

ALBRIGHT COLLEGE
Employee Handbook
with Personnel Policies and Procedures

Revised December 2021

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I. WELCOME TO ALBRIGHT COLLEGE

Introduction

This Employee Handbook includes an overview of Albright College's policies and procedures as well as a brief description of the benefits offered by the College. It is designed to be a reference guide to present employees (Administrative and Support Staff) as well as to provide information to new personnel. These policies are general guidelines and are not intended to and do not create a contract between Albright College and its employees and do not create any contractual rights for an employee.

These policies supersede all existing policies and practices and may not be amended or added to without the express written approval of Senior Management and the Director of Human Resources.

The College reserves the right to change or rescind the policies contained in this handbook at any time. Nothing in the manual in any way creates an expressed or implied contract of employment. Employment is terminable at will so that both the College and its employees remain free to choose to end their work relationship at any time in keeping with the guidelines established by the Commonwealth of PA relating to at-will employment status.

If you have any questions or wish to have more details on any subject, please contact a Human Resources professional at extension 7629.

History

Albright College traces its origin to 1856. Affiliated with the United Methodist Church, Albright was formed through the mergers of three separate Pennsylvania institutions: Union Seminary of New Berlin; Schuylkill Seminary (later called Schuylkill College), Reading; and Albright Collegiate Institute (later called Albright College), Myerstown. The final merger occurred in 1929 when Schuylkill College and Albright College became Albright College at its current location in Reading.

Albright College is the oldest institution of higher learning in Berks County and is located on a 118-acre suburban campus nestled at the foot of Mount Penn in Reading, PA, a city of approximately 85,000.

The College is named for preacher Jacob Albright (1759 – 1808), founder of the Evangelical Association, a German-speaking denomination with beliefs similar to those of the Methodist Church.

The College's rigorous liberal arts curriculum has an interdisciplinary focus. Albright's hallmarks are connecting fields of learning, collaborative teaching and learning, and a flexible curriculum that allows students to create an individualized education. Fully half of Albright students have concentrations that combine two or three fields of learning.

Our Mission, Vision, Values, Outcomes

Our Mission is to inspire and educate the scholar and leader in each student, building on a strong foundation in the liberal arts and sciences and a commitment to the best of human values, fostering a commitment to a lifetime of service and learning.

Our Vision: We aspire to be widely known and respected for preparing our graduates to be exceptionally successful in navigating an increasingly complex and uncertain world characterized by continuous and dramatic change. We wish, therefore, to attract students who have the capacity and the desire to be engaged members of a supportive and caring learning community that is rooted in the liberal arts and sciences, includes a selection of well-integrated, professional programs, and is characterized by a strong interdisciplinary and collaborative approach to learning. We seek to excel in offering an integrative learning experience that synthesizes theory with practice, promotes critical thinking and effective self-expression, and fosters in our students a commitment to a lifetime of service and learning. We challenge our students to cross boundaries and make connections among academic disciplines, campus experiences, and community. We aim to educate individuals of integrity who possess intellectual competencies and personal qualities that will enable them to take up positions of leadership and service whatever their chosen fields and thereby add to the richness, diversity, and welfare of our global society.

The values that guide the Albright College community shape both classroom practice and institutional culture. In daily decisions, attitudes, and relationships the entire community models the values, virtues, and skills that should be practiced by educated, discerning citizens of the world.

For generations, the words and symbols depicted on the official seal of the College have expressed and sustained those guiding values, including the values implicit in the current College mission statement. Imprinted on the seal are the words *Veritas et Justitia*, accompanied by the symbols of the lamp of knowledge, the open book (next to a stack of books), and the laurel wreath.

The open book affirms the value we place on academic freedom, in which all forms of truth may be pursued with rigor, candor, and openness, free from external restrictions but always subject to inspection, criticism, and modification according to the canons of research and reason. The open book, covering the lamp of knowledge, invites each of us to take up the book personally, light the lamp, and read for ourselves.

This lamp of knowledge, with its suggestion of enlightened guidance, thus affirms the value we place on wisdom and understanding as the basis for leadership in life, including leadership in personal, professional, religious and civic affairs.

A stack of books rests next to the lamp of knowledge, symbolizing the value we place on the interrelationship and interdependency of all forms of knowledge and on the vital contribution that every person, of whatever background or tradition, can make to the learning enterprise.

The phrase “truth and justice” points not only to the value we place on each of these ideals, but also to their mutual connectedness. We affirm that the search for knowledge should not be separated from the search for wise and just solutions in human affairs and in the conversation of the natural world. The combined pursuit of truth and justice means we honor, nurture, and celebrate human diversity in all its forms and call into question whatever negates or endangers the dignity and worth of the human spirit.

The laurel wreath suggests the pride that we have in our tradition of liberal arts and sciences learning and in its enduring importance. It symbolizes our desire that the passion for knowledge, wisdom, skill and virtue [*arête*] will serve as the basis for lifelong endeavors and achievements.

Finally, we emphasize that these values historically guided our founding in 1856 by the Evangelical Association (later, the Evangelical United Brethren Church) and continue to connect us today to the principles and ideals of higher education of the United Methodist Church.¹

See: General Board of Higher Education and Ministry of the United Methodist Church, “An Education Covenant of Partnership,” adopted by the General Conference of the United Methodist Church, May 2000. See also the “Strategic Plan for 2006-2012” of the GBHEM, revised October 2006.

Our Outcomes: Employing an integrative approach to learning, Albright expects our students to achieve the following core outcomes:

- Ability to ask meaningful questions about complex issues and to develop reasoned solutions
- Capacity to think critically and with discernment
- Ability to communicate effectively
- Capacity and desire to serve community and contribute to the greater good

College Organization

Albright College is a 501 (c) (3) not-for-profit private institution organized under the Laws of the Commonwealth of Pennsylvania and governed by a Board of Trustees and the President who serves as the Chief Executive Officer and who is assisted by several vice presidents who are each responsible for a major division of the College and ensure that the goals and objectives are met.

II. BEGINNING AS A NEW ALBRIGHTIAN

Orientation for New Employees

As a new employee at Albright College, a full understanding of the vision, mission, policies and practices is imperative to ensuring future success. The first day at Albright will include a formal orientation program with the Office of Human Resources. This orientation will include completion of appropriate paperwork, an introduction to the Albright culture through presentation of the Employee Handbook, a tour of the College facilities, and awareness training on sexual harassment and the assignment of a College ID card. During the first several months of employment, new employees will participate in Information Security Training, Diversity Awareness and Service Excellence training, and be presented with a variety of information to enhance familiarity with and inclusion in the Albright College community.

Service Excellence Training

An important part of Albright's commitment to excellence is through our Service Excellence Training that is conducted for all of our employees. This commitment begins with eight hours of training to ensure that employees are well versed in all aspects of the program and its on-going application.

Information Security Training

Albright is responsible for managing and protecting data necessary for the purposes of doing business and in support of the college's mission. It is the responsibility of employees to thoroughly comprehend Albright's Administrative Data Management and Access Policy and the Acceptable Use of Information Technology Resources Policy. All employees will be required to participate in Information Security Training to assist in the understanding of these policies.

Diversity Awareness and Sexual Harassment Training

Each employee will participate in both diversity awareness training and sexual harassment compliance as part of their terms of employment. This training underscores Albright College's commitment to respecting and valuing the differences among us while maintaining a workplace free of harassment.

Introductory Period

Policy

All new employees serve a minimum introductory period of three months and are deemed provisional employees during that time.

The term “provisional employee” refers to all personnel during the introductory period. This period shall generally extend for three months in duration and, during the introductory period, a provisional employee may not be offered progressive counseling.

Reclassifications, transfers, or promotions do not initiate a new introductory period.

