Audit Matters will be reviewed periodically by the Chief Financial Officer, President, and the Finance and Audit Committee of the College's Board of Directors, with oversight by outside counsel, or such other persons as the Finance and Audit Committee determine to be appropriate. Confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate review.
- Prompt and appropriate corrective action will be taken when and as warranted in the judgment of the Chief Financial Officer and/or the President, with input from the Finance and Audit Committee members.

- The Chief Financial Officer or his/her designee will maintain a log of all complaints and concerns, tracking their receipt, investigation, and resolution and shall prepare periodic summary reports thereof for the Finance and Audit Committee.

Internal Investigations

Benedictine College is committed to providing a working environment for all employees that is safe and in compliance with College policies and procedures. Therefore, from time to time the College may be required to conduct internal investigations pertaining to security, auditing, accounting, or financial matters, work-related matters, or retrieval of College property.

Therefore, the College reserves the right, at its discretion, to conduct searches of College premises and equipment including, but not limited to: employee work areas, computers and other electronic devices, personal belongings, desks, lockers, containers, parcels, packages, unattended articles on College property, and personal vehicles located on College premises at any time when there is a reasonable suspicion of a violation of College policy or applicable law and/or regulation. Audio recordings and video surveillance may be used in conjunction with the enforcement of this policy.

An effort will be made to conduct the search in as unobtrusive manner as possible and in a nondiscriminatory manner. Employees have a duty to cooperate and assist with the investigation if requested to do so. Any employee who fails to fully cooperate with such a search will be subject to disciplinary action, up to and including separation of service.

Outside and Dual Employment

Benedictine College respects the right of each employee to seek outside employment. However, the College expects that it will be considered as each employee's primary employer. Employees must continue to meet the performance standards of their job with Benedictine College. All employees will be judged by the performance standards for their positions and will be subject to Benedictine College's scheduling demands, regardless of any existing outside work requirements. In times of scheduling conflicts your position with Benedictine College carries primary consideration.

If an employee's outside work interferes with job performance or the ability to meet the essential functions and requirements of one's job at the College, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Benedictine College.

Outside employment that constitutes a conflict of interest is absolutely prohibited. Employees may not receive any income or material gain from individuals, entities, or business enterprises outside Benedictine College for materials produced or services rendered while performing one's job duties for the College. Employees may not use College resources for outside responsibilities, including outside employment.

Professional Appearance

Benedictine College expects employees to maintain professional dress and appearance that reflects the high standards of a respected institute of higher education. Employees are encouraged to consult with their department director or division head if questions arise about appropriate attire. Examples of appropriate apparel, clothing, accessories, and appearance in the workplace can be obtained from the College Business Office.

Interoffice Relationships

Benedictine College recognizes that consensual relationships may develop between employees from time to time. Although such consensual relationships are a matter of personal choice and privacy between the employees involved, Benedictine College cannot tolerate any adverse effects that such relationships may have in the living/learning/working environment of the College and will impose appropriate disciplinary action if such adverse effects exist.

Anyone who engages in a sexual relationship with a person over whom he or she has any power or authority within the College structure must understand that the validity of the consent may be questioned. The disparity of power between persons involved in such relationships, whether between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit, makes these relationships susceptible to exploitation. Those who abuse their power in such a context violate their duty to the College community, which could result in disciplinary action, including separation from the College.

Therefore, any such relationship will be considered to have an adverse effect in the living/learning/working environment of the College if any one or more of the following have occurred:

- The employees involved have a direct, indirect, or dotted-line reporting or supervisory relationship;
- It unreasonably interferes with or materially and/or adversely affects either of the employee's work performance, objectivity, judgment, professionalism, business reputation, or ability to conduct him/herself in an appropriate manner while at work;
- It unreasonably interferes with or materially and/or adversely affects the working environment of other employees;
- It results in sexual harassment or unfair treatment;
- It involves any student of the College (Please also refer to the *Faculty Handbook* and *Student Handbook*.);
- It involves inappropriate use of the College's mail or electronic mail systems.

Personal Property on College Premises and While Traveling

Benedictine College assumes no responsibility for loss, damage, or injury of any sort occurring to personal or non-College owned property in College buildings and facilities or while traveling on College business. Employees are encouraged to confirm that their personal insurance policy covers their possessions should anything be damaged, lost, or stolen. If a loss does occur, it should be reported to Campus Security and to the College Business Office. It is advisable to keep an off-site record of (i.e. serial numbers, photographic records, etc.) of all valuables.

Personal Calls, Personal Mail, and Personal Visits

It is important for the efficient operation of the College and the welfare of our employees and students that telephone lines are kept open for College use. Therefore, personal telephone calls should be kept to a minimum. To make the best use of employee's work time, family members and friends should not telephone employees routinely while the employee is working. Personal long-distance calls should be limited to only those necessary in an emergency situation. Personal visits should also be kept to a minimum.

The College's mail services department is charged with processing official College mail and parcels. Employees should have personal mail and parcels delivered to their home address, not to

work areas. As a service to the College community, the mail services department will process outgoing personal mail of employees if proper postage is affixed.

Smoking and Tobacco Product Use

This policy applies equally to all employees, board members, students, volunteers, vendors, contractors, and visitors. Benedictine College is committed to providing a safe and healthy living/learning/working environment. The College further recognizes that environmental tobacco smoke has been classified as a potential carcinogen. In light of these health risks, and in support of a safe and healthy living/learning/working environment, the following restrictions are in place.

- Benedictine College is a Tobacco-Free Campus and the use of tobacco will not be permitted except as specifically stated under this policy.
- This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, water pipes, and snuff as well as smokeless electronic cigarettes and other similar devices.
- Tobacco use is prohibited inside and outside of all buildings, vehicles, sidewalks, streets, parking lots, and the general seating area of outdoor venues on, or adjacent to, campus. See campus map.
- Tobacco use is prohibited on St. Benedict's Abbey grounds, St. Benedict Catholic Church property, and St. Benedict Catholic School property.

Compliance. All members of the Benedictine College community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, contractors, and visitors will voluntarily comply with the spirit and intent of this policy. Violation of this policy may be regarded as a willful safety violation.

Enforcement of Policy. The success of this policy will depend on the thoughtfulness, consideration, and cooperation of both tobacco users and non-users. Fines and citations will be part of the basic enforcement of this policy. In addition, the discipline policies applicable to students, faculty, and staff may be invoked, if necessary, to secure compliance with this policy. Violations of this policy will be enforced in the following manner:

- Violations of this policy by faculty and staff should be brought to the attention of the employee's supervisor and/or Human Resources, as appropriate. Any violation of this policy may result in disciplinary action, up to and including separation of service.
- Violations of this policy by students should be brought to the attention of the Student Life Office. Any violation of this policy may result in disciplinary action, up to and including verbal warning(s), written warning(s) with fines (\$25, \$50, and \$100 consecutively).
- Violations of this policy by visitors should be brought to the attention of Security.
- Violations of this policy by contractors should be brought to the attention of the department for whom the contractor is working or Operations, as appropriate.

Exceptions to the policy. Occasional events sponsored by Benedictine College, which include tobacco use as a reason for gathering and building of community, must be approved by the President's Cabinet.

Smoking Cessation Support. Understanding the addictive nature of tobacco products, Benedictine College will make every effort to assist those who may wish to stop using tobacco products. Students are encouraged to contact the Student Life Office for information about smoking cessation

programs. Faculty and staff are encouraged to contact Human Resources for information about smoking cessation resources.

Notice to Faculty, Staff, Students, and Visitors. The Operations Department will be responsible for providing appropriate signage communicating the move to a Tobacco-free campus.

Notice to Contractors. The department for whom a contractor is working will be responsible for ensuring that contractors performing work for their department on property owned or leased by the College are notified of the requirements of this policy. Construction contractors will be notified by Operations.

Notice to Faculty and Staff. Human Resources will be responsible for implementing procedures to ensure that all current and future faculty and staff are notified of the requirements of this policy.

Notice to Students. The Student Life Office will be responsible for implementing procedures to ensure that all current and future students are notified of the requirements of this policy.

Alcohol Use

The use of alcohol during working hours except for selected occasions is strictly prohibited. On selected social occasions involving College employees, board members and guests, limited use of alcoholic beverages will be permitted with the approval of a Cabinet member, Department director, or Division head. Employees are asked not to carry alcoholic beverages across campus from one building to another or into common areas or hallways. Benedictine College requires all alcoholic beverages for catered events to be purchased through our liquor license managed by Campus Dining. No alcoholic beverages can be brought onto campus for a catered event or for any event where alcoholic beverages are sold or otherwise made available to the patrons. Only people of legal age can be allowed to purchase or consume alcoholic beverages and only bartenders on file with Benedictine College or Campus Dining can dispense alcoholic beverages on campus. Celebrity bartenders do not dispense alcoholic beverages; they function solely in a hospitality role during limited campus functions.

The BC Community Code in the ***Student Handbook*** prohibits the use of alcohol on campus, except at events or in locations designated by the College. No open alcoholic beverage containers are permitted on campus grounds, except in designated areas. Further, the National Association of Intercollegiate Athletics (“NAIA”) has a policy that prohibits the sale, service, or consumption of alcoholic beverages at any NAIA athletic event. Students are asked to present two (2) forms of identification when ordering alcohol in the MCI or at a campus event. Campus Dining and Campus Security work collaboratively for those events where wrist-banding is appropriate.

Expenditures for the use of alcoholic beverages in any form are normally considered to be personal expenditures and are not to be charged against any College budget without approval and justification of the Cabinet member, Department director, or Division head with budget authority. Please refer to the Expense Procedure Manual on the College website for further information.

Drug-Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all College-owned or controlled property and at College-sponsored or supervised activities. Any employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law on College property or at College events shall be subject to disciplinary action in accordance with applicable state and federal laws and College policies. Suspected violations of this policy should be reported to the Director of Human Resources.

The College will take appropriate personnel action for such infractions, up to and including termination.

All employees of the College will abide by this policy and will notify the College of any criminal drug statute violations occurring in the workplace no later than five (5) days after such conviction. The College in turn must take appropriate disciplinary action to remedy the offense and notify the federal government of any conviction within ten (10) days of receipt of such information. For purposes of this policy, “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Drug and Alcohol Screening and Testing

Benedictine College reserves the right to request that all new hires submit to a pre-employment drug screen. Notification of pre-employment drug screens will be provided when applying for openings in designated positions. If a pre-employment drug screen is requested, a negative test result is considered a condition of employment.

Employees may be required to submit for alcohol and drug testing. In the event an employee is requested to submit to drug and alcohol testing, arrangements will be made for the employee to report immediately to the designated testing facility. Refusal to take a test, and/or actual or attempted masking of specimens will result in disciplinary action, up to and including separation of service. If the test results are negative, the employee will be allowed to return to work and will be compensated for lost time, subject to the restriction imposed by workers’ compensation policy, if applicable. Positive drug and/or alcohol results will be evaluated before disciplinary action, up to and including termination, is taken. An appeal can be made in writing within 30 days. The Director of Human Resources will review appeals. Refusal to test will be treated the same as a positive test. Faculty members who refuse testing will be subject to the regulations of the faculty handbook.

Safety

Benedictine College firmly believes the foundation for a successful safety program requires the constant cooperation and input from the entire College community.

The entire College community is best served if each of us employs preventative attention to any hazards in our daily work, consistently uses safe work practices, and immediately reports any unsafe or hazardous conditions. All employees should review and become familiar with the College’s Emergency Response Plan located on the College’s website. Please also refer to ***Emergency Closings*** in this Handbook for further information.

Workplace Injuries

All injuries and accidents occurring on the job, regardless of how minor, must be reported immediately to your supervisor and an accident report form completed and forwarded to Human Resources who will arrange for proper medical care. Should you sustain an injury, experience an accident, or become ill while performing your job, or while on campus for any reason, and your supervisor is not available to immediately assist you, please contact the Human Resources Director in the College Business Office or Campus Security for assistance and further direction. Please also refer to the ***Privacy in Employment*** section in this Handbook for related information.

The College reserves the right to select a treating physician for all injuries and accidents occurring on the job; however, employees are free to seek the medical opinion of their personal physician.

Employees not wishing to receive medical treatment from a College selected physician may become responsible for the medical expense associated with the injury. Employees are encouraged to contact the Human Resources Director in the College Business Office with questions and for further information.

If an employee is unable to return to work due to a work-related injury/illness, a physician will be required to provide a certificate of fitness stating that the employee is unable to work. The employee should provide his/her supervisor with the certificate as soon as possible. In addition, the employee should immediately notify the Human Resources Director in the College Business Office to discuss payments under the College's workers' compensation coverage, continuation of benefits, and time-off benefits.

If it is determined that the employee was under the influence of drugs and/or alcohol at the time a work-related injury occurred and if the cause of the accident was directly related to the use of drugs and/or alcohol, the employee's workers' compensation benefits may be affected. Further, if an employee willfully fails to use a required safety device, the employee's workers' compensation benefits may be reduced or determined to be non-compensable. Please contact the Human Resources Director in the College Business Office with any specific questions.

Blood Borne Pathogen Standards

The Occupational Safety and Health Administration (OSHA) has issued standards to protect workers from blood borne pathogens. Blood borne pathogens are microorganisms in human blood that can cause serious or life-threatening illness in humans. Blood borne pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS.

In compliance with OSHA requirements, the College has implemented standards and practices to protect employees who are occupationally exposed to blood or other potentially infectious materials (OPIMs). This includes implementing measures such as establishing an exposure control plan, mandating the use of universal precautions as necessary, providing labels and signs to communicate hazards, providing information and training, in addition to others. The College also offers hepatitis B vaccinations to all employees deemed to be at risk for occupational exposure. This includes all College employees reasonably anticipated to be at risk for skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (OPIM) in the performance of his/her job duties. The College maintains records of all employee vaccinations, blood borne pathogen training, and exposures.

Workplace Violence and Threats Prevention

Benedictine College intends to provide a work environment that is safe and free from all forms of conduct that can be considered hostile, harassing, coercive, or disruptive. The College prohibits the possession of weapons and/or other dangerous unauthorized materials such as knives, firearms, explosives, and other items that could be used with the intent of injuring another person on College premises, including College parking lots and vehicles parked adjacent to College premises. The College further prohibits intimidation, threats, and acts of violence, with or without the presence of a weapon regardless of medium. The College reserves the right to review, access, and disclose all messages created, received, stored, or sent using the College's system(s) when there is a reasonable suspicion of a violation of College policy or applicable law and/or regulation. Individuals found to engage in behavior in violation of this policy will be subject to discipline up to and including termination. Employees are urged to report any suspicious individuals, activities, weapons, or other

dangerous and unauthorized materials in the workplace to your supervisor, Department director, Division head, College Security, or any member of the President's Cabinet. Confidentiality will be maintained, wherever practical. Please see the **Emergency Response Plan** on the College website for more information.

GENERAL EMPLOYMENT POLICIES

Hours of Work

The College maintains a regular schedule of office hours for the academic year and the summer season that all employees are expected to follow. In general, hours of operation for administrative offices are 8 a.m. to 5 p.m. Monday through Friday; however, work schedules for some jobs and positions vary throughout the College. Staffing needs, special events, and other service and operational demands may necessitate variations in start and end times, as well as variations in the total hours that may be scheduled each day or workweek. Department directors and Division heads will advise employees about required work schedules. *“They live by the labor of their own hands.” RB 48:8*

Emergency Closings

Employees should expect and plan that all classes and meetings will be held as regularly scheduled throughout all seasons, including winter. At times, emergencies such as severe weather and power failures can disrupt College operations. Circumstances may require the closing of an area of campus or, in extreme cases, the entire College. In the event that such an emergency occurs outside regular working hours, you will be notified by College administration concerning expectations to report to work or whether an absence may be appropriate. However, employees are expected to observe local conditions to determine if they can safely reach campus or their work destination and provide appropriate notification to their supervisor if they cannot report to work on time.

In the event of a major storm or full-campus closure, the President, Dean of the College, or the Chief Financial Officer will notify the campus community of the cancellation of classes and the closing of offices by Raven Alert text message, by voice message on personal cell phone, email (or other electronic communication when possible), and on the local radio station (KAIR). However, in the absence of notification, attendance should be confirmed with your immediate supervisor, as in cases where an emergency closing is not authorized, employees will not be paid for the time off or will be required to use their floating holidays or vacation time if they fail to report for work or fail to confirm the absence with their supervisor or College administration.

When College operations are officially closed due to emergency conditions, the time off from scheduled work may or may not be paid as determined by the President’s Cabinet after careful consideration of the circumstances surrounding the closure. If an eligible Staff employee is unable to work, comes in late, or leaves early on a day the College is open during an emergency, he/she has the option to make up the time in that workweek or use floating holidays or vacation time. Please refer to *Time-Off Benefits* in this Handbook for more information.

Additionally, employees in essential positions may be required to work when campus operations are officially closed.

During times of emergency closing, Campus Security and Resident Directors will determine if any assistance can be lent to on-campus personnel and students. It is imperative that Campus Dining and the Operations Department remain open. If at all possible the Library, Haverty Center, and the St. JPII Student Center will also remain open.

All outside inquiries will be directed to the main College phone number where an update voice message will be available for students and all other College community members. As an example:

“Benedictine College will be closed today because of [i.e. snow, fire, etc.]. Classes will resume and offices will reopen at [day/date/time]. Please tune to KAIR 1470 AM and 93.7 FM or call the Benedictine College at this number: (913) xxx-xxxx at [a specific time to be determined by the President, Dean of the College, or the Chief Financial Officer] for more information.”

Please see **Emergency Response Plan** on the College website for additional information.

Who Are Employees of Benedictine College?

Several employee classifications and designations may be used when identifying who are employees of Benedictine College. These classifications and designations are used to further define your position and essential job duties; they are also taken into consideration in the administration of and eligibility for College benefit programs. Job classifications and designations include, but are not be limited to:

- **Faculty members** (please refer to the *Faculty Handbook* for definitions and governing polices of faculty appointments, rank, and tenure),
- **Coaching Staff** (generally referred to as “Coaches” who may or may not also have separate faculty appointments or administrative responsibilities),
- **Residence Life Staff** (includes but is not limited to “Resident Directors” who may or may not also have separate faculty appointments or administrative responsibilities),
- **Staff** (generally includes all non-faculty employees of the College),
- **College Administration** (is generally referred to as “Administrators” and is defined as the President’s Cabinet and the “Director” level staff positions who report directly to Cabinet members),
- **Officers of the College** (positions annually appointed by the Board of Directors, namely the President, Vice President for Academic Affairs [Dean of the College], and Treasurer [Chief Financial Officer]),
- **Student Workers,**
- **Graduate Assistants,** and
- **Seasonal or Temporary workers.**

Employment Categories

For purposes of compliance with the federal and state wage and hour laws, employees at Benedictine College are categorized as either “exempt” or “non-exempt” under regulations established by federal and state law. The federal Fair Labor Standards Act (FLSA) and state law cover matters such as hours of work, minimum wage, overtime compensation, exemptions from certain wage, hour, and overtime requirements, and other conditions of employment.

- ***Non-exempt employees***

Non-exempt employees are those who, based on their positions with the College, are entitled to minimum wage and overtime pay. Non-exempt employees are compensated on an hourly basis. Non-exempt employees are also required to maintain a record of time worked, and are entitled to overtime pay at 1½ times the regular hourly rate for all hours worked in excess of forty (40) hours in a workweek.

- ***Exempt employees***

Exempt employees are those who, based on their positions with the College, are compensated on a fixed salary rate. In general, employees may fall into the exempt classification if they hold managerial, administrative, or professional positions as defined by relevant law. These employees are normally considered exempt from the minimum wage and overtime

requirements set forth in the FLSA guidelines, provided they meet certain tests regarding job duties and responsibilities and are compensated on a salary basis. An exempt administrative employee under normal conditions will not receive any additional compensation for any special services, such as teaching or coaching, if those activities occur within the normal working day unless covered by an appointment letter. Compensation may be given for services for the College outside of normal responsibilities with the approval of the President or Chief Financial Officer. Please refer to *Wage and Salary Administration* in this Handbook for related information.

Deductions from an exempt employee's salary are permissible and may be made under certain limited circumstances, including, but not limited to deductions under a bona fide sick or disability plan, when an exempt employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability, as a result of disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct or policy infractions. The College may also make deductions from an employee's salary for a particular week to offset amounts received for a particular week for jury duty, witness fees, or for military pay. Please refer to *Tax Withholding and Paycheck Deductions* in this Handbook for further information.

Additional categorizations are considered in eligibility for benefits and include the categories of full-time, $\frac{3}{4}$ -time, half-time, and less than half-time:

- Full-time for non-exempt positions is considered to be at least 40 hours per week,
- $\frac{3}{4}$ -time for non-exempt positions is considered to be 30 to 39 hours per week,
- Half-time for non-exempt positions is considered to be 20 to 29 hours per week,
- Less than half-time for non-exempt positions is considered to be less than 20 hours per week.
- Full-time, $\frac{3}{4}$ -time, half-time, and less than half-time designations as they relate to exempt positions are not as specifically related to hours worked per week but rather more generally measured against job responsibilities and the duration of those job responsibilities in a given fiscal year; 12-month, 10-month and 9-month are all common job responsibility durations for exempt administrative staff.

Specific categorization of full- or part-time, non-exempt or exempt, etc., will be communicated to employees at the time of hire. If an employee or supervisor/manager has a question concerning whether a position is exempt or non-exempt, or believes a position should be classified differently, then they should contact the Human Resources Director in the College Business Office.

Tax Withholding and Paycheck Deductions

The College is required to withhold tax and to report taxable income according to the requirements of federal, state, and local government agencies and the Social Security Administration. All employees are required to complete proper tax information forms prior to inclusion in the payroll system. Revised tax forms are required whenever the employee's tax status or geographical location of employment changes. Please refer to *Change of Address and Other Personal Information* in this Handbook for further information. Forms are available from the Human Resources Specialist in the College Business Office. Current and year-to-date tax and voluntary deductions totals are shown on employee's pay-stubs. Calendar year totals are provided on Form W-2 in January of the subsequent year. Please refer specific questions regarding tax withholding and paycheck deductions to the Human Resources Specialist in the College Business Office.

Employees may elect to have paycheck voluntary deductions for many purposes including, but not limited to, insurance contributions and retirement plan contributions. The College prohibits any

improper deductions from employee paychecks. The Fair Labor Standards Act (FLSA) provides a safe harbor for an employer who (a) has a communicated policy prohibiting improper deductions, including a complaint mechanism, (b) reimburse employees for improper deductions, and (c) make a good faith commitment to comply in the future. Please refer to *Complaint Procedures for Employment Matters* and *Pay Corrections*, both in this Handbook, for further information.

Attendance and Punctuality

Benedictine College expects employees to conform to required office hours under normal circumstances and to provide information on where they may be reached when absent from campus during those office hours. Employees are also expected to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness places an undue burden on other employees and severely affects our ability to provide quality service.

In instances when employees cannot avoid being tardy or absent, they must notify their department director or designee at least thirty (30) minutes in advance of the anticipated tardiness or absence or by a designated time as directed by the department director. Good attendance is a required job standard for all positions, an important part of performance reviews, and critical when considering employees for promotions, pay adjustments, and transfers. With the exception of periods of approved leaves of absence (e.g. FMLA leave), unplanned absences or instances of tardiness of more than three (3) occurrences a year is considered excessive. However, Department directors are free to set more stringent requirements than these general guidelines, and requirements may vary by job and/or position. Any such requirements will be communicated to employees upon beginning their employment. Employees are encouraged to discuss specific requirements with their department director or division head.

The College recognizes illnesses, injuries, and unexpected emergencies may occur and has established sick leave and disability benefits to help compensate eligible employees for time lost due to medical reasons. The College also provides for unpaid leave where paid time off might otherwise be unavailable (e.g. FMLA leave, Bereavement leave). Floating holidays and accrued vacation time are also available to use for pre-approved absences and as authorized by your department director. Please refer to the *Time-off Benefits* section in this Handbook for details. No time-off benefits will be paid for unauthorized time off.

If an employee works in more than one division or department, the employee must abide by the guidelines of each department or division. Failure to abide by the guidelines set forth by each department and/or division may subject the employee to corrective counseling, up to and including termination of employment. Corrective counseling action from any one department or division may negatively affect the employee's eligibility and standing with other departments or divisions of the College.

Timekeeping

Benedictine College requires employees to keep an accurate record of time worked in order to calculate employee pay and benefits and to ensure employees are paid for all time worked. The College is required to pay for all authorized hours worked and for all hours worked by which the College has accepted the benefit of employee's work. Storage of time records and attendance deductions are under the supervision of the Human Resources Director in the College Business Office. Please note: falsification or fraudulent alteration of time records is a serious breach of conduct and may subject the employee to corrective counseling, up to and including termination of employment.

Any questions regarding timekeeping and/or the recording of time worked should be directed to your supervisor and/or the Human Resources Specialist. It is important to the College that it compensates employees fully and accurately. Thus, if your paycheck is unclear or inaccurate, please contact the Human Resources Specialist so that the College can investigate the matter and make any corrections necessary. No employee will be retaliated against for raising a concern about his or her pay or the recording of time worked.

Staff employees in non-exempt positions are required to accurately complete time records daily. Electronic time-keeping is used for all employees. Employees must accurately record hours worked and leave time taken. Employees must not ask or allow fellow employees to clock-in their time records. Time cards must be completed by the employee as well as authorized by the department director prior to submission for payroll processing.

Staff employees in exempt positions must enter monthly absences in their electronic time card. These entries will require a deduction of accrued vacation, sick, or floating holiday leave. It is the individual employee's responsibility to ensure all time off is approved by his/her direct supervisor and entered in the time card; some departments or divisions may have a designated department timekeeper who is charged with tracking and reporting time off for exempt positions.

Overtime and Extra Hours of Work

When operating requirements or other needs cannot be met during regular working hours, non-faculty employees may be scheduled to work extra hours. When possible, advance notification of these mandatory assignments will be provided. Work assignments outside normal work hours will be distributed and assigned at the discretion of department directors.

No additional compensation is to be expected or given when responsibilities extend beyond stated office hours or weekly schedules for exempt employees.

As required by federal wage and hour restrictions, overtime compensation is paid to all non-exempt (hourly) employees for time worked in excess of forty (40) hours within a workweek. Any overtime work must be approved and scheduled, in advance, by the department director. Working overtime without approval may be grounds for corrective action. However, all hours of work over 40 hours in a week that an employee is "permitted to work," whether approved by the department director or not, must be recorded and compensated as overtime and paid at one and one-half times (1.5x) the employee's regular hourly rate.

An example of an employee "permitted to work" would include a non-exempt employee taking work home after his/her normal workday. Any hours worked at home on College matters should be recorded and counted as hours worked toward 40 hours in a workweek. Another example is a non-exempt employee who is at work early and/or who stays late and is performing activities within the scope of his/her job for the College. These hours should also be recorded and counted as hours worked toward 40 hours in a workweek.

Non-exempt employees who work more than forty (40) hours in a workweek cannot waive their right to overtime pay. Time-off work for holiday, sick leave, vacation leave, or any unpaid leave of absence are not considered hours worked in determining overtime hours. Compensatory time off will not be allowed except in circumstances where the time-off can be taken or exchanged during the same workweek and has been pre-approved by the department director. The workweek for calculating overtime pay is 12:01 a.m. Sunday to Midnight Saturday.

Any questions regarding overtime or hours worked should be directed to the Human Resources Specialist in the College Business Office. It is important to the College that it compensates employees for all time worked. Thus, if your paycheck is unclear or inaccurate, please contact the Human Resources Specialist so the College can investigate the matter and make any corrections necessary. No employee will be retaliated against for raising a concern about overtime or their pay.

Break Periods

Department directors may schedule break or rest periods during workdays as a means of renewing non-faculty employee attention and energy toward work assignments. Some departments and some jobs do not necessitate a scheduled break; Department directors will advise eligible employees of any allowed break periods that are appropriate for their particular department. Since this time is counted as paid time worked, employees must not be absent from their workstations or work areas beyond the allotted break period. To the extent provided by law, breaks in excess of the time allotted may result in adjustments to credited hours worked or possible disciplinary action.

Please note: As much as possible, workplaces should not be used for breaks or gatherings; boisterous conduct in workplaces is discouraged. Further, employees are not authorized to voluntarily break for smoking and tobacco use unless the time away from work is approved by one's department director. Please refer to ***Smoking and Tobacco Product Use*** in this Handbook for further details.

Meal Periods

Staff employees working more than five (5) consecutive hours will be allowed one thirty (30) to sixty (60) minute meal break each workday (a workday is generally considered to be eight (8) hours in length for non-exempt employees).

Non-exempt employees will be relieved of all work responsibilities and restrictions during meal periods and will not be normally compensated for meal periods unless pre-approved by the department director. It is recognized that at times the lunch hour may be used to conduct College business and involve longer periods of time than thirty (30) to sixty (60) minutes.

All offices are to remain open over lunch periods. Department directors will schedule the time and length of meal periods to accommodate department operating and service requirements.

Change of Address and Other Personal Information

It is very important that employees advise the Human Resources Specialist in the College Business Office of any changes of name, marital status, address, W-4 elections, emergency contact information, home and cell telephone number and/or dependents so that you continue to receive important mailings and information and do not risk loss of benefit coverage(s). It is the responsibility of the employee to notify the Human Resources department, submit any changes to this information, and complete appropriate forms. Changes to medical, dental and vision insurance coverage require IRS designated "qualifying life events" such as marriage, divorce, birth, death and change in spouse's employment. These events must be reported to the HR department and changes made by the employee via proper forms or electronic systems no later than 31 days from the date of the event.

Pay Advances

It is the policy of Benedictine College to prohibit pay advances to employees at any time and/or for any reason. The College encourages employees to establish a relationship with a credit union, local bank, or other legitimate financial institution that may meet any emergency cash needs the employee may have.

Paydays

Non-exempt employees are paid biweekly on every other Friday. Exempt employees are paid monthly on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Copies of pay schedules are available from the Human Resources Specialist in the College Business Office.

Direct Deposit

Benedictine College encourages all employees to enroll in direct deposit. In the event an employee is paid via a paper check, a reasonable length of time for the check to arrive to the employee must be allowed prior to requesting a reissuance. Additional questions regarding payroll policies and procedures can be directed to the Human Resources Department.

FEDERAL EMPLOYMENT LAW

Federal Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage when a “qualifying event” results in the loss of eligibility under a health care plan. Benedictine College is not required to follow COBRA because of its participation in health coverage as provided under health programs administered by the Archdiocese of Kansas City, Kansas. However, the medical and dental plans administered by the Archdiocese have “Continuation of Medical and Dental Plans” similar to those required by COBRA.

Under the Continuing Medical and Dental Plans, employees may receive continuing coverage when qualifying events occur. Some common qualifying events are resignation, separation of service, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child who no longer meets eligibility requirements.

Because of limited enrollment periods for such coverage, employees must alert the Human Resources Department when certain events occur (e.g., a divorce) and be pro-active in completing the required forms in a timely manner. Department directors are responsible for notifying the Human Resources Department when changes in employee status occurs so it can be determined if it is necessary to provide continuing coverage to an employee. Complete information may be obtained by contacting the Human Resources Department in the College Business Office.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) was established in part to assist employees in the transition to a new health plan. Further, Privacy Rules under HIPAA provides the first comprehensive federal standards to protect an individual’s Personal Health Information (PHI) in any form - electronic, written, or oral. As a general rule, protected Personal Health Information (PHI) cannot be disclosed to third parties without authorization. This regulation is designed to prevent possible discrimination in employment or health insurance coverage due to the increased use of electronic transactions of employee’s or patient medical information, and the need for limited access to these records. Benedictine College is dedicated to adherence to regulations and standards under HIPAA.