Under special circumstances, the introductory period (minimally three months) may be extended with concurrence of the Director of Human Resources and the appropriate Divisional Vice President.

Practices and Procedures

The supervisor shall explain the purpose of the introductory period at the time of the selection process. The supervisor is expected to provide the individual with a copy of the employee’s job description and explain the supervisor’s expectations regarding performance.

During the prescribed introductory period, the supervisor is encouraged to conduct mentoring sessions with the individual to determine areas needing improvement, offer suggestions and relevant training for improvement and development, assist in solving problems, and commend outstanding performance.

A formal performance review shall be conducted on all new employees at the conclusion of 90 days. This evaluation shall determine whether to extend the employment relationship beyond the introductory period.

As previously noted, Pennsylvania is an employment at will State and employment can be terminated at any time for any reason by the employee or the employer.

Business Hours

Please refer to the Business Hours policy on the [Human Resources Policy webpage](#) for what Albright’s business hours are.

Work Schedule

Practices and Procedures

Non-exempt Personnel (Hourly)

The standard workweek for a full-time employee is a 40-hour week (unless previously designated otherwise).

The 40 hours are to be scheduled within the designated workweek. Whenever possible, the workdays will be consecutive and the eight hours will be scheduled within the guidelines that are compatible with the operations of the College.

The Office of Human Resources and the appropriate Vice President are responsible for approving any workweeks which vary from the standard workweek.

The daily eight hours of work for an individual will be scheduled with provision made for meal periods on the incumbent's time. An unpaid meal period of no less than 30 minutes is required for any shift over five hours. Each meal period will be no less than 30 minutes, taken in the middle of the work shift, and be unpaid.

When establishing work schedules, supervisors need to be sensitive to the health and well-being of team members. In no case will personnel be routinely assigned to a weekly work schedule which requires their presence on the job seven days every week on a regular basis. It is also declared that overtime hours worked within departments must be pre-approved and managed by respective supervisors and managers for the benefit of the College.

The Office of Human Resources must be notified of any long term changes from the normal work schedule.

The College shall endeavor to provide an individual with at least one calendar week's notice of a change in his/her regular work schedule but reserves the right to alter this notice based on the operational needs of the College.

Exempt Personnel (Salaried)

Exempt personnel are expected to work a schedule that reflects the regular business hours of the College and frequently may be required to work beyond normal business hours and weekends as necessitated by the responsibilities of the position and the operational needs of the College.

Absenteeism and Tardiness

All employees are expected to maintain the highest standard of dependability and reliability regarding their attendance and punctuality. All of our work depends upon our fellow team members. When one team member is absent or late unexpectedly, it may negatively affect the rest of the team. If an employee is absent, tardy, or leaving work early for any reason other than a scheduled paid time off day, (vacation, personal), he or she must report the absence and the reason for the absence to his or her direct supervisor as soon as possible (preferably minimum of one hour) prior to their scheduled start of their work shift. An employee may be required to provide a doctor's excuse upon return to work from an absence of three or more days due to illness or injury. In the same consideration, the requirement of producing a doctor's excuse for absences may be requested if there is a pattern of intermittent and unexcused absences over a defined period of time. Failure to do so may result in disciplinary action up to and including termination of employment.

Repeated tardiness or absenteeism will be considered grounds for disciplinary action up to and including termination and will also be considered during the annual performance review.

Excessive tardiness is defined as more than three unapproved occurrences over the course of the preceding 6 months. Excessive undocumented absences are those in excess of six during the preceding 6 months.

An employee who is absent for three or more consecutive days without notice will be considered to have abandoned his/her position and employment will be viewed as voluntarily terminated. If an employee does not properly report off from work it may result in disciplinary action up to and including termination.

Weather Policy

Guiding Principles

As a residential learning community, Albright College provides many services to its students and others on a 24/7 basis. It is imperative, therefore, that essential services be maintained and safety preserved. Given the wide variation in where College personnel live and the range of work activities they perform, it is not possible to have a one-size fits all inclement weather policy. Individual employees and the College collectively share an interest in and concern for both getting the work done and protecting the well-being of those performing the work. In this spirit, individuals should make reasonable efforts consistent with individual safety to be at work.

All efforts will be made to ensure the overall safety and security of our total campus community. This includes the students, faculty, support staff and administrators. Every effort will be made to minimize the concerns of all as we commit to providing essential services for those who rely on us. In the event external conditions prevent individuals from performing their duties, please refer to the Weather policy on the [Human Resources Policy webpage](#) for what procedures will apply.

Flexible Work Arrangements and Teleworking Policy

Background

Albright College is a residential college and is committed to having students experience regular community on campus. At the same time, the College recognizes the importance of allowing flexible work arrangements when it is mutually beneficial to both the College and the employee and supports continuity of operations.

The College allows flexible work arrangements in order to recognize the varied and changing personal needs of employees, to support staff and faculty as they encounter work/life concerns, and as a means to promote productivity and increased efficiency, job satisfaction, and staff recruitment and retention. Flexible work arrangements can look different for every employee and include options such as starting or ending the day earlier or later or working remotely for a portion of the work week.

Telework is one form of a flexible work arrangement that allows employees to work at home, on the road (when a secure network is available), or in a satellite location. Telework can look different based on the individual employee's situation. It can be informal, such as working from home for a short-term project, during a college designated closure, illness, pandemic, or on the road during business travel. It can also be a formal, set schedule of working away from the office. Either an employee or a supervisor can suggest telework as a possible work arrangement.

To review the entire policy, please refer to the [Human Resources Policy webpage](#).

Identification Card

Policy

All College personnel must obtain an Albright identification card and produce it upon request by College officials and/or Public Safety Officers. Display of the identification card will admit you to many College events and facilities. Issuance of appropriate identification card will be accomplished during a formal orientation program during the employees first day in concert with the Office of Human Resources.

Misuse of identification cards will result in appropriate disciplinary action.

Keys

Policy

The Office of Public Safety is responsible for the College “key control” program in concert with the appropriate Divisional Vice President and appropriate Director.

Practices and Procedures

Keys may be obtained at the Office of Public Safety for offices and respective buildings. Since College buildings are locked at night, it is advisable for those who may need to visit their offices in the evening or on weekends to obtain the necessary keys from the Office of Public Safety upon the recommendation of the appropriate Divisional Vice President and appropriate Director. A charge of \$25 per key is made for any keys that are lost.

Parking

Parking permits, for which there is no charge, are required. Newly employed personnel are required to make application for such permits at the time they receive their College ID card and receive the accompanying parking sticker. Current detailed parking regulations are available through the Office of Public Safety when you register your vehicles and on the College’s web page. All College personnel are personally responsible for adhering to city parking regulations.

Appearance/Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and promotes the professional image Albright presents to its membership and the community.

During business hours, employees are expected to maintain a clean, neat and professional appearance in their dress and grooming.

The intent of this policy is to reinforce the standards of personal appearance expected of employees representing Albright College, both in an office environment and in the field. In general, attire should not be tight-fitting, wrinkled, stained, dirty, exhibit distasteful and/or inappropriate slogans or signs, or be otherwise inconsistent with the College image.

Consult your supervisor or department manager if you have any questions as to what constitutes appropriate dress/attire.

Employees who fail to adhere to the personal appearance standards may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Repeated violations of this policy will result in disciplinary action, up to and including termination of employment.

Use of College Name and Logo

Policy

Albright College does not permit the use of its name in any announcement, advertisement, publication, or report if such use in any way implies institution endorsement of any product or service without the expressed, written permission of the College. The President or his/her designee must approve all such requests for use of the name.

III. PAYROLL

Payroll Periods/Salary Payments

Policy

Hourly personnel are paid on a biweekly basis, 14 days, (26 annual pay periods). Payroll checks will generally be issued/deposited on alternate Fridays unless the designated Friday falls on a College observed holiday, in which case, checks will be issued on the preceding day, Thursday. Calendars delineating dates of specific biweekly periods are available in the Office of Human Resources.