TIME-OFF BENEFITS

Vacation Policy

Benedictine College provides qualifying staff employees annual periods of vacation in recognition of loyalty and length of service. Eligibility for this benefit is not available to Faculty, Coaches, Resident Directors, and Staff working less than half-time or in positions that are not scheduled to work consistent hours the entire 12 months of a calendar year.

An eligible employee's vacation accrual begins as of the date of hire and accrues on a pro-rata basis per pay period and according to employee classification. Once accrued, vacation benefits may be used at any time during the year. Unused vacation benefits will be allowed to accumulate until the benefit reaches the stated maximum accrual, after which an employee cannot accrue additional vacation time for the year and draws from vacation already accrued.

Eligible employees are encouraged to take full advantage of their annual vacation benefits, even though the College has a generous vacation maximum accrual benefit. Some positions and departments may be required to take a minimum number of continuous vacation days per year as an internal control. Vacation benefits for eligible full-time Staff positions are described in the table below:

VACATION POLICY – REVISION EFFECTIVE 07.25.16

FT Employees Classification	Days/Hours Per Year
President, Cabinet and Director-level reporting directly to a Cabinet Member or 15+ years of service	20 days (160 hours)
7 to 15 years of Service	15 days (120 hours)
up to 7 years of Service	10 days (80 hours)

Maximum accrual of 200 hours for all employees.

Qualifying Staff employees working less than full-time receive pro-rated vacation benefits as described in the table below:

Employee Classification	Days/Hours Per Year	Maximum Accrual
¾ -time or 30 to 39 hours per week	75 percent (75%) of full-time benefits	75 percent (75%) of full-time benefits
Half-time or 20 to 29 hours per week	50 percent (50%) of full-time benefits	50 percent (50%) of full-time benefits
Less than 20 hours per week	None	None

Vacation pay is normally paid at a rate of six (6) hours per day for $\frac{3}{4}$ -time employees, and four (4) hours per day for half-time employees, or at no more than the default rate of the employee's regularly scheduled workday. Employees working less than half-time do not receive vacation benefits.

Vacation benefits are calculated at an employee's normal base rate of pay at the time of absence, not including overtime, bonuses, or any other allowances or form of payment. Vacation benefits will not be counted as time worked for the purpose of the calculation of overtime. In the event a holiday falls within an employee's vacation period, that day will be paid as a holiday and not charged against the employees' vacation accrual.

Department directors are responsible for the successful operation of their individual departments and will schedule and approve requests for vacation around the needs of their department(s). At the department director's discretion, vacation request forms may be a precondition of any approved time off for vacation benefits. Therefore, employees should direct specific questions regarding scheduling vacation time to their department director. No time-off benefits will be paid for unauthorized time off.

Holidays and Floating Holidays Policy

Benedictine College provides ***eight (8) holidays per fiscal year (July 1 to June 30)*** to qualifying administrative employees. The College annually publishes the actual dates for holidays once approved by the President's Cabinet. Holidays normally observed include:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

The President's Cabinet may occasionally declare time off (BC Holiday). Hourly (nonexempt) employees should work with their supervisor to ensure proper timekeeping in these events.

Staff employees become eligible for holiday and floating holiday benefits immediately. To be eligible for holiday pay, employees must be in a "paid status" the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. An approved vacation day, an approved sick leave day, an approved floating holiday, paid Family and Medical Leave Act time, jury duty, or certain other approved paid leaves of absence are considered a "paid status" for holiday pay eligibility.

A recognized holiday that falls on a Saturday is normally observed on the preceding Friday. A recognized holiday that falls on a Sunday is normally observed on the following Monday. If an observed holiday falls on an employee's regularly scheduled workday, then the employee is expected to take the day off as an allowed paid holiday.

If an eligible non-exempt employee works on a recognized holiday, the employee will receive holiday pay plus wages at the employee's normal rate for the hours worked on the holiday. Paid time off for holidays or floating holidays is not counted as hours worked for determining overtime pay.

An eligible exempt employee under normal conditions will not receive any additional compensation when working on a recognized holiday. However, an exempt employee may be awarded a compensatory day off with Cabinet member pre-approval and only if the day can be taken before the end of the current monthly pay cycle.

Benedictine College also offers **six (6) floating holidays per fiscal year (July 1 to June 30)** to qualifying administrative employees. Eligibility for this benefit is not available to Faculty, Coaches, Resident Directors, and Staff working less than half-time or in positions that are not scheduled to work consistent hours the entire 12 months of a calendar year.

Floating holidays may be taken any time during the fiscal year if approved in advance by an employee’s department director. Floating holidays must be taken in one hour increments, do not carry over to the next fiscal year, and unused floating holiday time is not paid out when employees terminate employment from the College. Hourly (non-exempt) employees must use floating holidays by the last day in the second pay period in June. Salary (exempt) employees must use floating holidays by the last working day in June.

Most departments and offices in the College are closed from Christmas Eve to New Year’s Day. Employees may use either available floating holidays or accrued vacation time on non-holidays, or may elect to treat the non-holidays as unpaid time off. Because some offices and departments are required to work during the Christmas Break, College Administration believes the floating holiday benefit allows more flexibility in planning holiday work schedules.

Employees working less than full-time receive pro-rated floating-holiday benefits as described in the table below:

Employee Classification	Floating Holiday’s Available
¾ -time or 30 to 39 hours per week	Four and a half (4.5) days
Half-time or 20 to 29 hours per week	Three (3) days
Less than 20 hours per week	None

Holiday and floating holidays are normally paid at a rate of six (6) hours per day for ¾-time employees and four (4) hours per day for half-time employees, or at no more than the default rate of the employee’s regularly scheduled workday. Employees working less than half-time do not receive holiday or floating holiday benefits.

New employees receive pro-rated holiday and floating holiday benefits based on their start date and the remaining time left in the fiscal year.

Sick Leave Policy

Benedictine College provides paid sick leave benefits to eligible administrative employees for periods of temporary absence due to illnesses or injuries. Eligibility for this benefit is not available to Faculty, Coaches, Resident Directors, and Staff working less than half-time or working less than half-time or in positions that are not scheduled to work consistent hours the entire 12 months of a calendar year.

Acceptable uses of sick leave benefits are the following:

- Income protection in the event of an employee’s personal illness or injury, or
- Absence due to illness or injury of an immediate family member (as defined below), or
- Necessary medical, dental, or eye appointments during regular work hours that cannot be accommodated by changing an employee’s work schedule.

Sick leave benefits may not be used for any other absence. Other absences may be covered by one of the other time-off benefits described herein. For purposes of this policy, an immediate family member of an employee includes: spouse; children (including step-children and in-laws); parent (including step-parents and in-laws); sibling (including step-siblings and in-laws); grandparents; and grandchildren.

Sick leave benefits are calculated on the basis of a “benefit year,” or the twelve (12) month period that begins on date of hire. Sick leave begins to accrue as of the date of hire and may be used immediately.

Employees who are unable to report to work due to illness or injury should notify their department director (or designated department contact) before the scheduled start of their workday explaining the reason for the absence and when the employee expects to return to work. The department director (or designated contact) must also be contacted on each additional day of absence to keep informed of progress unless otherwise directed by the department director. Please also refer to *Attendance and Punctuality* in this Handbook for related information.

It is imperative that employees take full responsibility for reporting absences or making sure that someone else acting on their behalf notifies the department director (or the designated department contact). The College may require doctor’s statement documenting any absence of three (3) days or more.

Any employee who fails to report for work or to report a reason for absence for three (3) scheduled work days will be considered to have abandoned their position and will be considered as voluntarily resigning their employment with Benedictine College.

Sick leave benefits for eligible Staff positions are described in the table below:

SICK POLICY – REVISION EFFECTIVE 07.25.16

Employee Classification	Days/Hours Per Year
Full-time	12 days (96 hours)
¾-time (30-39 hours)	9 days (72 hours)
Half-time (20-29 hours)	6 days (48 hours)

Maximum accrual of 288 hours for all employees.

Employees working less than half-time are not eligible for sick leave benefits.

Paid sick leave may be used in minimum increments of one (1) hour for non-exempt job classifications. Paid sick leave for exempt job classifications must be deducted from accrued

balances in increments of one half-day or more. Unused sick leave benefits will be allowed to accumulate until the benefit reaches stated maximum accruals for the employee's class (exempt or non-exempt).

Sick leave benefits are calculated at an employee's normal base rate of pay at the time of absence, not including overtime, bonuses, or any other allowances or form of payment. Sick leave benefits will not be counted as time worked for the purpose of the calculation of overtime.

Termination

Upon termination, employees will be paid for unused accrued vacation leave only. Sick, floating holiday and holiday time balances are forfeited and not paid out upon termination.

Bereavement Leave

In the event of a death of an eligible employee's immediate family member (as defined below) and upon notice to one's supervisor, employees may be allowed up to three (3) days paid bereavement leave.

For purposes of this policy, an immediate family member of an employee includes spouse; children (including step-children and in-laws); parent (including step-parents and in-laws); sibling (including step-siblings and in-laws); grandparents; and grandchildren.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation nor will it be counted as hours worked in the calculation of overtime. If approved, an employee may use accrued vacation or floating holiday time to extend bereavement leave. If all accrued hours have been used, the extended time off will be unpaid.

Jury and Witness Duty

It is the position of Benedictine College that as a matter of good citizenship, an employee should serve when called for jury or witness duty. Employees are expected to return to work to finish their normal workday when or if released by the court during a time that would fall within the employee's normal work shift unless distance or time remaining in the normal workday makes it impractical.

As soon as a summons has been received, the employee should notify his/her department director. A copy of the summons must be forwarded to the Human Resources Specialist in the College Business Office. Please also refer to the ***Summons of the Court*** in this Handbook for related information. All employees must report their time off for Jury or Witness Duty to the Human Resources Specialist in the College Business Office.

If an eligible employee is absent because of jury duty, the employee shall be paid his/her normal rate of pay for up to ten (10) working days. If an employee's jury duty service extends beyond ten (10) days, then vacation or floating holiday time may be used for this unpaid time when available.

If an employee is summoned to court for reasons other than jury duty (i.e. witness duty), the time missed from work will be unpaid unless the employee is testifying as a witness on Benedictine College's behalf. Vacation or floating holiday time may be used for this unpaid time when available.

To be eligible for the above paid benefits, a copy of the employee's jury summons and the amount of any jury pay they receive, less travel reimbursement, should be forwarded to the Human

Resources Specialist in the College Business Office as soon as it is received. No employee will be subject to corrective action or retaliation of any kind as a result of an absence due to jury duty or to testify as a witness.

Time for Victims of Domestic Violence/Sexual Assault

The College will provide any employee who is a victim of domestic violence or sexual assault up to eight (8) days of unpaid leave per calendar year for the purposes of obtaining legal relief or making court appearances, for the safety or welfare of the victim or the victim's child or children, to seek medical attention for injuries caused by domestic violence or sexual assault, or to obtain social services as a result of the domestic violence or sexual assault. To the extent possible, employees taking such leave are encouraged to provide the College with advance notice of the employee's intention to take time off for the above purposes. Vacation or floating holiday time may be used for this unpaid time when available.

Voting Time

Kansas residents who are eligible to vote are entitled to two (2) consecutive hours of leave between the time of opening and closing of polls on election day to vote. If voting polls are open before or after the employee's work time but the period of time the polls are so open is less than two (2) consecutive hours, the employee is only entitled to leave from their work duties for a period of time that, when added with the time polls are open during non-work time, does not exceed two (2) hours. The College may specify the particular time during the day (except for a regular lunch period) at which an employee may take their voting leave.

Missouri residents who are eligible to vote are entitled to three (3) hours between the time of opening and the time of closing the polls for the purpose of voting unless there are three successive hours while the polls are open in which he or she is not at work. The College may specify any three hours between the time of opening and the time of closing the polls during which such employee may take leave to vote.

The College may request evidence of voter registration for voting time. No corrective action or deductions from an employee's pay will be made due to an employee's voting leave. No employee will be subject to any retaliation for taking voting time.

Leave of Absence Overview

The well-being of all Benedictine employees is of utmost importance to the success of the College. Each employee's contribution to the College is highly valued. However, it is recognized that personal illness or family situations may necessitate temporary absences. A leave of absence is a temporary absence from work for a period of generally one (1) week or more initiated at the employee's request. Vacation, sick leave, and floating holiday benefits will cease to accrue during approved leave periods. To the extent permitted by applicable law, approved holidays will not be paid during unpaid leaves of absence.

The employee has the responsibility to keep both the department director or the designated department contact advised of the leave situation and to contact the department director well in advance of the expiration of an extended approved leave of absence to discuss return to work, or otherwise inform the College of the employee's status pursuant to applicable law. Employees are prohibited from engaging in outside employment while on a leave of absence. Following a leave of absence, the College will make every reasonable effort, consistent with College needs and

applicable law, to reinstate an employee to a same or similar position. A leave of absence generally falls under one of the following categories, and each is described below:

1. Family and Medical Leave under FMLA
2. Unpaid Personal Leave
3. Educational Leave and Sabbaticals
4. Military Service Leave

Family and Medical Leave Act (FMLA) Policy

The College will grant an eligible employee up to a total of twelve (12) work weeks of leave during any continuous twelve-month period for the following circumstances:

1. the birth and care of a newborn child of the employee;
2. the placement with the employee of a child for adoption or foster care;
3. to care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. to take medical leave when the employee is unable to work because of his/her own serious health condition; or
5. because of any qualifying exigency arising out of the employee's spouse, son, daughter, or parent, who is a military member on active duty or has been notified of an impending call or order to active duty, in support of a contingency.

Such leave will be unpaid, except as indicated below. To be "eligible" for FMLA leave, an employee must meet the following requirements: (1) worked for the College for at least twelve (12) months; (2) worked at least one thousand, two hundred and fifty (1,250) hours for the College in the twelve (12) months immediately preceding the start of the leave; and (3) worked at a worksite with at least fifty (50) employees within a seventy-five (75) mile radius of the worksite.

Military Leave to Care for a Covered Service member: An eligible employee may take leave for up to a total of 26 workweeks in a single 12-month period to care for a covered service member with a serious injury or illness. For purposes of this policy, a covered service member is a veteran or current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status, or is on the temporary disability retired list; or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness, provided the veteran was a member of the Armed Forces at any time during the period of five years preceding the date on which the employee takes leave to care for the covered veteran.

Notice: Employees are asked to provide the Director of Human Resources thirty (30) days' notice if the need for leave is foreseeable. If the need for leave is not foreseeable, employees should provide the Director of Human Resources notice as soon as practicable, typically within one to two (12) business days from the time the employee becomes aware of the need for leave.

If an employee anticipates an extended medical or family leave, it is critical that he/she advise the Director of Human Resources to discuss in confidence the situation and, where appropriate, advise his/her supervisor to develop a plan to cover work demands and for the return to work.

Substitution Requirements: An employee on FMLA leave for any reason must use any accrued, unused vacation and sick leave. If the employee has no accrued, unused vacation or sick leave available, his/her leave will be unpaid, unless he/she is eligible for another form of paid leave benefits.

Intermittent Leave or Leave on Reduced Schedule: Under some circumstances, leave may be taken intermittently or on a reduced leave schedule. Intermittent leave or leave on reduced leave schedule may be taken only if a health care provider certifies that such leave is medically necessary due to the employee's own serious health condition or due to the serious health condition of the employee's immediate family member.

An employee needing intermittent leave or leave on a reduced leave schedule, and who is otherwise eligible for such leave, must attempt to schedule the leave so as not to disrupt the College's operations. In addition, the College may temporarily assign the employee to an alternate position with equivalent pay and benefits that better accommodates the employee's intermittent leave or leave on a reduced leave schedule.

An employee on intermittent leave or a reduced leave schedule due to his/her own serious health condition or the serious health condition of an immediate family member must first use his/her accrued, unused vacation and sick leave, if any. If an employee does not have any accrued, unused vacation or sick leave, the leave will be unpaid.

Continuation of Benefits: The College will maintain coverage under the group health plan for up to twelve (12) weeks for employees on FMLA leave, at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously. While on FMLA leave with pay (i.e., using accrued, unused vacation and/or sick leave), the employee authorizes the College to continue making payroll deductions for the employee's portion of any premiums. When FMLA leave becomes unpaid, the employee will be required to pay her portion of any premiums either in person or by mail to the Payroll Department, which payments must be made by the last day of each month. Failure to make timely payments may result in loss of coverage pursuant to Plan documents. An employee's coverage for life insurance and disability benefits are treated similarly and according to the Plans.

The College reserves the right to recover the premium paid for maintaining coverage for the employee if the employee fails to return from leave, in accordance with the FMLA. As with all other leaves of absence, an employee on FMLA leave will not accrue vacation, sick leave, or other benefits, unless otherwise required by federal, state, or local law.

Certification: All employees may be asked to provide a health care provider's statement certifying their inability to work any time a medical condition causes an absence of three (3) days or more. If so, an employee will be given a maximum of fifteen (15) calendar days to return the requested medical certification. In addition, employees will be asked to provide a health care provider's statement certifying the serious health condition of the employee's immediate family member necessitating the employee's need for leave for three (3) days or more. An employee's failure to provide the required medical certification may delay his/her leave, if the need for leave is foreseeable, or may render the leave unapproved, if the need for leave is not foreseeable. For extended illnesses, recertification of the condition and/or or the immediate family member's condition (depending on the nature of the leave), may be required in accordance with applicable law.

Any medical information submitted to the College will be kept confidential to the extent possible, unless otherwise required by applicable law. All required certifications must be submitted to the Director of Human Resources.

Reinstatement: An employee who returns from FMLA qualifying leave within the allotted twelve (12) week period will be reinstated to his/her previous job or an equivalent position with equivalent benefits.

Non-Discrimination: Eligible employees who exercise their rights under this policy will not be discriminated against or retaliated against in any way. Any employee who feels his/her FMLA rights have been interfered with, or who believes he/she has been discriminated against or retaliated against for exercising his/her FMLA rights, should contact the Director of Human Resources or a College administrator immediately.

Scheduling leave: Leave must be scheduled so that it does not unduly disrupt the College's operations.

Reporting while on leave: The College requires you to report periodically to the Director of Human Resources on your status and intent to return to work.

Returning to work: You will need to provide the Director of Human Resources with a return to work release that includes a Fitness for Duty Report before returning to work if you have taken medical leave of more than five (5) consecutive days as a result of your own serious health condition. A health care provider must sign this. You are expected to return to work when released by the health care provider. Failure to provide the requested return to work certification may delay the employee's return to work and/or render the leave unprotected.

Additional information

Workers' Compensation: A work-related injury on the job is covered under workers' compensation, and not under the College's medical leave of absence program. However, if you are eligible for family and medical leave, then you will automatically use FMLA entitlement while receiving workers' compensation benefits. Human Resources will advise you if your leave will be designated as FMLA leave time.

Performance Evaluation: If your performance evaluation date passes while on FMLA leave, you will receive the evaluation effective on the date of the return.

Vacation and Sick Leave: You will not continue to accrue vacation and/or sick leave while on FMLA leave unless you are on paid status. Your vacation and sick leave accrual will resume upon your return to work.

The College also complies with any applicable state law provisions on leaves of absence that may provide employees benefits different from or greater than those provided for FMLA leave.

Reductions in Workforce

This policy applies to non-faculty personnel only. Certain business or economic conditions may develop necessitating a short- or long-term reduction in work hours and/or a reduction of staff. Such business or economic conditions include, but are not limited to, financial exigency, lack of

work, cost reduction, or reorganization. To the extent opportunities exist, affected staff members may apply for transfer in accordance with standard job posting and transfer policies. The College will make transfer decisions based on the College's operational needs, merits, and other relevant factors.

In lieu of staff reductions or reduced hours, the College may take other economic measures including, but not limited to, staff restructuring, changing or reassigning shifts, modifying work schedules, changing job duties/responsibilities, and/or modifying existing compensation and benefits programs. The College may make such changes College-wide or on an alternate basis depending on the College's needs. All such changes will be prospective only.

The College will make reasonable efforts to provide employees with as much advanced notice as practicable to allow employees to plan for any steps the College may take, including announcements and informational meetings as the College deems appropriate. In the event reductions occur, employees are invited to contact the Director of Human Resources to address any concerns.

If an employee is subject to a reduction in workforce and later becomes reemployed by the College within one year thereafter, then the employee will be restored with their original hire date.

Unpaid Personal Leave

If an eligible employee wishes to take unpaid time off work to fulfill personal obligations that are not covered by one of the other leave categories or by applicable law, the College may support such leave of absence and provide time off without pay. Unless otherwise required by applicable law (e.g. leave as a reasonable accommodation under the ADA), employees working full-time and who have been employed for a minimum of ten (10) years are eligible to request unpaid personal leave. Personal leave requests are reviewed on a case-by-case basis and will be granted at the discretion of the President's Cabinet, based upon:

- Reason for request;
- Length of credited service;
- Operating needs of the employee's department or division;
- Length of time requested; and
- Availability of other leave options (e.g. vacation, sick leave).

As soon as eligible employees become aware of the need for a personal leave of absence, they should request the leave from their department director. Requests will be presented by the Cabinet officer with department oversight for the requesting employee to the President's Cabinet. If approved by the President's Cabinet, employees must meet with the Director of Human Resources in the College Business Office prior to the start of the leave period.

Continuation of benefits is available based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Vacation, sick leave, and floating holiday benefits will cease to accrue during the approved personal leave period. Approved holidays will not be paid during unpaid leaves of absence.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Benedictine College cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period,

Benedictine College will assume the employee has resigned and all benefits provided under the College's benefit programs will immediately cease.

Educational Leave and Sabbaticals

Educational and sabbatical leave of absence may be granted to tenured faculty and eligible members of the College Administration for the sole purpose of professional enrichment and improvement of their service to the College. Such leaves of absence may be granted to applicants who have completed six (6) years of full-time employment at Benedictine College or at least six (6) years since having taken an earlier educational and sabbatical leave.

Please refer to the section entitled "Sabbaticals" in the most recent *Faculty Handbook* for the governing policy.

Any vacation, sick leave, and floating holiday benefits available to eligible members of the College Administration will cease to accrue during an unpaid leave of absence. Approved holidays will not be paid during an unpaid leave of absence.

If an employee fails to report to work promptly at the expiration of any approved leave period, Benedictine College will assume the employee has resigned and all benefits provided under the College's benefit programs will immediately cease.

Military Service Leave

Benedictine College honors and respects the rights and obligation of its employees to serve in the Armed Forces of the United States. It is the College's policy to prohibit (1) any discrimination against a prospective or current employee based on his/her military service or application for such service, and/or (2) any retaliation against a prospective or current employee for exercising the rights or protections afforded him/her under federal or state law. As such, Benedictine College will not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to an individual on the basis of his/her membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

The College will grant military leave, as necessary, in compliance with applicable law. The College asks that employees provide, to the extent possible, reasonable advance written or verbal notice of such service directed to their supervisors or the Director of Human Resources. It is the College's policy to abide by applicable federal and state laws providing for reinstatement/reemployment, restoration of benefits, and restoration of seniority upon return from military service and any other rights afforded to individuals in military service. Employees should consult with the Director of Human Resources for further details, including continuation of employer-based health plan coverage while in military service.

Paid Military Leave for duties performed in accordance with applicable law will be paid by the College for up to ten (10) work days in a twelve (12) month period, and only for days the employee would have otherwise been scheduled to work. Additionally, an employee taking leave for military service may choose, but is not required, to use accumulated vacation and/or sick time before going on a leave of absence without pay. To do so, employees must provide reasonable notice, to the extent possible, as set forth above and contact their supervisor or the Director of Human Resources to request a leave of absence.

EMPLOYMENT PRACTICES

Privacy in Employment

Benedictine College regards employee information as confidential and will respect the need for protecting each employee's privacy by providing guidelines for the proper receipt, possession, use, retention, and transmittal of personal information.

- ***Release of Information Within the College***

Access to any personnel file is restricted to those who have proper authorization and a legitimate business need to know, unless otherwise required by law or court order.

- ***Employee Access to Personnel Files***

If an employee wishes to review his/her personnel file, he/she may submit a written request to the Human Resources Specialist in the College Business Office who will set an appointed time to review the file with the employee. While the employee examines the file, a College representative shall always be present. At that time, employees will be permitted to examine personnel file information with certain exceptions and/or as prohibited by law.

If, upon examination an employee feels information in his/her personnel file is inaccurate, incomplete, or unfair, he/she will be permitted to provide a written statement recording his/her version of the facts. If information contained in a personnel file is found to be inaccurate or incomplete, it shall be promptly corrected and supplemented. Questions or concerns about this policy should be referred to the Human Resources Department in the College Business Office.

- ***Release of Information Outside of the College***

Under no circumstances should any Benedictine College employee release any information about any current or former employee. All telephone and written inquiries regarding current or former employees of Benedictine College must be referred to the Human Resources Department in the College Business Office.

Any Benedictine employee who wishes to issue a reference letter or letter of recommendation to or at the request of any current or former employee must first obtain express approval from the Human Resources Department in the College Business Office before issuing the letter.

In response to outside requests for information regarding a current or former Benedictine College employee, the Human Resources Department will furnish or verify only an employee's name, dates of employment, job title, and department. Employment verifications will not be released until the College has received a signed release for such information from the former employee. No other data or information can or will be released unless required by law or court order.

- ***Access to Employee Medical Information***

Information from all medical examinations and inquiries obtained through the employee-employer relationship will be kept apart from the employee's general personnel file as a separate confidential medical record. Results from medical examinations and other information will not be released to any third party (including an employee's personal physician) without an employee's expressed written approval.

If a medical claim is filed by or on the behalf of an employee under the College medical plan, it will be considered as consent by the employee for release of whatever medical information may be appropriate in connection with processing the claim.

- ***What if an Employee gets Sick or Injured on the Job?***

If an employee gets sick or injured on the job the College will call your emergency contact information on file in the Human Resources department. It is every employee's responsibility to ensure contact information is current at all times. Please refer to ***Workplace Injuries and Change of Address and Other Personal Information*** in this Handbook for further information.

Employment Applications

Benedictine College relies upon the accuracy of data/information contained and gathered in the employment application process, as well as the accuracy of other data/information presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this data/information may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, discipline up to and including termination.

Job Openings and Job Transfers

The College recognizes the benefit of developmental experiences and encourages non-faculty employees to discuss career plans with their Department directors. Employees are encouraged to take advantage of opportunities to indicate interest in open positions within the College. Department directors are encouraged to support an employee's efforts to gain experience and advance within the College.

It is the practice of Benedictine College to give first consideration in filling opening positions to members of the two sponsoring religious communities or by promotion from within, provided the qualifications of the applicants match the qualifications for the position.

In general, notices of openings are announced first to our sponsoring communities of St. Benedict's Abbey and Mount St. Scholastica Monastery and then through the campus e-mail system and posted on the College's website (at Job Opportunities) prior to outside recruiting measures. Each job posting notice will include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). Benedictine College does, however, reserve its discretionary right to fill openings or positions without internal posting and may utilize many other recruiting tools available in order to hire qualified individuals.

To apply for an open position, job applicants (including current employees) should submit a job application, job-related skills and accomplishments (in the form of a résumé or vitae) to the hiring manager identified in the job posting. You also should be prepared to describe how your current experience with Benedictine College and prior work experience and/or education qualifies you for the position. An applicant's supervisor may be contacted to verify performance, skills, attendance, and other circumstances that might affect a prospective transfer.

Background Investigations

Applicants who are offered employment, including existing employees who transfer within the College may be required to complete a background investigation prior to the first day of

employment with the College. Before conducting a background investigation, applicants will be required to sign a Disclosure agreement and will be provided a summary of rights under the Fair Credit Reporting Act. During the background investigation process, prospective and/or current employees may be required to provide responses to questions concerning any criminal convictions discovered through the investigation process. However, a record of criminal conviction does not operate as an automatic bar to employment.

Employee Medical and Physical Capacity Examinations

To help ensure that applicants and current employees are capable of performing the essential job functions of their positions, medical examinations and/or physical capacity profiles may be required for designated job categories. These categories will be identified to prospective employees when they are applying for openings in designated positions.

After an employment offer has been made to an applicant entering one of these designated job categories, a medical and/or physical capacity examination will be performed by a health professional chosen and paid for by Benedictine College. The offer of employment and subsequent assignment to duties is conditioned upon the results of the examination. The purpose of these examinations is to ensure the applicant is capable of performing the essential job functions of the position, with or without reasonable accommodation. This information helps the College avoid putting employees in a position where there is a substantial risk of injury to themselves or others. Please refer to *Americans with Disabilities Act (ADA)* in this Handbook for related information.

Employees in job categories requiring pre-employment physical capacity testing and who have been absent from work for ten (10) or more days due to illness or injury, including workers' compensation injuries, must submit a doctor's release specifically stating the employee is able to return to work and perform his or her essential job functions, with or without reasonable accommodation.

Information on an applicant's or employee's medical condition and/or history will be kept separate from other employee information and treated as a confidential medical record. Access to this information will be limited to those who have a legitimate business need to know. These files are under the management of the Human Resources Department in the College Business office.

Drug and Alcohol Screening

Benedictine College reserves the right to conduct pre-employment drug screening, as well as post-accident and reasonable suspicion drug and alcohol screening.

The use, manufacture, possession, sale, transfer, offering, or furnishing of illegal drugs or illegal use of other controlled substances, as defined under state and federal law, while on duty is prohibited. Reporting for work, returning to work, being or remaining at work while under the influence of alcohol, illegal or un-prescribed drugs or any other controlled substance, or being incapable of safely and/or efficiently performing the job because of drug or alcohol use is prohibited. Employees are prohibited from reporting or returning to work if they may test positive with detectable limits for any illegal or un-prescribed controlled substance. Employees whose behavior is suspicious or who appear to be under the influence may be asked to leave College property and may further be required to submit to a drug and/or alcohol screen before being allowed to return to work.

Please note: if a pre-employment drug screen is conducted, then a negative test result is a pre-condition of employment. Refusal to take a test, and/or actual or attempted masking of specimens will be considered a positive result and will result in disciplinary action, up to and including separation of service. Please refer to *Substance Abuse* in this Handbook for further information.

The College also reserves the right to test or screen any of its existing employees:

- After a work-related injury; or
- Individually if there is cause (i.e., if there has been a positive test result following a work-related injury or if the employee exhibits suspicious, erratic, and/or unsafe behavior); or
- On a random basis in compliance with an ongoing testing policy or return to work agreement.

All testing and/or screening will be conducted in accordance with applicable federal and state laws and regulations.

Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships. 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.

Relatives of persons currently employed by Benedictine College may be hired only if they will not have a direct, indirect, or dotted-line reporting or supervisory relationship with other current employees. Benedictine College employees cannot be transferred or “grand-fathered” into such a reporting relationship. Exceptions to these policies may be granted with unanimous agreement of the President, Dean of the College, and Chief Financial Officer.

If the relative relationship is established after employment, the individuals involved must meet with the department director and the Cabinet member with department oversight to decide which employee is to be transferred or which employee may be discharged if a transfer is not available. If that consultation is not conducted within thirty (30) days, the department director and Cabinet member will decide which employee is to be transferred or discharged in cases where transfer is not available. Transfers of relatives within the College shall not cause the displacement of other current employees.

Children and Pets in the Workplace

Employees are welcome to bring children and grandchildren to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace.

While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be

used for personal reasons or to care for an ill child. Employees may consult with the current EAP provider for assistance in finding an emergency care provider to care for sick children.

It is never appropriate to bring animals to work outside of service animals.

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 by the end of the first day of employment. Additionally, each new employee must present required documentation establishing identity and employment eligibility by the end of the third day of employment. Failure to complete the I-9 form on the first day or failure to provide required documentation on the third day will result in suspension of employment. Benedictine College will hold the position for up to five (5) business days, after which the employment will be terminated if these requirements are not satisfied.