Exempt personnel are paid on a monthly basis for the entire month on the 15th of each month. If the normal payday (15th) falls on a holiday, payroll/checks will be issued/deposited on the day before; if it falls over a weekend, the previous Friday will be designated as payday.

Practices and Procedures

As a condition of employment, effective June 1, 2011, all employees are required to participate in the direct deposit service to the banking institution of their choice.

Payroll stubs will not be available before regularly scheduled distribution unless a personal emergency arises and such requests have the recommendation from the appropriate Vice President in concert with the Director of Human Resources.

Salary advances require the approval of both the Director of Human Resources and the Associate Vice President for Administrative and Financial Services and are only granted in extreme personal emergency situations. Employees must either be paid on the biweekly pay cycle (i.e. paid in arrears) or must have adequate vacation balances to cover the amount of the advance, in order to qualify. Repetitive salary advance requests will be denied.

Payroll remittance advices, will be distributed through interoffice mail or through other special arrangements.

Payroll Deductions

Federal Internal Revenue, Pennsylvania state, and local regulations require that the College withhold a portion of your biweekly wages or monthly salary based on the amount earned and the number of exemptions claimed on the Form W-4 Employee's Withholding Allowance Certificate that you must file with the College.

Optional Deductions:

Health Benefits Contribution (employee share)

Retirement – RA/GSRA TIAA-CREF

Flex-Spending Accounts (FSA)

United Way

Fund for Albright

Capital Fund

Time and Attendance Cards/Time Reports

Policy

Hourly personnel shall be compensated for all hours worked in a payroll period following College policies and practices and in accordance with the appropriate state and federal guidelines. Supervisors are responsible for and accountable to the Divisional Vice President for ensuring the accuracy of time records and the timely submission to the payroll office by the Friday prior to payday.

Practices and Procedures

Hourly (Non-Exempt) Employees:

The College requires that hourly personnel keep a daily record of hours worked. To meet this requirement, the College provides a time card/time report form on which hourly personnel must record actual hours worked. This form must be received and signed by the supervisor. Time cards/time reports must reflect all actual hours worked in a payroll period.

Time cards must be submitted to payroll, after supervisor's approval, on a biweekly basis.

Time cards/time reports shall note any deviations from the normally scheduled hours to include lateness; absences for sick, vacation, personal time and holiday; other release time; and overtime.

The date, time and hours worked shall be listed on a daily basis.

The biweekly total shall be calculated and written in the appropriate space on the card/report.

The incumbent's signature signifies that the information entered is accurate and complete.

The supervisor's signature shall attest to the accuracy of the card/report.

Improperly filling out or tampering with time cards is a very serious offense and will result in disciplinary action including possible dismissal of the individual(s) actually tampering with the cards or the individual who knowingly has approved or is aware of the tampering.

Salaried Employees:

Attendance cards must be submitted to supervisor on either a monthly or a bimonthly basis, as approved by the Divisional Vice President.

Attendance cards shall detail any absences for sick, vacation, personal time and holiday.

The incumbent's signature signifies that the information entered is accurate and complete.

The supervisor's signature shall attest to the accuracy of the card.

Improperly completing or tampering with attendance cards is a very serious offense and will result in disciplinary action including possible dismissal to the individual(s) actually tampering with the cards or the individual who knowingly has approved or is aware of the tampering.

Overtime

Policy

Individuals classified as non-exempt as defined by the provisions of the Fair Labor Standards Act (FLSA), as amended, must be paid overtime at an hourly rate equal to one and one-half times their base hourly rate for all hours worked in excess of 40 hours in the regularly scheduled pay week.

Practices and Procedures

All overtime compensation will be paid to hourly personnel in accordance with College policies.

In calculating hours worked for overtime pay purposes, hours paid shall be considered hours **worked**. For example, if an individual works 40 hours in a workweek and the week also includes a paid absence (holiday, vacation, sick pay, personal time, etc.) totaling more than 40 hours, this individual would be paid their regular pay rate for all hours **worked**. If an employee has a paid absence for holiday, vacation, sick, or personal time in a workweek, that time is not considered hours worked for the purposes of calculating overtime.

At times, a department may require a minimal amount of overtime to meet its operational needs. It is the supervisor's responsibility to see that no unauthorized overtime is worked. Personnel may not determine the need for overtime without supervisory approval. Overtime must be directed and authorized by the supervisor who will secure budgetary approval from his/her Director/Divisional Vice President as appropriate. The College reserves the right to schedule mandatory overtime if needed. An employee who works overtime that was not authorized in advance may be subject to disciplinary action.

Personnel may be required to work overtime in connection with College activities, emergencies, and peak workloads, etc.

Reasonable accommodations in scheduled hours would not affect overtime payments. For example, an individual working ten hours on a given day and six hours on another day within the same workweek would not be entitled to overtime pay unless the total number of hours worked for that pay week exceeded 40 hours.

For the calculation of hours worked in a week, Albright's pay week runs Sunday through Saturday.

Direct Deposit

Policy

All regular, full and part-time personnel are required to enroll in the direct deposit system which ensures timely deposit of your paycheck.

Practices and Procedures

Individuals, generally at the time of hiring, will complete a direct deposit form in the Office of Human Resources.

Each individual's first payroll check will be processed manually to ensure the accuracy of our files. As of the second pay, the salary/wage amounts will be automatically deposited to the depository of the individual's choice. The individual will receive a payroll remittance advice documenting the amount that was deposited.

Each individual must complete a new direct deposit form when changing the bank or credit union or account number.

IV. WORKPLACE ENVIRONMENT

Drug and Alcohol Policy

Standards of Conduct

Albright College is committed to the maintenance of a learning and working environment free from the unlawful use of drugs and alcohol and in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is the intent and obligation of the college to provide a drug-free, healthful, safe, and secure work environment free of drug and alcohol abuse. As such, the college prohibits the unlawful possession use or distribution of illicit drugs and alcohol by students and faculty and staff on its property or as part of any of its curricular and co-curricular activities.

Legal Consequences of Drug Violations

The unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on college premises or while conducting college business off college premises is absolutely prohibited.

All applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs or alcohol will be applied.

Smoke-free Workplace

Policy

Albright College discourages smoking on campus grounds as a matter of good health practices, safety and professional decorum. The College's policy on smoking is to define restrictions on smoking in the workplace in order to ensure the safety and well-being of our community.

Practices and Procedures

1. In the interest of promoting community-wide health and safety, use of smoking materials is prohibited inside campus buildings and on campus grounds, except in designated smoking areas (25 feet from entrance to campus buildings). Use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes or other similar items. The College requires that those who smoke on campus grounds deposit their cigarette butts in the designated vessels that are situated on campus. Employees should not discard cigarette butts on the ground, as it serves as litter and detracts from the beauty of the campus. Failure to discard cigarettes properly will be viewed as a performance issue that will result in appropriate disciplinary action.
2. Smoking is permitted during nonworking time periods in designated smoking areas. Designated smoking areas include specific areas outside the buildings. Smoking materials

must be properly disposed of in ash cans provided. Nonworking time periods include lunch, breaks, or before or after work. Special “smoke breaks” are not permitted.

3. The Albright College Smoking Policy also applies to vendors, guests and visitors to our campus. The individual hosting the visitor is responsible for advising the visitor of the Smoking Policy.
4. Each supervisor is responsible for enforcing the Smoking Policy in his or her respective area. Disregard for smoking guidelines should be handled by discussions or warnings as defined in our Disciplinary Policy.
5. Any questions or disputes arising under this policy shall be referred to the appropriate Vice President and to the Director of Human Resources.

Computer Equipment and Software

Policy

The Department of Information Technology Services has the responsibility of overseeing all computing on campus. Please refer any requests for service or information to the Help Desk at extension 7676 or 610-921-7676 or send an e-mail to helpdesk@alb.edu.

Practices and Procedures

Computer purchases and allocations of computer software, equipment, and services are handled through this department. The department provides maintenance services and supplies for all College-owned computer equipment.

Possessing or using unlicensed copies of software is a violation of federal copyright laws as well as policy and is forbidden. To protect the College from liability in cases in which individuals are identified in such an activity, the IT Services Department and its staff are implementing procedures to prevent software piracy by any member of the Albright community. These procedures will consist of informational activities and possibly audits of campus software possessions. Please insure that your software is properly licensed under the terms specified by the particular vendor.

All employees will be required to sign a Technology Acceptable Use Policy agreement with the Department of Information Technology Services.

Computer Loan Policy

Policy

The College will offer employees the opportunity to purchase a computer through our IT Department and pay the cost of the device back over time as part of our computer loan policy. Any outstanding computer loan must be paid in full upon the departure of an employee. Please contact the Human Resources Department for more details about this benefit.

Telephone System

Policy

Information Technology Services is responsible for overseeing the College telephone services. Please refer any requests for service or information to the Help Desk at extension 7676 or 610-921-7676 or send an e-mail to helpdesk@alb.edu.

Practices and Procedures

The College telephone system is intended for College business as well as the general use of all resident students. Personal calls should be limited to those that are reasonable (time-wise) and necessary. Personal toll calls must be made at employee's expense.

Requests for new phones are processed by Information Technology Services upon required approval by the appropriate department head/budget manager and the appropriate account will be charged.

Additional details regarding telephone procedures and practices are detailed in the College Directory.

Equipment Maintenance

Policy

The Director of Facilities Operations and Services is responsible for College facility maintenance. The Facilities Operations and Services Department may be reached at extension 7520.

Practices and Procedures

Any condition which requires maintenance care should be reported immediately to the Facilities Operations and Services Office.

It is important that equipment be maintained and in good operating condition. Generally, the Facilities Operations and Services Department is responsible for maintaining equipment that is part of the building, including heating, ventilation, air conditioning, plumbing and lighting. Specific movable equipment such as telephone systems, copying equipment, computers, etc., is handled by a specific department. For guidance, please consult with your supervisor.

Solicitation Policy

In order to avoid disruption of College operations, Albright has established the following rules related to solicitations and distribution of literature on College property.

1. Employees may not solicit or distribute literature during working time without approval of the appropriate Vice President and the concurrence of the Director of Human Resources.
2. Soliciting by one employee of another employee for any purpose is prohibited during either employee's work time.
3. Non-employees may not solicit or distribute literature on College property, at any time for any purpose, without appropriate approval from the Divisional Vice President and the Director of Human Resources.

Working time does not include meal periods or any other specified periods during the workday when employees are properly not engaged in performing their work tasks nor being compensated for that time.

Administrative/Staff Employee Title IX and Harassment and Abuse Policy (October 2021)

The policies and procedures stated herein shall control how Albright handles all matters of sexual harassment under Title IX for incidents involving employees. These policies and procedures should be interpreted to incorporate any changes needed to make them consistent with Title IX.

A. Definitions of Sexual Harassment, Complainant, and Respondent

1. Albright follows 34 C.F.R § 106.30(a)(1)-(3) in defining sexual harassment. Sexual harassment means conduct on the basis of sex, which includes discrimination on the basis of sexual orientation and gender identity, and which satisfies one or more of the following:

(a) An Albright employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

(b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity.

(c) Sexual assault. Sexual assault is an offense classified as a forcible or nonforcible sex offense under either the Summary Reporting System (SRS) or the National Incident-Based Reporting System (NIBRS) of the Uniform Crime Reporting (UCR) system of the Federal Bureau of

Investigation (FBI). Per the UCR, examples of sexual assault include, but are not limited to, the following:

- **Forcible Rape (Except Statutory Rape):** The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent
- **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(d) **Dating Violence.** Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: (a) The length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

(e) **Domestic Violence.** Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

(f) **Stalking.** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress.

2. A Complainant is an individual who is alleged to be the target of conduct that could constitute sexual harassment.

3. A Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

B. Filing a Report with Title IX Coordinator/Compliance Officer or a Deputy Coordinator

Any person may report sexual harassment to the Title IX Coordinator/Compliance Officer or a Deputy Coordinator. These individuals can be reached in person, by mail, by telephone, by email, or by any other means that results in them receiving a verbal or written report. A report can be made at any time of day, including during non-business hours.

Ms. Becki Achey is Albright's Title IX Coordinator/Compliance Officer and can be contacted at: Becki

Achey
Dean of Students, Albright College
Selwyn Hall Reading,
PA 19612
610-921-7663
bachey@albright.edu

Additionally, any person can make an anonymous report of sexual harassment via the Albright College website here:

<https://www.albright.edu/academic/college-catalog/student-life/discrimination-harassment-or-sexual-misconduct-anonymous-complaint-form/>

Please note that any *reports* made to a Deputy Coordinator are not considered *formal complaints*. As described further below in Section D, formal complaints must be filed with the Title IX Coordinator/Compliance Officer.

Albright requires that its Deputy Coordinator and its Title IX Coordinator/Compliance Officer have no conflict of interest or bias for or against Complainants or Respondents generally, as well no conflict of interest or bias for or against any individual Complainant or Respondent.

C. Supportive Measures

Supportive measures are not punitive, and they are free services that Albright offers to a Complainant or a Respondent before or after the filing of a formal complainant or even without a formal complaint.

Supportive measures may include, but are not limited to: no contact orders, counseling through the Employee Assistance Program (EAP) Inroads, modifications of work schedules, changes in work locations and leaves of absence.

Upon notice of allegations of sexual harassment, Albright is committed to treating Complainants and Respondents equitably. Even before the filing of any formal complaint, when the college receives a report of allegations involving sexual harassment, the Title IX Coordinator/Compliance Officer will contact the Complainant to discuss possible supportive measures and the process for filing a formal complaint. Similarly, to treat the Respondent

equitably, no disciplinary sanctions or other actions that are not supportive measures will be applied against a Respondent prior to the conclusion of Albright's grievance process.

D. Filing a Formal Complaint

A Complainant may file a formal complaint only with the Title IX Coordinator/Compliance Officer. At the time of filing a formal complaint, the Complainant must be participating in or attempting to participate in an educational program or activity offered by Albright.

A formal complaint is a document or electronic submission from the Complainant to the Title IX Coordinator/Compliance Officer that 1) alleges sexual harassment against a Respondent(s), 2) requests that Albright investigate the allegation, and 3) includes the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the complaint.

When filing a complaint, a Complainant may, but need not, identify a Respondent(s). Please note that there are precise requirements that must be followed to submit a formal complaint, and a failure to follow any of the requirements will result in no formal complaint being filed.

A Complainant may file a formal complaint with the Title IX Coordinator/Compliance Officer in person, by mail, or by electronic mail. Given that a formal complaint must be a document or an electronic submission (such as an email), it is not possible to file a formal complaint with the Title IX Coordinator/Compliance Officer by telephone.

At any time after filing a complaint, a Complainant may notify the Title IX Coordinator/Compliance Officer in writing that they would like to withdraw the complaint or any allegations contained in it.

If the Title IX Coordinator/Compliance Officer has notice of allegations of sexual harassment, the Title IX Coordinator/Compliance Officer may choose to file a formal complaint even if a Complainant chooses not to file one.

E. Written Notice after a Formal Complaint

After a formal complaint is filed, and before any initial interviews, Albright will provide a written notice to the parties who are known.