Former employees who are rehired must also complete the form if they have not completed an I-9 form with Benedictine College within the last three (3) years or if their previous I-9 is no longer retained or is otherwise invalid.

The documents required by this Act must be completed within three (3) business days from his/her date of hire. As mandated by federal regulation, failure to provide the necessary information will result in delayed employment. Benedictine College will hold the position for up to five (5) business days, after which the offer for employment will be retracted.

Employees or supervisors with questions, complaints, or seeking more information on immigration law issues are encouraged to contact the Human Resources Department in the College Business Office.

Introductory or Orientation Period

Benedictine College establishes the first ninety (90) days of employment as an introductory or orientation period. New, rehired, and transferred non-exempt employees must complete the ninety (90) day introductory or orientation period. New, rehired and transferred exempt employees may, at the discretion of Cabinet members, work on an introductory basis of less time than the generally specified ninety (90) day period. Introductory or orientation periods will be discussed and agreed with employees at time of hire or transfer.

An introductory or orientation period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and determine whether the new position meets their expectations. In turn, the College uses this period to evaluate employee capabilities, work habits, and overall performance.

In cases of an employee transfer within the College, there may be no guarantee the transferred employee will be allowed to return to a previously held position if the transfer is not successful. Introductory or orientation periods may also be extended in cases at the discretion of Department directors where a prolonged decision is appropriate due to unresolved performance issues.

Department directors are encouraged to conduct a performance review at the end of the introductory or orientation period.

Summons of the Court

The College must cooperate with appropriate law enforcement officials when an employee is served with a summons from the court. If being served on an employee, the summons must be delivered to the Human Resources Department in the College Business Office or if directed to the College, the summons must be delivered to the President's or Chief Financial Officer's office. Access to this information will be limited to those who have a legitimate business need to know.

Garnishments

Employees should make every effort not to involve the College in their personal affairs. However, if served with a legal instrument for the collection of an employee's debt, the College will withhold the appropriate amount prescribed by law until the debt is paid in full or further legal instruments are served. The College reserves the right to assess a reasonable fee to an employee for garnishment administration, unless prohibited by law. The College, at its discretion, may choose not to administer or participate in non-court ordered voluntary assignment of wage agreements.

Wage and Salary Administration

Benedictine College prepares recommendations for wage and salary increases for non-faculty employees normally on an annual basis. In general, wage and salary increases are effective August 1. Coaches and Resident Directors may be scheduled on a different cycle at the discretion of the Athletic Director and Vice President of Student Life, respectively. Faculty members are governed by the policies in the ***Faculty Handbook***.

Non-faculty employees are eligible to receive annual wage and salary adjustments based on several criteria including but not limited to: recognition of individual performance and contributions, current job responsibilities compared to other employees with similar job responsibilities, budgeted resources available for wage and salary increases in a particular year, and length of employment. Employees are eligible for a raise once they have completed their introductory period of ninety (90) days. Every wage and salary adjustment must be supported by a performance review and be within the budget guidelines for that fiscal year, as issued by the College Business Office.

A non-faculty employee who is promoted will normally receive a salary increase. The amount of the salary increase will be based on several factors, including, but not limited to the relationship of the current salary to the salary ranges of other employees with similar job responsibilities. Decisions about wage and salary increases may also be affected by internal equity considerations both within a department and across the College.

Non-faculty exempt employees may occasionally be asked to work on special projects outside their normal work assignments. In these cases, the employee may or may not be paid a stipend for this work. A stipend is not added to the employee's base salary. The amount of the stipend will depend on the nature and duration of the assignment and must have the prior approval of the Chief Financial Officer or his/her designee.

A non-faculty employee who is assigned by his/her supervisor to perform a significant portion of the responsibilities of another position with more responsibility for a substantial period of time may be eligible for a temporary increase in salary. At the end of the temporary assignment, the employee's salary returns to its former level. All such arrangements must have the prior approval of the Chief Financial Officer or his/her designee.

Performance Expectations

Benedictine College expects all employees to be successful in meeting their specific job performance standards for work performance and behavioral fit. Work performance encompasses many factors, including, but not limited to attendance, punctuality, personal conduct, job proficiency, and general compliance with the College's policies and procedures. Behavioral fit encompasses conduct consistent with the College's Mission, Vision, and Values.

Questions about performance standards or expectations that are vague or unclear should be brought to the attention of one's direct supervisor at the earliest possible time to allow employees the best opportunity to have a clear understanding of their role, job duties, and achievement of acceptable performance.

Performance Reviews

Benedictine College shall participate in each employee's success by providing feedback regarding the employee's individual potential and performance. Employees are strongly encouraged to discuss job performance and goals with their direct supervisors on an ongoing and regular basis. These informal "performance coaching" discussions are intended to provide both parties the opportunity to discuss job tasks, identify, and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches to meeting job expectations.

An initial performance review is normally conducted after the first ninety (90) days of employment. Supervisors are strongly encouraged to follow up with a second review within six (6) months. Thereafter, periodic performance reviews are held at least annually. The performance review provides employees a forum to discuss accomplishments, performance standards, opportunities for improvement, and development goals. Employees are encouraged to talk openly to supervisors about problematic areas or unclear expectations. Supervisors may provide performance reviews more frequently than annually as a means of monitoring and improving performance. Faculty members are governed by the policies in the ***Faculty Handbook***.

In instances when performance standards or behaviors fall short of expectations, supervisors are encouraged to implement a strategic coaching strategy and identify a performance plan and timeline to help the employee reach his/her potential. If an employee's performance is identified as needing improvement or unacceptable during an employee's performance review, it may result in the employee being placed on a written performance improvement or corrective counseling plan. Please refer to ***Corrective Counseling and Disciplinary Action*** in this Handbook for further information.

Performance reviews do not automatically result in wage or salary adjustments. However, wage or salary adjustments may be awarded by Benedictine College in an effort to recognize employee's contributions and performance. The decision to award such adjustments is dependent upon numerous factors, including the information gathered through a performance review process. Please refer to ***Wage and Salary Administration*** in this Handbook for further information.

Original written performance reviews are to be maintained in the employee's permanent file and maintained confidentially. Access to this information will be limited to those who have a legitimate business need to know. These files are under the management of the Human Resources Department in the College Business Office.

Corrective Counseling and Disciplinary Action

Employees are expected to comply with all established Benedictine College rules, standards, policies, and procedures. However, work-related problems and performance issues occasionally develop. Whenever possible, the College attempts to counsel employees and work toward identification and correction of performance issues.

However, if the situation cannot be successfully resolved, appropriate disciplinary action, up to and including demotion, suspension, or separation of service, may be necessary. Ordinarily, the Corrective Counseling process described below will be followed and documented to the employee's personnel file. However, the College reserves the right to skip or repeat any step(s) depending on the circumstances of the situation. At the discretion of Cabinet members, some situations are deemed so egregious or such a serious violation of policies and/or expected conduct that immediate suspension or separation of service will be deemed necessary. Please refer to the ***Faculty Handbook*** for governing disciplinary and grievance policies and procedures for faculty members.

Corrective Counseling Process

1. ***Ongoing***: Informal coaching with or without a written record to personnel file;
2. ***Corrective Counseling With Verbal Warning***: With or without written record to personnel file;
3. ***Corrective Counseling With Written Warning***: With written record to personnel file and a Performance Improvement Plan prepared and signed and dated by the supervisor and employee;
4. ***Critical Counseling With Final Written Warning***: With written record to personnel file, and may or may not include disciplinary action or sanctions;
5. ***Disciplinary Action***: Up to and including demotion, suspension, reassignment, or separation of service.

Corrective counseling may occur for misconduct, performance problems, and/or performance deficiencies. The receipt of a rating of needs improvement or unacceptable in a periodic performance evaluation will be deemed equivalent to the employee being placed on a step of corrective counseling. The appropriate level of formal corrective counseling will be noted in the performance evaluation. Communications issued to the employee to address performance deficiencies identified between evaluations will also indicate the appropriate level of corrective counseling. If the employee does not improve performance, the employee may advance through the steps of corrective counseling including the possibility of separation of service prior to the issuance of the next performance evaluation. Any combination of performance or misconduct related counseling sessions may also result in separation of service.

The following are some examples, although not intended to be an exhaustive listing, of grounds for possible suspension or immediate dismissal of an employee without warning:

- Theft of any kind (zero tolerance);
- Sexual or other forms of unlawful harassment;
- Willful dishonesty, deceitfulness, or other serious breach of trust;
- Fighting, physical altercation, threats to others (in any medium), or any other serious breach of acceptable behavior;
- Absence without notice for three (3) days;
- Willful violation of any established policy or rule;
- Falsification of college records;

- Gross negligence of any kind, particularly any act that causes substantial and grievous injury to College operations or substantial legal action to be filed against the College;
- A serious violation of conflict of interest or confidentiality policies;
- Negligence or improper conduct leading to damage to or loss of property, equipment, or facilities;
- Serious violation of safety or health rules;
- Serious violation of the substance abuse or alcohol policies;
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace.

Mediation Available for Personnel Issues

Employees may seek assistance from the Director of Human Resources in the College Business Office if the employee feels he/she has been subjected to unjust and/or severe disagreements with supervisors or other members of the Benedictine College community or if he/she has experienced or witnessed unfair treatment, harassment, discrimination, or any other suspected violation of College policies. The Director of Human Resources is available to assist employees in identifying whether mediation is appropriate. Neither policies nor decisions relating to pay or misconduct may be mediated.

Requests for mediation assistance must be filed in writing with the Director of Human Resources in the College Business Office within five (5) working days of the specific incident causing concern to the employee. No employee will be retaliated against as a result of seeking guidance from the Director of Human Resources or when filing a good faith request for mediation.

Separation of Service

- ***Non-Faculty Employees***

It is the policy of Benedictine College that all non-faculty employees who do not have appointment letters covering a definite period of employment are employed at will with the College and either party may terminate the employment relationship with or without cause or notice at any time for any reason. No supervisory or management personnel are authorized to modify or to make representations of this policy, oral or written, which are not consistent with College policies.

An employee who resigns voluntarily is encouraged to give the College a notification of their intent to separate service adequate for the level of their position. Failure to give two weeks' notice may be noted in the employee's personnel file and may be considered in any later rehire decisions.

- ***Faculty Employees***

It is the policy of Benedictine College that all faculty members are under academic year appointments with the College. All appointments to the faculty of the College are made by the President, or by the Dean of the College as authorized by the President, and such appointments shall clearly specify the general conditions attached to the appointment, including the appointee's status with regard to tenure. All faculty appointments may be terminated by mutual agreement at any time. Other than for cause, they may not be terminated by either party alone except at the end of the regular academic year, unless the appointment letter clearly specifies an exception to this principle.

- ***Retirement***

Benedictine College has no required retirement age. Employees separating service for retirement should schedule an appointment to meet individually with the Director of Human Resources in the College Business Office well ahead of the last day of work. Retiring employees will need to understand their rights under the College's benefit plans for continuing coverage. The IRS requires withdrawals to commence under tax-deferred retirement, welfare, and saving plans by a certain attained age. Please contact your tax advisor for more specifics. Part-time positions may also be available to eligible retiring employees.

- ***Exit Meetings***

Employees separating service for any reason should schedule an appointment to meet individually with the Director of Human Resources prior to the last day of work. The exit meeting will afford an opportunity to discuss continuation of employee benefits, conversion privileges, repayment of any outstanding debts to Benedictine College, and return of all college-owned property. Employee comments or suggestions about potential improvements at the College are welcomed and encouraged.

- ***Rehire***

Former employees who have left employment with Benedictine College in good standing may reapply for job openings for which they meet minimum job requirements. Should a former employee be rehired, service will be "bridged" for the purposes of paid time off only in the event the employee returns within 30 calendar days.

BENEFIT PROGRAMS

As an employee of Benedictine College, benefit programs are an important part of your total compensation package. The College sponsors and contributes financially to benefit programs designed to help meet your needs during times of illness, accidents, death, and retirement. The College's commitment is more meaningful if you clearly understand and take full advantage of all benefits available to you as a member of the Benedictine College community.

Please take time within your first few days of employment (and periodically thereafter) to schedule an individual meeting with the Director of Human Resources in the College Business Office to discuss all benefits available to you as well as the required enrollment deadlines. Please note: many College benefit programs do not have annual, open, or voluntary enrollment periods and you may forfeit enrollment if you do not enroll within required deadlines.

The College reserves the right to add, modify, and/or delete benefit programs it provides, premium amounts it pays, eligibility rules, and other provisions of these benefits plans, for any reason, and without notice. However, the College will make every effort to provide employees with announcements and informational meetings regarding benefit updates at the time changes are pending.

Changes to employees' address, dependents or marital status, and/or name should be reported immediately to the Human Resources Specialist in the College Business Office to assure proper administration of benefit programs and to assure appropriate coverage is available and maintained. Please refer to *Change of Address and Other Personal Information* in the Employee Handbook for more information.

A detailed description of the various benefit plans is available by reviewing Summary Plan Description booklets for individual benefit programs. Plan provisions may only be determined accurately by reading actual Plan documents and all employees are encouraged to review that information thoroughly. Contact the Human Resources Department in the College Business Office for additional information and copies of plan documents.

BENEFIT PLANS OFFERED THROUGH PAYROLL DEDUCTION

Benefit plans are offered through payroll deduction to employees of Benedictine College based on an employee's employment classification. If you are unsure of your employment status, please contact the Human Resources Department.

Brief descriptions of each benefit plan are provided below. Descriptions of benefit plans, whether in this section or anywhere else in this handbook, are merely summaries. If there is a conflict between the terms of the actual plan documents and anything in this handbook, the terms of the actual plan documents will control. All benefit plans are subject to amendment or termination by the College at any time. More information regarding important information such as eligibility, enrollment, benefits, and cost-sharing are described in the plan documents. Please contact the Human Resources Department if you need another copy of any of the plan documents.

Health Benefits

The College participates in the following benefits sponsored by the Archdiocese of Kansas City, Kansas:

- Health Care;
- Prescription Drugs;
- Dental Care;
- Voluntary Vision;

Employees must elect to participate in these benefits within the time frames specified by the plan documents. Generally, you must enroll within thirty-one (31) days of date of hire if you choose to participate or opt out. Employees who elect to participate will pay at least a portion of the cost of coverage, which will be communicated by the College at least annually.

Life and Disability Benefits

The College provides Short Term Disability to all benefit eligible employees at no cost to the employee. For more details, contact the Human Resources department.

In addition, the College participates in a term life insurance plan available through the Archdiocese of Kansas City, Kansas. In addition to providing a death benefit, employees who enroll will be automatically enrolled in a long-term disability benefit, which may help replace some of your salary lost due to your inability to work as the result of a disability.

Additionally, employees who enroll in the basic life insurance benefit plan also have the option of choosing to enroll in the supplemental life insurance benefit offered through the Archdiocese. The supplemental life insurance benefit allows employees to obtain additional term life coverage for the employee, and his or her spouse and children.

Employees must elect to participate in these benefits within the time frames specified by the plan documents. Generally, you must enroll within thirty-one (31) days of date of hire if you choose to participate or opt out.

Flexible Benefits

Under this type of 125(c) flexible spending plan (sometimes called a “cafeteria plan”) employees pay premiums for certain benefits on a pre-tax basis, and may shelter pre-tax dollars to pay for certain out-of-pocket medical and dependent care expenses. As this benefit is designed to allow employees to save tax dollars on these expenses, employees are encouraged to consult with their tax advisor prior to enrollment. Please note this plan requires an annual enrollment, and elections cannot be changed mid-year except in limited circumstances discussed in the plan document.

403(b) Defined Contribution Plan

This voluntary group retirement plan is administered through the Teachers Insurance and Annuity Association (TIAA). Employees who meet the eligibility and waiting period requirements will be allowed to contribute the maximum allowed under IRS guidelines. As described in the plan documents, the College provides a matching contribution equal to a percentage of the employee’s annual salary.