The written notice will contain:

- An overview of how Albright investigates and adjudicates formal complaints, rights regarding an appeal, and any applicable informal resolution process that may be available. In accord with Title IX regulations, however, informal resolutions are not available in cases where an employee is alleged to have sexually harassed a student.
- Sufficient details surrounding the allegations of sexual harassment. These details will include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known.

- Notice that the Respondent is presumed not responsible for the alleged conduct until a determination is made at the end of Albright's grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that, after its investigation, Albright will provide both parties, and if they have any advisors their advisors, any evidence obtained that is directly related to the allegations raised so that the parties can inspect and review it.
- When applicable to any party, Albright will provide notice of Albright's provision on Acts of Dishonesty in its Code of Conduct in the Compass Student Handbook. When applicable to a party, the provision prohibits that party from knowingly making false statements or knowingly submitting false information throughout the grievance process.

F. Informational Meeting

Informational meetings are scheduled separately with both the Complainant and the Respondent.

No Informational Meeting will be scheduled earlier than 7 business days after the Written Notice is delivered to both the Complainant and the Respondent so that the parties have sufficient time to prepare a response.

The Title IX Coordinator/Compliance Officer will be present at the informational meeting. Family members, friends, advisors, and attorneys are not allowed at the informational meeting.

As a part of the official records that Albright maintains regarding its investigation of incidents involving allegations of sexual harassment, the college may record the informational meeting. It will give notice to the parties when doing so. Given the college's duty to ensure the confidentiality of incidents involving allegations of sexual harassment, neither the Complainant or the Respondent is allowed to record the informational meeting.

The purpose of the informational meeting is to discuss the allegations in the complaint, the Complainant's and Respondent's rights, the procedures involved in the investigation and hearing triggered by the filing of a formal complaint, and any applicable informal resolution processes. Any applicable supportive measures will also be discussed with the Complainant and the Respondent as well. At the informational meeting, the parties will also have the opportunity to ask all necessary questions.

At the informational meeting, if the Complainant or the Respondent does not already have an advisor, there will be discussion of any advisors available through the college. Moreover, when it comes to the Complainant and the Respondent, there will be a discussion of the consequences of not selecting an advisor when it comes to any hearing. These consequences include being

unable to conduct cross examination of the other party, as well as being unable to cross examine the other party's witnesses.

During the informational meeting, the Respondent will be able to review any documents pertinent to the charges. The Respondent will have the right to accept, or deny, responsibility for the actions the Complainant alleges. If the Respondent accepts responsibility, the Respondent will sign the charge form indicating that he/she accepts full responsibility for the charges and waives his/her rights to an investigation, a hearing, and the appeal process.

If the Respondent does not accept responsibility for the charges, then a hearing will be scheduled after Albright completes its Investigative Report.

Throughout the grievance process, the rights of the Complainant and Respondent include:

- 1) The right to review relevant documents Albright acquires as a part of its investigation.
- 2) The right not to be subjected to duress or threats or any form of coercion in order to gain an admission of accepting responsibility from the accused party.
- 3) Meeting to review the outcome of a hearing and the institutional appeal process at either party's request.
- 4) The right to confidentiality during disciplinary proceedings. Information will only be shared within the campus community on a need to know basis and generally in consultation with any party.
- 5) When there is a good cause, parties have the right to temporarily delay the grievance process or receive limited extensions. When this occurs, Albright will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for it.
- 6) Albright will not use questions or evidence that seek the disclosure of information protected under a legally recognized privilege unless a person waives their privilege.
- 7) Throughout the grievance process, Albright will not make credibility determinations based solely on a person's status as a complainant, respondent, or witness.

G. Investigation and Investigative Report

1. Structure of Investigative Committee

Whether a complaint involves two Employees or an Employee and a Student, the Title IX Coordinator/Compliance Officer will investigate the formal complaint.

2. Investigative Process

When investigating a formal complaint, Albright bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility, and it will consider, objectively, all relevant evidence. Albright also requires that its investigator(s) have no conflict of interest or bias for or against Complainants or Respondents generally, as well as that investigators have no conflict of interest or bias for or against any individual Complainant or Respondent.

Throughout its investigation, Albright will consider, objectively, all relevant evidence, and it will provide both parties an equal opportunity to present witnesses, including fact and expert witnesses, as well as other inculpatory or exculpatory evidence. Moreover, Albright will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Any party or witness whose participation is invited or expected at any investigative interview or other meeting will be given written notice of the date, time, location, participants, and purpose of interviews or meetings, as well as sufficient time to prepare to participate in any interviews or meetings.

In conducting its investigation, Albright will develop an Investigative Report. In developing its Investigative Report, the Investigator(s) will not make any final determination regarding responsibility.

Prior to the completion of the Investigative Report, the college will send both parties and, if they have any advisors at this time, their advisors *any* evidence the investigators obtained that is directly related to the allegations raised, and the parties will have at least 10 business days to submit a written response. The investigators will consider any written responses from the parties before completing the Investigative Report.

Related, at least 10 business days prior to a hearing, Albright will send both parties, and if they have any advisors at this time, their advisors an electronic or hardcopy of the final Investigative Report, and the parties will have the opportunity to submit a written response to this evidence. When the college sends a copy of the final Investigative Report to the parties, it will also send a copy of the final Investigative Report to the Hearing Committee.

Furthermore, any evidence that Albright obtains as a part of its investigation will be available at the hearing so that both parties can inspect it, review it, and refer to it during the hearing. Parties will also be able to inspect, review, and refer to this evidence during the hearing for purposes of cross-examination.

Finally, the Investigator(s) will be present at the Hearing as a witness. As a witness, at any hearing, the Investigator(s) will not make any recommendations regarding a final determination regarding responsibility. The Investigator(s) role at hearings is described further below in Section H "Hearings."

H. Hearings

1. Structure of Hearing Committee

Whether a complaint involves two Employees or an Employee and a Student, the structure of the Hearing Committee will be the same.

Each committee will consist of three members. The Director of Human Resources will serve as the committee Chair. The other two members will be appointed by the Senior Vice President of Student Affairs and Campus Life. The two members appointed by the Senior Vice President of Student Affairs and Campus Life will be appointed annually.

Albright requires that no member of the committee have a conflict of interest or bias for or against Respondents or Complainants generally or an individual Complainant or Respondent. Also, Albright requires that, at a hearing, neither the Chair or any committee member can be a Title IX investigator(s) or Albright's Title IX Coordinator/Compliance Officer.

At the hearing, the Chair will guide the hearing along in an orderly fashion. All relevancy determinations will be made by the Committee as a whole, and the Chair will serve as the public spokesperson on behalf of the committee regarding all of its determinations. If the chairperson cannot serve for a particular case, he or she can appoint a temporary chairperson.

In reaching a final determination of responsibility, it is the obligation of every member of the committee to consider, objectively, all relevant evidence to reach a fair and just decision. The confidential nature of the hearings pertains not only to the testimony presented but also to decisions rendered. The vote of each member is confidential as well and should not be discussed outside the executive session. Decisions of the committee are assumed to be that of the committee as a whole.

Each member of the Hearing Committee, including the Chair, will have voting-power to render an ultimate determination on the matter before it. Each member of the Committee, including the Chair, must vote on all issues before the Committee, including on issues of relevancy at hearings, so that there are no tie-votes.

Parties have the right to an advisor at a hearing. This advisor may be any person of a party's choice, and it may include, but is not limited to, a family member, a friend, a faculty member, or an attorney.

Albright does require that all hearings be completely closed and confidential. Unless the person is an advisor, family members, friends and attorneys are not permitted to sit in on hearing proceedings. Only Committee Members, Investigator(s), the Complainant, the Respondent, witnesses, advisors, or any other individuals that the college deems appropriate, are allowed in the hearing room.

Hearings will be digitally recorded or, at the Chair's discretion, recorded by a court reporter, and parties have a right to inspect and review any digital recording or transcript of the hearing.

2. Process for Hearings

- 1) Hearings will not occur any earlier than 10 business days after the completion of the Investigative Report.
- 2) Hearings will begin exactly on time. Parties should notify the Director of Human Resources of any difficulties they may have getting to the hearing at the designated time and place.
- 3) If witnesses are to give statements at the hearing, both the complainant and the respondent must provide a list of witnesses (with contact information for each witness) to the Director of Human Resources 7 business days prior to the scheduled hearing. Further, upon receipt of the Complainant and the Respondent's witness lists, the Director of Human Resources will provide any witness who is invited to attend a hearing with a written notice of the date, time, location, participants, and purpose of the hearing, as well as sufficient time to prepare to participate in any hearing.

Finally, after receiving the Complainant and the Respondent's list of witnesses, the Director of Human Resources will also provide the Hearing Committee with these lists.

- 4) Albright will make a recording or transcript of all hearings. Tapes or digital recordings or transcripts may be reviewed by college personnel external to the hearing if the decision is appealed. Albright's recording or transcript of the hearing will be available to the parties for their inspection and review.
- 5) Hearings are confidential.
- 6) Any person referred to the Hearing Committee must appear at the time set for the hearing. If the person or his/her representative fails to appear without providing a good cause beforehand, the case shall be heard without the person(s) present.
- 7) The Complainant, Respondent, and witnesses will be administered an oath by the committee chair. The giving of false information by a student, faculty member, administrator/staff personnel to the Hearing Committee is a serious matter and will lead to appropriate disciplinary action. All persons appearing before the committee shall be informed of this fact.
- 8) If a party attends a hearing without an advisor, Albright will offer to provide one free of charge. [At the Informational Meeting, parties are requested to state if they need the college to appoint an advisor.]
- 9) A party's advisor may ask any party or any witness, including expert witnesses, all relevant questions, including cross-examination questions. Each party's advisor will also be permitted to cross-examine the other party and the other party's witnesses.
- 10) There are only two situations where questions and evidence about a Complainant's sexual predisposition or prior sexual behavior are relevant: i) Where the questions and evidence are

offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, and ii) Where the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with the Respondent and are offered to prove consent.

Beyond these two situations, questions about a Complainant's sexual predisposition or prior sexual behavior are not relevant.

11) While, at a hearing, the Hearing Committee can ask questions aimed to elicit information from parties and witnesses; unlike the Complainant and Respondent's advisors, they cannot ask questions that challenge someone's plausibility, credibility, reliability, motives, or consistency.

12) If a party or witness does not answer any questions, in making its final determination, the Hearing Committee will not make any inference regarding responsibility based solely on a party or witness's refusal to answer questions. Similarly, if a party or a witness is absent from the hearing, in making its final determination, the Hearing Committee will not make any inference regarding responsibility based solely on a party or witness's absence.

13) The Investigator will have available at the hearing a written statement regarding the procedural steps that Albright took prior to the start of the hearing. This statement will include a description of any notifications made to the parties, interviews that were conducted with parties and witnesses, site visits, and methods used to gather other evidence. At the hearing, this written statement will be provided to the Hearing Committee and a copy will be given to the parties. [Please note, that after a hearing, in its written determination, the Hearing Committee will discuss not only the procedural steps taken prior to a hearing, but, in its discussion of procedural steps, the Hearing Committee will also add a discussion reviewing the hearing held.]

14) At Albright's discretion, any or all parties, witnesses, and other participants may appear at the hearing virtually through technology that enables all participants to simultaneously see and hear each other.

15) At the request of either party, Albright will provide for a live hearing to occur with the parties located in separate rooms with technology that enables the decision-maker(s) and parties to hear and see each other.

16) Upon receipt of the Complainant and the Respondent's witness lists prior to a hearing, the Hearing Committee may ask the Director of Human Resources to request that other witnesses be present at the hearing that are not called by the Complainant or the Respondent. Upon receiving such a request, the Director of Human Resources will provide any witness who is invited to attend a hearing with a written notice of the date, time, location, participants, and purpose of the hearing, as well as sufficient time to prepare to participate in any hearing.

The Hearing Committee also recognizes that anyone that it requests to be present at the hearing has the right to refuse to participate. Moreover, Albright will not intimidate, threaten, coerce,

punish, retaliate against, or discriminate against anyone that exercises their right to refuse to participate in a hearing. To the extent that it is possible and practical for it to do so, if the Hearing Committee requests any witnesses to be present at a hearing that are not called by the Complainant or the Respondent, the Director of Human Resources will notify the Complainant and the Respondent, and their advisors, of such requests prior to a hearing.

17) At the hearing, both the Complainant and the Respondent will be given the opportunity to challenge the participation of a specific Hearing Committee member on that grounds that a committee member has a bias for or against Complainants or Respondents generally or for or against the Complainant or Respondent individually.

18) During a hearing, if the Hearing Committee believes that it would benefit from hearing from a witness not called by either the Complainant or the Respondent, the Hearing Committee may either temporarily delay the hearing or schedule a continuation of the hearing at a future date so that the Hearing Committee can ask the Director of Human Resources to request that this witness be present. Upon receiving such a request, the Director of Human Resources will provide any witness who is invited to attend a hearing with a written notice of the date, time, location, participants, and purpose of the hearing, as well as sufficient time to prepare to participate in any hearing.

The Hearing Committee also recognizes that anyone that it requests to be present at the hearing has the right to refuse to participate. Moreover, Albright will not intimidate, threaten, coerce, punish, retaliate against, or discriminate against anyone that exercises their right to refuse to participate in a hearing. In the event that the Hearing Committee temporarily delays a hearing or schedules a continuation of a hearing at a future date in an attempt to hear from a witness not requested by the Complainant or the Respondent, the Complainant and the Respondent and any necessary participants in a hearing will receive a written notice from the Director of Human Resources explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

19) During a hearing, the Hearing Committee has the right to temporarily delay a hearing or schedule a continuation of a hearing when there is good cause to do so. In the event that the Hearing Committee temporarily delays a hearing or schedules a continuation of a hearing at a future date for good cause, the Complainant and the Respondent and any necessary participants in a hearing will receive a written notice from the Director of Human Resources explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

20) During a hearing, the Hearing Committee reserves the right to have its own attorneys or counsel present on its behalf.

3. Hearing Decorum

Albright is committed to the respectful treatment of all individuals involved in a hearing. To that end, the following rules of decorum are to be followed at any hearing.

- 1) Everyone involved in a hearing must treat the other individuals present with dignity and respect.
- 2) All questions asked should be asked with a respectful tone.
- 3) Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using a person's preferred name and gender and shall not intentionally misname or mis-gender that person in communication or questioning.
- 4) After a question is asked by an advisor, before answering, the Complainant, the Respondent, and any witnesses should pause to see if the Hearing Committee raises relevancy objections. The Hearing Committee will make a determination regarding the relevancy of any questions asked, and the Complainant, the Respondent and any witnesses must follow the Hearing Committee's directions when it comes to answering any questions deemed irrelevant.
- 5) No individual present at a hearing may act abusively or disrespectfully during the hearing toward any other individual.
- 6) During cross-examination, an advisor:
 - (a)) May not yell, scream, badger, or physically "lean in" to a party or witness's personal space;
 - (b) May not approach the other party or witnesses without first obtaining permission from the Hearing Committee;
 - (c)) May not use profanity or make irrelevant *ad hominem* attacks upon a party or witness;
 - (d) May not continue to try to ask questions that the Hearing Committee has already deemed irrelevant;
- 7) Advisors may not ask questions out of turn.
- 8) To avoid disruption to the hearing, no one should leave the hearing room or any virtual meeting unless they first receive permission from the Hearing Committee or unless the Hearing Committee calls for a temporary break.
- 9) No one is allowed to wear any intimidating or harassing apparel or clothing to a hearing.
- 10) Those present at a hearing should remain silent unless they are called upon to speak by the Hearing Committee or unless they are answering questions from a party's advisor. During a hearing, no party or witness or individual present is allowed to engage in disruptive activities including, but not limited to, loud whispering, applause, heckling, outbursts, the use of profanity, or other disruptive behavior.
- 11) Any cellular telephones or smartphones brought into a hearing room must be turned to the "OFF" setting during proceedings. Even phones on a "vibrate" setting can be disruptive.
- 12) The Respondent, the Complainant, any witnesses, and any advisors should not engage in any text messaging during a hearing.