OTHER OPTIONAL BENEFITS

Voluntary Accident Insurance

This voluntary benefit provides off-the-job coverage for accidental injuries, ambulance, and hospital care and includes an accidental death benefit. Benefits are payable for the actual expenses up to the coverage amount selected. The Accident plan pays regardless of any other coverage you may have, including the Archdiocese Health Plan.

Voluntary Critical Illness Insurance

This voluntary benefit helps protect you, your family, and your assets in the event of a critical illness. It offers specialized benefits to supplement other health insurance, including out-of-pocket medical costs, home health care, travel to and from treatment facilities, rehabilitation, and other expenses. Rates are age specific and will be calculated at time of enrollment.

Met-Life Programs

Voluntary payroll deductions are available with Met-Life for additional life insurance, mutual fund investments, 529 education plans, and an additional voluntary retirement plan. Enrollment periods and information can be coordinated through the College Business Office. All associated costs for this benefit is borne by the employee.

Prepaid Legal Services

Group legal plans and identity theft shield are available on a voluntary basis. The cost for these services is borne by the employee.

YMCA Memberships

The College provides voluntary payroll deduction for memberships to the Atchison YMCA as an encouragement for employees to lead an active lifestyle. The cost of membership is borne by the employee.

Raven Bucks

Raven Bucks work like a convenient debit system, using your BC employee ID card. You determine a set amount to be deducted from your paycheck, which is then credited to your ID card. You can use your Raven Bucks at the Raven Store, campus dining services, and campus vending machines. (\$10 minimum deduction per month).

OTHER EMPLOYEE PRIVILEGES

Identification Cards

Each employee is given an identification card. The College ID will admit the employee, spouse, and dependent children to home athletic events, most lectures, concerts, and other campus events. The same card also serves as an access card to outside entrances to certain campus buildings, and serves as a pay medium for employees who have purchased Raven Bucks, and allows employees use of the college library and the Recreation Center.

Faculty and staff are encouraged to have their ID photographs and cards made during regular working hours in the Student Life Office, located in the St. JPII Student Center. If an employee loses his/her ID card or wishes to have a new card issued, please contact the Student Life Office.

Athletic and Other Campus Events

A faculty or staff member, with a valid College ID card, and their immediate family are admitted free to all eligible athletic events and most other campus events such as lectures and concerts.

Recreation Center

A new Recreation Center opened in April of 2016 and is available for use by employees and students.

Library Privileges

A valid College ID allows employees use of library services and resources.

Campus Security

The Benedictine College Security Department is located in the Operations building at 2nd and M Street. Their goal is to provide a safe environment where all members of the Benedictine community may learn, live, teach and work. Campus Security's direct line is #8888. Among the many services offered, Security Officers will provide an escort to anyone on campus after dark. Additional services and information about campus security, including the College's Annual Security Report and Emergency Response Plan can be located on the College's website.

Raven Store

The Raven Store is your one-stop shopping for official Benedictine and Raven apparel, gifts, and novelties. All employees with a valid College ID receive a discount. The Raven Store is located next to the Raven Roost within the Haverty Center. The Raven Store also offers many of these same items through the on-line store that it also manages. Any employee group, student club, or athletic team wishing to purchase T-shirts or other items should contact the Raven Store manager for assistance and volume pricing. Personal sales should never be charged to a departmental budget.

The Raven Store also acts as a walk-up post office. The Raven Store has a variety of postal products available for your mailing needs such as stamps, envelopes, and flat-rate products. Packages can be weighed for mailing out of town at Rocky's Copies located in the library. Please also refer to *Mail Services* in this Handbook for more information.

Campus Parking

Parking on campus is available only to valid permit holders on a first-come, first-serve basis. All vehicles on campus require a valid parking permit. Permits are provided to faculty and staff at no charge. Parking regulations apply to all vehicles and all parking violations assessed are the responsibility of the permit holder. Parking facilities are patrolled and regulations enforced 24/7. In order to take advantage of this benefit, employees must abide by the regulations set forth in the parking regulations policy available through the College website.

Check Cashing

Employees may cash their personal checks in the College Business Office during regular office hours in amounts up to \$50. The College cannot accept checks made payable to anyone other than the bearer; that is, the checks must be payable to and endorsed by the person receiving the cash. Employees receiving the cash must present a valid College ID card and sufficient personal identification as requested. There will be a \$30 charge if checks are returned unpaid for any reason. After that, the College will accept only money orders or cashier's checks. Check cashing may not be allowed during published student registration periods in order to keep registration lines moving as quickly as possible.

Banking Services

An ATM machine is located in the St. JPII Student Center. The College has group banking and other special services available from local banks. Please contact the College Business Office for details.

Lost and Found

The Student Life Office provides a convenient central depository for property found on campus. If employees find or lose personal items, they may contact the Student Life Office at #7500 or visit them in the St. JPII Student Center.

Mail Services

Mail is distributed daily, Monday through Friday, within the College at the designated mail areas throughout campus. This distribution includes registered, certified, and insured mail as well as letters, packages, express mail, magazines and newspapers, and any U.S. mail with a College address. Each faculty member and each administrative department has an individual mailbox in the designated area nearest his/her office. In the mailbox area there is also a place for campus mail and U.S. mail. Additional information regarding mailing procedures, online ordering of interoffice envelopes, UPS parcels and permit usage by departments, bulk mailings, and business reply mail is available by contacting personnel in Mail Services directly.

The Raven Store acts as a walk-up post office. The Raven Store has a variety of postal products available for your mailing needs such as stamps, envelopes and flat-rate boxes and envelopes. Packages can be weighed and processed for mailing through Rocky's Copies located in the Library.

Computer Equipment and Software Purchases for Home Use

College faculty and staff may take advantage of educational discounts offered by specified major computer vendors for personal computer purchases. Purchases may be paid for in full at the time of

purchase or through payroll deduction. In addition, some software products are available for home use at discounted prices. For pricing and additional information on computer or software purchases, please contact the Information Technology (“IT”) Department.

In situations where the College has directed an employee to produce a specific work, or where the College has provided substantial support or specialized services and facilities beyond those normally provided to faculty or staff, the College may, at its discretion, elect to retain ownership or to enter into a joint ownership. A written agreement of understanding is to be signed in advance by the parties involved.

TUITION REMISSION BENEFITS AND PROFESSIONAL DEVELOPMENT

Undergraduate Tuition Remission Benefits

Benedictine College extends *undergraduate tuition remission benefits* to employees, the spouse and dependents of employees, and long serving (no less than 10 years of service, for the employee ONLY) contracted vendors subject to budgetary constraints under the following conditions:

- Full-time Staff employees are eligible to enroll in classes provided they have permission from their supervisor and their participation in the classes does not interfere with their job responsibilities. Employees are eligible for tuition remission benefits at the beginning of the academic term immediately following the date the employee commences employment. Please note: the employee must continue to work full-time. Hours may be adjusted with supervisor approval to compensate for class time occurring during the regular workday. Studying, class time, and time in class activities are not considered to be a paid status.
- Legally qualified spouses and dependent children (as defined by IRS publication 501) of full-time employees are eligible for tuition remission benefits at the beginning of the academic term immediately following the date the employee commences employment.
- Long-serving part-time employees with half-time or more status for five (5) years or more may apply for tuition remission benefits; authorization requires approval by the President's Cabinet.
- Tuition remission benefits will apply to the regular college day program and to evening and summer school courses in which there are a minimum of six (6) students enrolled, with at least four (4) of those six enrolled considered as paying students.
- Tuition remission benefits will not normally apply to Advanced Placement classes, special workshops, Continuing Education Units, or any Graduate classes or programs, except as provided in other sections of this policy.
- Tuition remission benefits will be granted toward the completion of one undergraduate degree from Benedictine College.
- Tuition remission benefits carry with them the following obligations and regulations for the recipient:
 - a. All recipients are required to complete the Benedictine College Tuition Remission Benefits Request form by the application deadline. This form is available on the College's web-site and from the Human Resources Department. The Director of Human Resources must confirm eligibility prior to processing of the application. Upon confirmation of eligibility, The Human Resources Department will submit the application to the Office of Financial Aid. Application deadlines are as follows: April 1 for Fall semester, November 1 for Spring semester, and May 1 for Summer semester.
 - b. Each applicant is required to submit the Free Application for Federal Student Aid (FAFSA), which is the required application for all state, federal, and institutional aid (grants and/or scholarships) for which he or she might be eligible. Failure to meet the applicable deadlines will result in the tuition remission benefit amount for the applicant being reduced by the same amount of the federal and/or state assistance the applicant would have received had the deadline(s) been met. Forms are available in the Financial Aid Office.
 - d. Effective July 1, 2015 - Upon submission of the FAFSA, for students eligible for Federal Pell Grant or other funds, the following rules will be applied in the calculation of the student's Tuition Remission award:

1. For on-campus students, the tuition remission benefit will be awarded to the student's account in the amount of the student's tuition costs, based upon enrollment status. The Federal Pell Grant for which a student may be eligible will be applied to on-campus housing charges only. Should the Federal Pell Grant award exceed on-campus housing costs, the excess funds will be applied as a reduction to the tuition remission award. All other institutional charges (meals/fees/etc.) will be the responsibility of the student/applicant.
2. For off-campus students, Federal Pell Grant funds for which a student may be eligible will be combined with the tuition remission benefit amount and capped at the student's total tuition costs. Under no circumstance will the off-campus student receive a refund derived solely from a combination of tuition remission benefits and the Federal Pell Grant award.
3. Additional gift aid eligibility (other than Federal Pell Grant) originating from federal and/or state sources will be monitored by the Financial Aid Office. Examples of these types of funding include, but are not limited to: Federal Supplemental Education Opportunity Grant (FSEOG), Kansas Comprehensive Grant (KCG), Kansas State Scholarship (KSS), and other forms of Kansas-based aid. Should funding be available from any of these sources, the funds will be applied to the student's account to reduce the amount of the tuition remission benefit award. Under no circumstances will the combination of tuition remission benefit and federal/state gift aid (excluding Federal Pell Grant) exceed the tuition costs for the student recipient.
4. Any Benedictine College awards or other institutional aid (grants/scholarships) for which a recipient may qualify will be used to reduce the amount of the tuition remission benefit award. Under no circumstances will the total amount of institutional aid (tuition remission benefit and Benedictine College awards) exceed the tuition costs for the student recipient.
5. Outside scholarships originated from private sources (non-federal/non-state agencies) will be applied to the student's account and may be used for any institutional charges not covered by the Benedictine College Tuition Remission Benefit policy. These awards will not be applied as a reduction to tuition remission benefit awards.
- e. Recipients of the tuition remission benefit will be expected to pay all other additional fees and other course-related expenses that the College may specify.
- f. When employment ceases for an employee of Benedictine College, tuition remission benefit eligibility will cease as of the day that employment ceases. If employment ceases during a semester in which a dependent of the employee is enrolled in classes at Benedictine College, the tuition remission benefit for any/all affected students will remain in effect for the remainder of the applicable semester.
- g. In the event that a student receiving tuition remission benefits withdraws prior to completion of the applicable semester, the tuition charged to the student and the tuition remission benefit awarded will be prorated according to the student's last date of attendance, as reported by the Office of Academic Records & Registration during the withdrawal process. Room charges will not be prorated after the 20th day of attendance for the applicable semester. Meal charges will be prorated on the basis of last day of usage by the student. All other College charges/fees are non-refundable. Under no circumstance will the student receive a refund of charges in excess of the total funds paid by the student or on the student's behalf to Benedictine College for college-related expenses.
- h. In the event that an employee, who has completed ten (10) years of service, retires (minimum age of full social security benefit), is disabled (receiving social security disability benefits) or dies while employed with the College, the employee, as well as their

spouse and dependents will remain eligible for tuition remission benefit, subject to budgetary constraints.

Taxability of Tuition Remission Benefits

In general, “qualified tuition reduction” as defined by the IRS, is a tax-free reduction in tuition if provided by and used at an eligible educational institution such as Benedictine College.

Qualified tuition reduction for education ***below the graduate level*** is tax-free if provided to the following individuals:

- You are an employee of the eligible educational institution.
- You were an employee of the eligible educational institution, but you retired or left on disability.
- You are a widow or widower of an individual who died while an employee of the eligible educational institution or who left employment (retired or otherwise) on disability.
- You are a legally qualified spouse or legally qualified dependent child (as defined by IRS publication 501) of an individual described in (1) through (3), above.

Child of deceased parents. For purposes of the qualified tuition reduction, a child is a dependent child if the child is under age 25 and both parents have died.

Child of divorced parents. For purposes of the qualified tuition reduction, a dependent child of divorced parents is treated as the dependent of both parents.

- The following individuals are defined as “dependent” in accordance with IRS guidelines, Publication 501:
 - A child under the age of 24 and a full-time student for at least five months out of the calendar year and is claimed as a dependent on the employee’s tax return.
 - A Child of Deceased Parents of which one or both was an employee of the institution at the time of death. A child is considered a dependent child if the child is under the age of 25 and a full-time student for at least five months out of the calendar year.
 - A Child of Divorced Parents if one or both is an employee of the institution. A child is considered a dependent child if the child is under the age of 24 and a full-time student for at least five months out of the calendar year.
 - A Child of a Retired employee who is under the age of 24 and a full-time student for at least five months out of the calendar year.
 - A Child of an Employee who left the College due to a Qualified Disability who is under the age of 24 and a full-time student for at least five months out of the calendar year.
 - A Child of a Widow or Widower of a former employee who is retired or left on disability who is under the age of 24 and a full-time student for at least five months out of the calendar year.

Benefits for Dependent Children Who are Married or Over the Age 23

In accordance with IRS guidelines, for qualified individuals 24 years of age or older the Dependent Tuition Waiver benefit is available on a taxable basis. The taxes on the taxable amount will be the responsibility of the eligible employee and the taxable amount will be deducted from the employee’s paycheck.

Employees who choose to provide these benefits will have the taxes on the taxable amount deducted from their paychecks based on the following schedule:

- Fall semester – ¼ of the taxes on the taxable amount will be deducted from the September, October, November, and December paychecks.
- Spring semester – ¼ of the taxes on the taxable amount will be deducted from the February, March, April, and May paychecks.
- For summer – ½ of the taxes on the taxable amount will be deducted from the June and July paychecks.

Tuition reductions for graduate education are considered “qualified” and tax-free:

- If the graduate student performs teaching or research activities for the College.
- If an employee receives any graduate educational assistance from the College that is not for teaching or research activities, then under current IRS rules:
 1. Amounts up to \$5,250 per calendar year are not taxable to the employee.
 2. Amounts paid of more than \$5,250 are generally taxable to the employee unless the amounts over \$5,250 qualify as a “working condition fringe benefit.” That is, had the employee paid for it directly it would have been deductible as an employee business expense or qualified work-related education expense.

All other tuition reductions for graduate education are taxable. The taxable benefit amount will be deducted from the employees’ paychecks based on the following schedule:

- Fall semester – ¼ of the taxes on the taxable amount will be deducted from the September, October, November, and December paychecks.
- Spring semester – ¼ of the taxes on the taxable amount will be deducted from the February, March, April, and May paychecks.
- For summer – ½ of the taxes on the taxable amount will be deducted from the June and July paychecks.

Qualified tuition reduction is available to officers and highly-compensated employees only if the same benefits are available to all classifications of employees on a non-discriminatory basis. Note: Benedictine College believes our tuition remission benefit plans are non-discriminatory and available to all eligible employees.

Course-related expenses such as fees, books, supplies, and equipment that are required for all students enrolled in the course may also be tax-free if included in the qualified tuition reduction plan. Note: Benedictine College does not pay for any of these expenses in our tuition remission benefit plans.

Expenses that do not qualify as tax-free include room, board, travel, research, clerical help, insurance, medical expenses, transportation, or other expenses even if these expenses must be paid as a condition of enrollment or attendance.