13) Unless permission is granted by the Hearing Committee, during a hearing, the Respondent, the Complainant, any witnesses, and any advisors should not engage in any communications of any sort with any individuals not present at the hearing.

14) Beyond the official transcript or recording of the hearing conducted by Albright, no individual is authorized to record a hearing.

If the Complainant, the Respondent, any witnesses, or any advisor violates any rules of decorum, the Hearing Committee may exercise their discretion to issue what they deem to be an appropriate sanction. These sanctions may include, but are not limited to, a verbal warning, a pause in the hearing process, or asking the Complainant, the Respondent, any advisors, or any witnesses to leave a hearing. If the Hearing Committee asks the Complainant, the Respondent, any advisors, or any witnesses to leave the hearing, the Hearing Committee may continue the hearing in the absence of the disruptive individual. Alternatively, the Hearing Committee, at their discretion, may temporarily adjourn the hearing. In such an event, the participants in a hearing will receive a written notice from Albright explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

Not only may the Hearing Committee ask any advisor to leave a hearing for violating any rules of decorum, but the Hearing Committee reserves the right to require a party to use a different advisor. In the event that the Hearing Committee asks an advisor to leave a hearing, or requires a party to use a different advisor, the Hearing Committee may temporarily adjourn the hearing. In such an event, the participants in a hearing will receive a written notice from Albright explaining the reason for the delay in the hearing process and stating when the hearing will reconvene.

Furthermore, in the event that the Hearing Committee requires a party to use a different advisor, the Hearing Committee will make note of this, and the reasons for their decision, in their written determination of responsibility.

Finally, in the event that the Hearing Committee requires a party to use a different advisor, the Hearing Committee has the right to make a recommendation to Albright to forbid that advisor from serving as an advisor at any future hearings, and, moreover, the college reserves the right to act upon such a recommendation from the Hearing Committee.

4. Procedures for Hearing Committee

1) Call to order by the Chairperson.

2) Verification of necessary committee members present.

3) The Chairperson will read the complaint against the Respondent. After reading the complaint, the Chairperson will remind everyone present that the Respondent is presumed not responsible for the alleged conduct until a determination of responsibility is made at the end of this grievance process. Moreover, the Chair will remind everyone that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on Albright

College, not the Respondent or the Complainant. After making these reminders, the Chair will give the Respondent the opportunity to plead “responsible” or “not responsible” for each charge.

4) If the Complainant or the Respondent fails to attend the hearing without providing good cause beforehand, the hearing will continue in his/her absence.

5) The Investigator(s) will make brief remarks on the following topics:

- (a) If applicable, the date and time regarding when the Complainant first contacted Public Safety.
- (b) If applicable, the actions Public Safety took after being contacted by the Complainant (i.e. transporting the Complainant from a dormitory to Public Safety, taking the Complainant to a hospital or the Gable Health Center, contacting any police departments, etc.).
- (c) The evidence acquired during the Investigation (i.e. clothing, text-messages, etc.).
- (d) The names of any individuals interviewed as a part of its Investigation, as well as the date and times for those interviews.

6) Complainant proceeds as follows.

- (a) Complainant or Complainant’s advisor makes opening statements.
- (b) The Complainant presents factual testimony supporting the charges, or the Complainant through questioning from the Complainant’s advisor, presents factual testimony supporting the charges.
- (c) The Respondent’s advisor may question the Complainant.
- (d) After the Respondent’s advisor questions the Complainant, the Hearing Committee may question the Complainant.
- (e) After the Hearing Committee questions the Complainant, the Complainant’s advisor will be given a final opportunity to question the Complainant.
- (f) After the Complainant’s advisor is given a final opportunity to question the Complainant, the Respondent’s advisor will be given a final opportunity to cross-examine the Complainant.

7) Complainant’s advisor calls witnesses one-by-one.

- (a) Immediately after a witness is called and questioned by the Complainant’s advisor, the Respondent’s advisor will be given the opportunity to cross-examine that witness.
- (b) After the Respondent’s advisor cross-examines a witness, the Hearing Committee will be given the opportunity to ask questions of that witness.
- (c) After the Hearing Committee asks questions of a witness, the Complainant’s advisor will be given a final opportunity to question that witness.
- (d) After the Complainant’s advisor has a final opportunity to question a witness, the Respondent’s advisor will be given a final opportunity to cross-examine that witness.
- (e) Process (a)-(d) will repeat for each of the Complainant’s witnesses until all of the Complainant’s witnesses are questioned and cross-examined.

8) Respondent proceeds as follows.

- (a) Respondent or Respondent's advisor makes opening statements.
- (b) The Respondent presents factual testimony supporting the charges, or the Respondent through questioning from the Respondent's advisor, presents factual testimony supporting the charges.
- (c) The Complainant's advisor may question the Respondent.
- (d) After the Complainant's advisor questions the Respondent, the Hearing Committee may question the Respondent.
- (e) After the Hearing Committee questions the Respondent, the Respondent's advisor will be given a final opportunity to question the Respondent.
- (f) After the Respondent's advisor is given a final opportunity to question the Respondent, the Complainant's advisor will be given a final opportunity to cross-examine the Respondent.

9) Respondent's advisor calls witnesses one-by-one.

- (a) Immediately after a witness is called and questioned by the Respondent's advisor, the Complainant's advisor will be given the opportunity to cross-examine that witness.
- (b) After the Complainant's advisor cross-examines a witness, the Hearing Committee will be given the opportunity to ask questions of that witness.
- (c) After the Hearing Committee asks questions of a witness, the Respondent's advisor will be given a final opportunity to question that witness.
- (d) After the Respondent's advisor has a final opportunity to question a witness, the Complainant's advisor will be given a final opportunity to cross-examine that witness.
- (e) Process (a)-(d) will repeat for each of the Respondent's witnesses until all of the Respondent's witnesses are questioned and cross-examined.

10) The Hearing Committee will call and question any witnesses that it requested come to the hearing that were not requested by either the Complainant or the Respondent. These witnesses will be called and questioned one-by-one.

- (a) After the Hearing Committee calls and questions a witness, the Complainant's advisor will be given the opportunity to cross-examine that witness.
- (b) After the Complainant's advisor is given the opportunity to cross-examine that witness, the Respondent's advisor will be given the opportunity to cross-examine that witness.

11) The Investigator(s) will serve as the last witness. As a witness, the Investigator(s) will not make any recommendations regarding a final determination regarding responsibility.

- (a) Complainant's advisor may question the Investigator(s).
- (b) Respondent's advisor may question the Investigator(s).

- (c) The Hearing Committee may question the Investigator(s).
- (d) The Complainant's advisor will be given a final opportunity to question the Investigator(s).
- (e) The Respondent's advisor will be given a final opportunity to question the Investigator(s).
- (f) If there are multiple Investigators, process (a)-(e) will repeat for each Investigator until all of the Investigators are questioned and cross-examined.

12) Summary by Complainant.

13) Summary by Respondent.