Tuition Assistance for Maur Hill-Mount Academy and SBCS

Benedictine College provides payment of 65% (of the parishioner fee) of the academic year tuition at Maur Hill-Mount Academy for dependents of full-time employees. This amount is prorated at 30% (of the parishioner fee) for part-time employees working at least 20 hours per week. Additionally, Benedictine College provides payment of 25% (of the parishioner fee) of the academic year tuition (grades K-8) at Saint Benedict Catholic School for dependents of full-time employees. These benefits are provided under the following conditions:

- The benefit will remain available to the extent budget constraints allow or as otherwise authorized by the Board of Directors.

- Administration of this benefit will be the responsibility of the College Business Office of Benedictine College, who will certify eligibility and make appropriate payments to Maur Hill-Mount Academy.
- When an employee leaves employment at Benedictine College, benefit eligibility will end as employment ends. If employment ends during a semester, eligibility will continue through the end of that semester.

Tuition Exchange Programs

Benedictine College is currently a member of certain college tuition exchange programs. The websites below list the colleges that Benedictine College has access to. Please keep in mind there is no guarantee an opening will be available.

- Council of Independent Colleges (CIC-TEP) www.cic.edu.
- Catholic College Cooperative Tuition Exchange (CCCTE) www.cccte.org.
- The Tuition Exchange www.tuitionexchange.org.
- Tuition Remission Agreement, see table below:

Participants	Limitations
Baker University	50% Tuition to College of Arts and Sciences only
Park College	Limited to 3 hours per 9-week term and excludes Nursing; limited number of grants available
Donnelly College	No Benefit
Kansas City Art Institute	None
Metropolitan Community Colleges	No Benefit

To apply for an exchange opening:

- The applicant must apply to the college of choice and be accepted;
- The applicant must also provide notification of the college selected to our Exchange Liaison, located in the Benedictine College Financial Aid Office so an exchange form may be prepared and submitted;
- The applicant must complete the FAFSA form on-line at www.fafsa.ed.gov. Please contact the Benedictine College Financial Aid Office with questions about the FAFSA filing process.
- All recipients are required to complete the Benedictine College Tuition Remission Benefits Request form by the application deadline. This form is available on the College’s web-site and from the Human Resources Department. Application deadlines are as follows: April 1 for Fall semester, November 1 for Spring semester, and May 1 for Summer semester.
- All in-bound and out-bound Tuition Exchange recipients must pay an annual program participation fee of \$100.

All other obligations and regulations governing ***Undergraduate Tuition Remission Benefits*** in this Handbook apply to recipients of tuition exchange benefits.

Tuition Remission for Members of Religious Communities

Members of St. Benedict’s Abbey and Mount St. Scholastica Monastery are eligible for full tuition remission for all graduate and undergraduate courses taken at Benedictine College; however, they will be subject to tuition for summer and evening courses that do not meet published minimum enrollment standards.

Non-Atchison Benedictines who are visiting or who are sponsored by the Abbey or Mount Communities are eligible for half (50%) tuition remission for all graduate and undergraduate courses taken at Benedictine College. All other members of religious communities enrolled at the College are eligible for the same financial aid available to other students.

Atchison Benedictines will not be required to apply for any other form of financial aid. However, they are required to complete and submit a Benedictine College Tuition Remission Benefits Request form.

Members of the Abbey and Mount Communities are not subject to any general fees. However, they are expected to pay for books, equipment, lab or course fees, and all other course related expenses.

Graduate Educational Assistance

Benedictine College intends to support non-faculty employees in approved work-related advanced study programs. Its purpose is to encourage the individual to develop increased competence related to his/her administrative responsibilities, current field, and career at the College. Faculty members are handled under an entirely separate program. Please refer to the ***Faculty Handbook*** for further information.

Graduate educational assistance for eligible Staff employees carry with them the following obligations and regulations for the recipient:

1. To be eligible for graduate educational assistance, eligible employees must be full-time, classified as exempt, and have more than one (1) full year of employment with the College.
2. Spouses and dependents of employees are not eligible for graduate educational assistance.
3. Employees requesting assistance must submit the following to their supervisor for approval:
 - a. A description and expected costs of the proposed course(s) of study,
 - b. An explanation of the advanced degree that the employee is pursuing (the course work must be through an accredited educational institution if not a Benedictine College program),
 - c. Evidence that the course(s) does not qualify the employee for a new trade or new profession,
 - d. Expected degree completion date, and
 - e. A completed Benedictine College Tuition Remission Benefits Request form.
4. The Cabinet member with oversight of the department employing the individual will submit the proposal to the President's Cabinet for review and pre-approval. The President's Cabinet by majority vote will approve or deny the educational assistance request.
5. The College, at its discretion, may require certain "supplemental agreements" to be in place for graduate educational assistance, including but not limited to expectations of continual employment and loan forgiveness over a series of years rather than immediate tuition reimbursement.
6. Graduate educational assistance must be requested each academic term and for each course(s).
7. Upon successful completion of an approved course(s), the employee will submit to his/her Cabinet member: a copy of the tuition billing, proof of course(s) completion, and an acceptable passing grade of no less than a 3.0.

The College will reimburse, notwithstanding any supplemental agreements:

1. 100 percent (100%) of tuition only incurred not to exceed the current maximum for tax-free educational assistance as described by the IRS. Please refer to ***Taxability of Tuition Remission Benefits*** in this Handbook for further information.

2. Amounts incurred of more than the current IRS maximum will be reimbursed only in those limited cases where the amounts qualify as a “working condition fringe benefit,” that is, had the employee paid for it directly it would have been deductible as an employee business expense or qualified work-related education expense. Each of these cases requires extensive documentation and pre-approval by majority vote of the President’s Cabinet.
3. The costs of fees, books, supplies, equipment, travel, and other course-related expenses are expected to be borne by the employee and will not be reimbursed by the College, unless any of these costs are contained and inseparable in a comprehensive program cost.

Graduate Assistants

The primary goal of a graduate assistantship is to augment the student’s educational objectives and to assist in the prompt and successful completion of the student’s graduate degree program. The student and the sponsoring department share a central responsibility in the student’s education. Although such students serve the College with assistance in administrative, research, or teaching duties, they are considered primarily students and secondarily employees of the College and therefore the tasks assigned to them must be clearly and justifiably consistent with the student’s educational and career objectives. It is essential that graduate assistants be given substantive assignments and be provided sufficient supervision in such a way that their graduate studies and graduate assistantship responsibilities reinforce one another. The graduate assistant/College mentor relationship is vital, and the best assistantship experience will evolve from careful planning, involvement, and monitoring from all parties. In this way, both the students and the College will benefit from the assistantship.

To qualify for the Graduate Assistants program, the student must have previously demonstrated an excellent academic record (3.0 cumulative GPA or above) and completed substantial coursework or possess real-life working experience in the major field. The student must have been fully admitted, without any provisions, as a degree-seeking student in accordance with the admission policies of the Graduate program. The English language proficiencies of international students must be thoroughly evaluated in relationship to the specific demands of the assistantship prior to the start of the appointment period. The Graduate Assistants program is solely for graduate-level students; undergraduate students taking graduate coursework are not eligible for the Graduate Assistants program.

A Graduate Assistant is expected to make steady progress toward the Graduate degree while effectively performing his/her assigned duties. The course load and assistantship responsibilities should form a balanced program that facilitates the student’s progress. In general, the Graduate Assistant will register for no more than six (6) to nine (9) hours or equivalent in a given semester and usually perform assistantship duties for no more than twenty (20) hours per week. The department mentor or faculty advisor has a serious responsibility to help the student monitor his/her ability to effectively manage both the academic and assistantship roles.

Graduate Assistants are not to engage in any concurrent or outside employment without the expressed written approval by the sponsoring department. Participation in any unapproved employment will result in the immediate withdrawal of the assistantship.

Budget constraints limit the number of allowed graduate assistants per fiscal year. All proposed Graduate Assistant positions for the following fiscal year must be presented by the sponsoring Cabinet member to the President’s Cabinet for approval during the previous spring budget cycle. Categories of Graduate Assistants are as follows:

1. *Graduate Teaching Assistantship*

Under the close supervision of a tenured faculty member of the College, a Graduate Teaching Assistant may work with undergraduate students in small groups, lead group discussions, monitor examinations and grade papers, help to prepare lectures, conduct laboratory sessions, or act as an occasional guest lecturer. The Graduate Academic Assistant's primary objective is to concurrently develop teaching skills and a deeper understanding of the discipline.

2. *Graduate Research Assistantship*

A Graduate Research Assistant may be appointed by the principal faculty investigator of a funded research project. The student will be assigned a range of duties directly related to the funded research such as fieldwork, laboratory experiences, library searches, and preparation of research proposals and grants to gain professional skills in research that complements the student's graduate education. Close supervision by a duly appointed faculty member is essential to the student's development as a researcher and scholar.

3. *Graduate Administrative or Coaching Assistantship*

A Graduate Administrative or Coaching Assistant performs other duties for the College that are not primarily teaching or research. These duties must include substantive responsibilities inherently related to the student's education and career objectives. Close supervision by a full-time Department Director or member of the Coaching Staff is essential to the student's development in his/her chosen field of study.

Graduate Assistants receive a tax-free tuition waiver through financial aid for the cost of the graduate tuition only. Amounts received are assumed to be "working condition fringe benefits" thus creating the tax-free status. The costs of fees, books, supplies, equipment, travel (including the EMBA trip), and other course-related expenses are expected to be borne by the Graduate Assistant and will not be reimbursed or waived by the College.

All Graduate Assistants are required to complete the Benedictine College Tuition Remission Benefits Request form. This form is available on the College's web-site and from the Business Office or Financial Aid Office. The completed form should be returned to the College Business Office. Each Graduate Assistant must have a signed Appointment Letter on file with the College Business Office that clearly spells out the primary duties, outcomes, and accountabilities for the specified appointment period not to exceed one (1) academic year. Summer term appointments require a separate appointment letter. It is the sponsoring departments' responsibility to ensure approved appointment letters are in place prior to the beginning of the appointment period. It is the Graduate Assistant's responsibility to ensure that all required Business Office, Financial Aid, and College employment forms are completed prior to the beginning of the appointment period.

In order to sustain an appointment from semester to semester during an academic year, all Graduate Assistants must remain in good academic standing. If the Graduate Assistants cumulative grade point average falls below a 3.0 during the academic year appointment, the student can be terminated or be placed on an improvement plan by the sponsoring department during the academic year.

Graduate Assistantships can only be re-appointed if approved by the President's Cabinet. Only those Graduate Assistants who are performing satisfactorily in their studies and assigned duties are eligible for annual re-appointments. Academic progress and professional performance are measured by the following criteria:

- Grade point average (both cumulative and over the last academic year),
- No more than one incomplete or missing grade,
- An acceptable report and evaluation by the sponsoring department or academic division,
- Length of time holding the assistantship, and

- Length of time in the degree program.

In general, the maximum length of time a graduate student may hold an assistantship is twenty-four (24) consecutive or non-consecutive months while pursuing a Graduate degree.

Some, but not all Graduate Assistants are paid a small taxable stipend through the College payroll for services rendered to the College. Graduate Students are classified as temporary exempt positions. Graduate Assistants have the full benefits of other students but do not receive any paid benefits or time-off benefits of employees, with the exception of a staff parking permit. Graduate Assistants do not receive free meals through Campus Dining unless provided separately through a budget of a sponsoring department or division. Fair Labor Standards Act (FLSA) prevents a Graduate Student from holding an hourly non-exempt position (e.g. college work study or student worker) while at the same time being retained as an exempt Graduate Assistant.

Teaching Assistants

Except as provided under the Graduate Assistants program, there are no teaching assistants per se at Benedictine College in any program. All part-time employees with primary teaching responsibility for College courses or sections must be appointed as adjunct faculty members.

Specialized Training or Required Certifications

Certain non-faculty jobs at Benedictine College may from time to time require, either by law or at the discretion of the College, specialized training, refresher courses, or certain certifications to improve or maintain employee's skills for their present jobs.

This additional training or certification is considered tax-free work-related education if it does not qualify the employee for a new trade or new profession. Employees must first obtain Cabinet level approval, within the constraints of departmental budgets and schedules, before pursuing specialized training or certifications.

Professional Growth and Development

All employees are encouraged to enhance their knowledge of developments and trends in their career areas. Non-faculty employees may request to enhance abilities or skills by attending outside conferences or obtaining additional training. The employee must first obtain a Cabinet member's approval within the constraints of departmental budgets and schedules. Faculty members are handled under an entirely separate program and managed by the Faculty Development Funds for professional growth. Please refer to the ***Faculty Handbook*** for further information.

Employees are encouraged to utilize conferences and classes that appear to be most productive within geographic limits of the state or the region. Attendance at conferences should be planned well in advance and the privilege shall be shared equitably among qualified staff in each department or division.

Occasional workshops and in-service programs may be presented on campus for the purpose of professional growth and development. Supervisors are encouraged to support these activities.

Networking is encouraged with colleagues at neighboring colleges and universities, and employees are encouraged to invite colleagues in similar fields to campus. Related expenses should be assessed against department budgets.

Management personnel are expected to become involved in professional associations that relate to their College duties and activities that benefit the community. Participation in volunteerism, professional association activities, conferences, committees, etc., is encouraged but shall not interfere with tasks necessary for effective and responsible job performance. As such, participation should be discussed and pre-approved by their direct supervisor.

FACILITIES AND TECHNOLOGY

Acceptable Use of College Property and Equipment

” Whoever fails to keep the things belonging to the monastery clean or treats them carelessly should be reproved.” RB, 33:4

The College provides equipment and property to facilitate employees fulfilling their responsibilities, but the equipment and property remains the sole property of Benedictine College. Employees should use College property and equipment for Benedictine College business only.

- Each employee will be expected to take proper care of any furniture, equipment, tools, vehicles, and any other College property assigned to him/her. It is important that any damaged, broken, lost, or stolen College property be immediately reported to one’s supervisor so that repairs or any other necessary action may be taken.
- College property and equipment should not be used in a manner that is disruptive or offensive to others, in ways that could be harmful to workplace morale, or in any way that could harass, disparage, degrade, injure, or frighten others.
- The College further prohibits any use of property and equipment that in any way is a violation of the College’s *Non-Discrimination and Harassment* policy and/or *Workplace Violence and Threats Prevention* policy.
- Benedictine College reserves its right to monitor all technology systems to ensure compliance with College policies.
- College property and equipment may not be temporarily removed from College premises without authorization. Permanent removal requires the prior approval from the Director of Operations and in some cases the prior approval from the Chief Financial Officer.
- Laptops and related mobile technology may be issued to certain employees as a working condition benefit. Such equipment must be carefully secured at all times to assure security of stored information. Employees are held accountable to protect such equipment from loss, damage, or theft.
- When an employee terminates employment from the College, the employee must return, on or before an employee’s last day of work, all Benedictine College related information, furniture, equipment, and property that the employee has in his/her possession, including without limitation: tools, computers, computer peripherals, documents, files, records, manuals, keys, access cards, and any information stored on a personal computer or in any other electronic media that the employee has in his/her possession.
- Employees may be held responsible for all breakage and damage that is beyond the expected normal wear of equipment and furnishings.

Retention and Destruction of Records

Every office and department on campus is faced with problems of storage space, as well as decisions about which records to keep and which to discard. Benedictine College is committed to effective records retention and requires that financial and operational records be maintained in a consistent and logical manner so that the College:

- Meets legal standards for protection, storage, and retrieval;
- Protects the privacy of students and employees of the College;
- Optimizes the use of space;
- Minimizes the cost of record retention;
- Destroys outdated records in a proper manner.

From time to time the College establishes 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. Please refer all questions regarding record retention and destruction to the College Business Office.

The Sarbanes-Oxley Act (SOX) addresses destruction of litigation-related documents. The law makes it a crime to alter, cover up, falsify, or destroy any document (or persuade someone else to do so) to prevent its use in an official investigation or legal proceeding. The Act turns intentional document destruction into a process that must be monitored, justified, and carefully administered. Further, retention periods may increase by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Any record that is the subject of litigation, or pertaining to a claim, audit, or agency charge, investigation or enforcement action should be kept until final resolution of the action. Electronic documents and voicemail messages have the same status as paper files in litigation-related cases.

Many records subject to record retention requirements contain confidential information (non-public information including, but not limited to, name, address, social security number, bank account numbers, financial or financial aid information, student numbers, medical information, etc.). Such records are private, and are protected by the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), and the Health Insurance Portability and Accountability Act (HIPAA).

As records of the College become eligible or are scheduled for disposal, please destroy them in one of the following ways:

- Recycle non-confidential paper records;
- Shred or otherwise render unreadable confidential paper records; or
- Erase or destroy electronically stored data.

General Vehicle Policies

All employees who operate a privately-owned or College-owned vehicle during the course of employment with the College are required to abide by the terms and conditions of the separate ***Vehicle Policy*** and acknowledge receipt of such policy.

Employees are not authorized to transport other employees or students for official College business unless the driver is listed on the College approved driver's list. Employees intending to operate non-College-owned vehicles for official College business may do so "at their own risk" and carry sufficient personal auto insurance.

College-owned and Rental Vehicles must only be operated by employees or current students of Benedictine College who have a valid United States driver's license, be at least twenty-one (21) years of age, and appear on the College approved driver's list. The complete ***Vehicle Policy*** is available through the BC web site or upon request from the College Business Office.

Electronic Mail and Voice Mail Usage

Benedictine College owns the telephone, electronic-mail and voice-mail systems, hardware and software; all messages that are created, transmitted, stored, or received using the system remain the property and records of the College. The College reserves the right to review, access, and disclose all messages created, received, stored, or sent using the College's system(s) when there is a reasonable suspicion of a violation of College policy or applicable law and/or regulation. Please

take note that e-mail and voice-mail records are subject to disclosure to law enforcement, or government officials or to third parties through subpoena or other legal processes.

Incoming e-mail must be treated with the utmost care due to its inherent security risks. E-mail with file attachments should not be opened unless such attachments have been scanned for possible viruses or other malicious code. E-mails received from unknown senders should be deleted without being opened.

E-mail and voice-mail messages should only be accessed and retrieved by the intended recipient unless prior permission is obtained. Additionally, employees must ensure that information forwarded by e-mail, especially those e-mails with attachments, is correctly addressed and only sent to intended recipients. Due to the chance that messages may get forwarded improperly or opened by an unintended party, no employee should send highly confidential materials or messages over these systems. The use of passwords does not guarantee confidentiality.

Transmission or reception of any material in violation of any law, governmental regulation, or College policy is prohibited. This includes, but is not limited to, copyrighted material or material protected as a trade secret. Employees may not use the e-mail or voice-mail system in ways that are disruptive or offensive to others, or harmful to workplace morale. There should be no display or transmission of sexually explicit images, messages, or cartoons. The College also prohibits any transmission or use of e-mail or voice-mail communications containing ethnic slurs, racial epithets, or other content that can be construed as harassing or disparaging or in any way a violation of the College's *Non-Discrimination and Harassment* policy and/or *Workplace Violence and Threats Prevention* policy.

Employees should retrieve their messages and regularly purge their e-mail and voice-mail messages to enable the system to operate properly.

Cell Phone Usage

Benedictine College provides cell phone equipment and services to administrators and staff as College business needs dictate. The College-provided cell phone services is intended solely for the business needs of the College, but is not intended to replace regular College telephone service.

Cell phones must be used responsibly and safely in the course of employee's work activities. The College encourages all employees to exercise discretion in answering or talking on a cell phone in the course of your job duties. Please use your cell phone responsibly.

If you do not feel that you can safely answer your phone when driving or while engaged in other work activities, please allow the call to go to voice mail and return the call at a later time when you can safely do so. While a hands-free device may provide some relief, it should be noted that the distraction may still result in an unsafe condition. Benedictine College prohibits texting while driving.

Personal and College-provided cell phones should not be used in a manner that is disruptive to other employees, clients, guests, and visitors. Employees should attempt to keep their personal and College-provided cell phones on vibrate or silent mode while in the office.

Benedictine College cannot and does not imply, extend, or guarantee any right to privacy for voice calls and electronic communications placed over College-provided cell phones, including but not limited to call detail records, logs, voice mail messages, data storage, text messages, e-mails, and

address books. Employees are reminded and cautioned that call detail records generated from assigned cell phones are considered business records of the College.

Cell phones and accessories may not be transferred to another employee without prior notification to the Director of IT. Cell phone numbers are provided and owned by the College and are subject to change. It may be necessary to reassign cell phones in emergencies. When notified, employees will be responsible for promptly delivering the assigned cell phone to the Director of IT or Director of Operations.

Intellectual Property

It is the College's policy that faculty and staff members retain ownership in their books, publications, lecture notes, syllabi, and similar course materials regardless of the medium. The College is deemed to have a perpetual, royalty-free, non-exclusive license to use such materials for the purpose of training College faculty members or instructing of College students.

Acceptable Use of Technology Resources and Equipment

Access to and use of technology resources and equipment is provided to employees for the purpose of furthering the mission of Benedictine College. Use of technology resources must be primarily restricted to employee's academic, research, service, operational, or management activities within the College. As such, use of telephones, facsimile machines, computers, and other electronic equipment or media for solicitation or distribution of information not related to College business is strictly prohibited.

Brief and occasional personal use of technology resources and equipment may occur; however, personal use should be kept to a minimum and should not in any way impede the conduct of daily College business. The use of the desktop computing resources and equipment for personal efforts must occur outside of business hours, and any files created should either be deleted or saved on an employee's personal storage medium. Personal consumption of College printing resources is not to be charged to any College budget. In order to use Benedictine College's computer network-based facilities or storage for personal use, approval must be given by the Director of IT and the use should be kept to a reasonable level. Personal and outside projects will not receive priority over late evening academic or operational requirements, system maintenance, or file back-ups and restores.

The following are some examples, although not intended to be an exhaustive listing of actions and activities that are prohibited and may result in disciplinary action:

- Using the College's technology resources for personal gain;
- Using, or disclosing a student's or another employee's pass code or password without authorization;
- Failing to observe licensing agreements by copying or downloading software and/or electronic files without permission from the owner;
- Violating copyright law or by sending or posting confidential material, trade secrets, or proprietary information outside of the College;
- Engaging in unauthorized transactions that may incur a cost to the College or initiate unwanted or unreasonable Internet-based services and transmissions. Great care must be taken when downloading information and files from the Internet to safeguard against both malicious code and also inappropriate material;
- Initiating, sending, or posting messages or material that could damage the College's image or reputation;

- Sending or posting messages that defame or slander another individual or messages that disparage another organization's products or services;
- Using College technology resources while attempting to break into the computer system of another organization or person;
- Sending or posting chain letters, solicitations, or advertisements not related to College business purposes or activities;
- Using College technology resources for political causes or activities;
- Using College technology resources for any sort of illegal gambling;
- Jeopardizing the security of the College's electronic communications systems, databases, or networks, including disengaging local or network-based anti-virus software;
- Sending electronic messages or e-mail that pass off personal views as representing those of the College in an official capacity;
- Writing blog messages or entries to online journals that represent the views and/or opinions of the College in any manner not expressly required as a part of your position with the College;
- Using College technology resources to write blog messages or entries to online journals in a manner that results in personal attacks, discrimination, harassment, or similar inappropriate acts directed toward co-workers, customers, vendors, or any other party connected with the College;
- Sending anonymous e-mail messages using College technology resources;
- Engaging in any other unlawful activity while using College technology resources.

Guidelines for Social Media Use for Employees and Students

Purpose

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. This policy has been created to assist the faculty and staff of the College with identifying and avoiding possible issues.

This policy is not intended for internet activities that do not associate or identify a faculty or staff member with the College, do not use College e-mail addresses, do not discuss the College, or are purely about personal matters.

Process

Definitions

- *Content Owners*, for the purposes of this policy, are those assigned the responsibility of maintaining, monitoring, and moderating a College social media platform and web content. Content Owners should aim for standard times for postings and updates. The recommended minimum frequency is once to twice a week.
- *Official communications* refer to those done in the College's name.
- *Moderator* is assigned by the Content Owner and/or department as the individual for moderating comments and postings by internal and external users, including deleting comments and posting that do not meet the criteria set forth in this policy.
- *Users* are any faculty, staff, or students utilizing social media platforms.
- *Social Media Platforms* are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, Twitter, LinkedIn, and YouTube. Because of the emerging nature of social media platforms, this list is not

intended to be exhaustive of all platforms available. These policies apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content.

Official College Communications

1. Institutional representation via online social media platforms can only be initiated and authorized through the efforts of the Marketing and Communications department. There can be no official College sites or pages on YouTube, Facebook, Twitter, etc., unless they are developed or authorized by the Marketing and Communications department. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed.
2. College official sites on social media platforms can have pages or content areas that are assigned to departments, divisions, or programs at the College. These policies apply to such pages, as well as content maintained by the College.
3. Content Owners are responsible for posting and using content and maintaining compliance with HIPPA (Health Insurance Portability and Accountability Act) regulations and College policies concerning privacy, security, human services, and FERPA (Federal Education Records Protection Act).
4. Content Owners are responsible for monitoring and maintaining web content as follows:
 - a. Content is current and accurate.
 - b. Content Owners engage in communications that are acceptable to the College workplace and respect copyrights and disclosures. Proprietary financial, intellectual property, patient care, or similar sensitive or private content may not be revealed.
 - c. Content Owners are responsible for gaining the expressed consent of all involved parties for the right to distribution or publication of recordings, photos, images, video, text, slideshow presentations, artwork, and advertisements whether those rights are purchased or obtained without compensation.
 - d. Content Owners are responsible for constantly monitoring postings and comments to social media sites, and for deleting postings that do not adhere to our policies.

General Guidelines for Online Professional or Personal Social Media Activity

Online social media allow College faculty, staff, and students to engage in professional and personal conversations. These guidelines apply to faculty, staff, and students who identify themselves with the College and/or use their College e-mail address in social media platforms such as professional society blogs, LinkedIn, Facebook, etc., for deliberate professional engagement or casual conversation. These guidelines apply to private and password protected social media platforms as well as open social platforms.

By posting a comment or other material to College-sponsored sites, users give the College the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content provided, which includes using the submissions for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing submissions. The College reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

The College further reserves the right to, in its sole discretion, reject or remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any

submissions that fail to follow this policy in any way or are otherwise irrelevant will not be posted. Due to the sheer volume or appropriateness, the College will not respond to every posting, especially those that address individual medical issues.

Faculty, staff, or students who utilize College-sponsored sites must follow these guidelines:

1. *Do No Harm.* All Users must ensure their internet social networking does no harm to the College, to the College community (including employees, students, contractors, and guests), or to themselves whether navigating those networks on the job or off.
2. *Personal Responsibility.* Users are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated content. Be mindful that what you publish will be public for a long time-protect your privacy. In addition, Users are responsible for what they post on their own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by courts). Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure what you post today will not come back to haunt you.
3. *Comply With Regulations.* Users must follow the same HIPPA, FERPA, and College policies concerning general civil behavior guidelines cited above for Content Owners including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care, or similar sensitive or private content.
4. *Identify Your Affiliation.* If users identify themselves as a member of the College community in any online forum and/or use their College e-mail address, they must make it clear that they are not speaking for the College, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of the College.
5. *Maintain Transparency.* The line between professional and personal business is sometimes blurred. Therefore, users must be thoughtful about a posting's content and potential audiences. Users must also be honest about their identity. In personal posts, they may identify themselves as a member of the College community. However, they must be clear they are sharing their views as individuals, not as representatives of the College.
6. *Be Thoughtful.* Users must be thoughtful about how they present themselves as a College faculty, staff, or student in online networks. By virtue of self-identifying as part of the College in such a network, users connect themselves to, and reflect upon, College colleagues, managers and even College patients and donors.
7. *Conflict of Interest.* If someone or some group offers to pay Users for participating in an online forum in their College role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and College policies and guidelines apply.
8. *Media Contacts.* If someone from the media or press contacts Users about posts made in online forums that relate to the College in any way, Users must alert their manager/Dean and contact the Marketing and Communications department before responding.
9. *Job Postings.* Job postings follow College established processes. Social Media may not be used in place of HR processes.

10. *Relationships.* Users should give careful consideration to assess the implications of “friending,” “linking,” “following,” or accepting such a request from another person. For example, there is a potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, doctor-patient, supervisor-subordinate, or staff-student merit close consideration of the implications and the nature of the social interaction.
11. *College Resources.* Faculty and staff should respect College time and property. It’s appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Faculty and staff should participate in personal social media conversations on their own time.

Guidelines for Personal Social Media Activity

Faculty and staff are encouraged to share College news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the College and build community. As stated above, when you might be perceived online as an agent of the College, you need to make sure it is clear to the audience that you are not representing the position of the College or College policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as a College agent/expert versus personal opinion, they are good to keep in mind for all social media interactions. When posting to a social media site you should:

1. *Be Authentic.* Be honest about your identity. In personal posts, you may identify yourself as a College faculty or staff member. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of the College. If you identify yourself as a member of the College community, ensure your profile and related content are consistent with how you wish to present yourself to your colleagues.
2. *Use a Disclaimer.* If you publish content to any website outside of the College and it has something to do with the work you do or subjects associated with the College, use a disclaimer such as this: “The postings on this site are my own and do not represent the College’s positions, strategies, or opinions.”
3. *Don’t Use the College Logo or Make Endorsements.* Do not use the College signature block, academic logo, athletic logo, or any other College marks or images on your personal online sites. Do not use the College’s name to promote or endorse any product, cause, or political party or candidate.
4. *Take the High Ground.* If you identify your affiliation with the College in your comments, readers may associate you with the College, even with the disclaimer that your views are your own. Remember that you’re most likely to build a high-quality following if you discuss ideas and situations civilly. Don’t pick fights online.
5. *Don’t Use Pseudonyms.* Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
6. *Protect Your Identity.* While you should be honest about yourself, don’t provide personal information that scam artists or identity thieves could use. Don’t list your home address or telephone number. It is a good idea to create a separate e-mail address that is used only with social media sites.

7. *Does it Pass the Publicity Test?* If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?
8. *Respect Your Audience.* Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the College's community. You should also show proper consideration for others' privacy and for topics that may be considered sensitive such as politics.
9. *Monitor Comments.* Most people who maintain social media sites welcome comments as it builds credibility and community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

Guidelines for Professional Social Media Activity

Online collaboration tools provide low-cost communication methods that foster open exchanges and learning. While social media tools are changing the way we work and how we connect with the public and other higher education institutions, the College policies and practices for sharing information remain the same. In addition to the general guidelines discussed above, when you are creating or posting to a social media site on behalf of the College you need to:

1. *Seek Approval.* Any messages that might act as a "voice" or position of the College or a school/college/unit must be approved by the College or the director of the school/college/unit or their delegate.
2. *Be Accurate.* Make sure you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to our sources whenever possible as that's how you build community.
3. *Be Transparent.* If you participate in or maintain a social media site on behalf of the College, clearly state your role and goals. Keep in mind that if you are posting with a College username, other users do not know you personally. They view what you are posting as coming from the College. Be careful and be respectful. What you say directly reflects on the College. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need approval.
4. *Be Responsible.* What you write is ultimately your responsibility. Participation in social computing on behalf of the College is not a right but an opportunity, so please treat it seriously and with respect. If you want to participate on behalf of the College, be sure to abide by its standards and principles.
5. *Respect Others.* Users are free to discuss topics and disagree with one another, but please be respectful of others' opinions. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.
6. *Be a Valued Member.* If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Post information about topics like the College's events or a book you've authored only when you are sure it will be

of interest to readers. In some forums, self-promoting behavior is viewed negatively and can lead to you being banned from websites or groups.

7. *Be Thoughtful.* If you have any questions about whether it is appropriate to write about certain kinds of material in your role as a College employee, ask your supervisor before you post.
8. *Use of the College Logo.* If you create a social media site on behalf of the College, use simple graphics that represent the College brand. Acceptable College logos can be obtained through the Marketing and Communications department.

Disciplinary Action for Violations

Violation of any College policy is inappropriate and may result in disciplinary actions. Any violation of this policy should be immediately reported to the User's supervisor.