14) The Chairperson excuses all witnesses, advisors, complainant and respondent so that the Hearing Committee can go into deliberations (confidential). The Director of Community Standards shall not be present at deliberations but shall remain available to the Hearing Committee to provide information after a verdict for the purposes noted below in paragraph (18).

15) The Hearing Committee shall review and evaluate, objectively, all relevant evidence under the standard of "preponderance of the evidence."

16) The Hearing Committee shall vote on each charge separately "responsible" or "not responsible."

17) Voting shall be by open ballot.

18) If the Respondent is a student and found "responsible," the Director of Community Standards shall report to the chairperson any past disciplinary matters and sanctions in the Respondent's file.

19) When the Respondent is a student, the chairperson shall recommend sanctions within the progressive discipline model.

20) The Hearing Committee has seven business days to render their decision and notify the Title IX Coordinator/Compliance Officer.

- (a) Upon the receipt of the decision, Title IX Coordinator/Compliance Officer will notify, simultaneously, both parties of its decision, in writing, within two business days.
- (b) The Complainant and the Respondent will then meet with Title IX Coordinator/Compliance Officer if necessary to discuss the results of the case.
- (c) Follow-up meetings may occur if necessary.

I. Written Notification of Hearing Outcomes

The written determination will include:

- An identification of the allegations that potentially constituted sexual harassment.

- A description of the procedural steps that Albright took starting from the time it received the Complainant's formal complaint and ending with the period at which the Hearing Committee reached its determination. This description of the procedural steps that Albright took will include a review of any notifications it made to the parties, interviews that were conducted with parties and witnesses, site visits, methods used to gather other evidence, and a review of hearings held.
- Findings of fact that support the determination reached.
- Conclusions that Albright reached by applying its code of conducts to the facts.
- A statement and an explanation regarding the result reached for each allegation made by a Complainant.
- A determination regarding responsibility.
- A statement regarding any sanctions Albright will impose on the Respondent.
- A discussion regarding whether any of the remedies offered to the Complainant will be provided by Albright.
- An overview of the procedures and permissible reasons for either the Complainant or the Respondent to seek an appeal.

The Title IX Coordinator/Compliance Officer will bear the responsibility for the effective implementation of any remedies that are provided.

J. Informal Resolutions

When it comes to grievances involving allegations of sexual harassment, in accord with Title IX regulations, only *after* the filing of a formal complaint will Albright explore pursuing an informal resolution. After the filing of a formal complaint, parties are never required to agree to an informal resolution process. Moreover, Albright will not explore an informal resolution process in cases involving sexual assault or rape, and it will not be offered to resolve allegations that an employee sexually harassed a student. However, when appropriate, Albright may explore pursuing an informal resolution. Prior to pursuing an informal resolution, both parties must voluntarily agree, in writing, to enter the informal resolution process.

When pursuing an informal resolution, Albright will provide written notice to the parties disclosing:

- The allegations
- The requirements of the informal resolution, including any circumstances under which it precludes a party from resuming a formal complaint arising from the same allegations.

Please note that, prior to agreeing to enter any informal resolution process, both parties have the right, at any time, to withdraw from the informal resolution process and resume the formal investigation and adjudication that commences upon filing a complaint.

Finally, those that oversee any informal resolution process will have no conflict of interest or bias for or against Complainants or Respondents generally, as well no conflict of interest or bias for or against any individual Complainant or Respondent.

K. Sanctions

At times, there may be one or more sanctions imposed if the party is found “responsible.” A party who has the sanction off campus is required to pay for their own travel expenses or any other additional expenses that may occur.

Sanctions include but are not limited to the following: Employee

Sanctions

- Warning – Verbal or Written
- Apology Notification
- Performance Improvement Plan (PIP)
- Required Counseling
- Required Training or Education
- Demotion
- Loss of Annual Pay Increase
- Suspension without Pay
- Suspension with Pay
- Termination

Faculty Sanctions

- Warning – Verbal or Written
- Apology Notification
- Performance Improvement Plan (PIP)
- Required Counseling
- Required Training or Education
- Removal from a Leadership Position
- Loss of Annual Pay Increase
- Suspension with Pay
- Suspension without Pay
- Revocation of Tenure
- Termination

Sanctioning for Sexual Misconduct

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) may receive a sanction ranging from probation to expulsion (student), disciplinary action to termination (faculty member or employee), depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy may face a recommended sanction of suspension or expulsion (student) or suspension or termination (faculty member or employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies may receive a recommended sanction ranging from warning to expulsion (student) or termination (faculty member or employee), depending on the severity of the incident, and taking into account any previous disciplinary violations.*

* The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification, as described by the hearing board, exists to do so.

L. Remedies

The Title IX Coordinator/Compliance Officer (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. The college will keep interim remedies and actions as private as possible.

Remedies may include but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation of the responding party or reporting party (resident student or resident employee (or the alleged victim, if desired))
- Exclusion from education or extracurricular activities as may be necessary for the safety and welfare of the reporting party or the campus community
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.
- A Timely Warning to the College community may be communicated

The College may interim suspend a student, employee or organization pending the completion of an investigation and resolution, particularly when in the judgment of the appropriate College Official in consultation with the Title IX Coordinator/Compliance Officer, the safety or wellbeing of any member(s) of the campus community may be jeopardized by the presence on campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator/Compliance Officer prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The College through the appropriate official has sole discretion to implement or stay an interim suspension under any applicable policies, and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion (student) or termination (faculty member or employee).

During an interim suspension or administrative leave, a student or employee may be denied access to college housing and/or the college campus/facilities/events. As determined by the appropriate administrative officer, Title IX Coordinator/Compliance Officer or designee, this restriction can include classes and/or all other college activities or privileges for which the student might otherwise be eligible. At the discretion of the appropriate administrative officer, Title IX Coordinator/Compliance Officer or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The institution will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures.

M. Dismissal or Consolidation of Formal Complaints

Albright will investigate the allegations in a formal complaint, but, for purposes of Title IX, after its investigation, Albright must dismiss formal complaints in the following circumstances:

- When the conduct alleged in the formal complainant would not constitute sexual harassment even if proved.
- When the conduct alleged, even if proved, did not occur in Albright's education program or activity.
- When the conduct alleged, even if proved, did not occur against a person in the United States.

For purposes of Title IX, Albright may dismiss formal complaints involving allegations of sexual harassment in the following circumstances:

- When a Complainant notifies the Title IX Coordinator/Compliance Officer in writing that the Complainant would like to withdraw the formal complaint or any allegations in it.

- When the Respondent is no longer enrolled or employed by Albright.
- When specific circumstances prevent Albright from gathering evidence sufficient to reach a determination as to the formal complaint or its allegations.

Upon any dismissal required or permitted for the purpose of Title IX, Albright will send a written notice of the dismissal, along with the reasons for it, simultaneously to both parties.

For purposes of Title IX, when the allegations of sexual harassment arise out of the same facts or circumstances, Albright may consolidate formal complaints:

- That involve allegations of sexual harassment against more than one Respondent.
- That involve allegations of sexual harassment by more than one Complainant against one or more Respondents.
- That involves allegations of sexual harassment by one party against the other party.

N. Appeals

Both a Complainant and a Respondent may appeal a hearing decision. Likewise, parties have a right to appeal decisions Albright makes to dismiss a formal complaint.

The basis of appeal must meet one of the following criteria: (i) a procedural irregularity that affected the outcome of the matter; (ii) new evidence becomes available that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; or (iii) the Title IX Coordinator/Compliance Officer, investigator(s), or decision-makers(s) had a conflict of interest or bias for or against Complainants or Respondents generally or for or against the individual Complainant or Respondent that affected the outcome of the matter.

Please note that, at the hearing, both parties will be given the opportunity to challenge the participation of a specific Hearing Committee member on that grounds that a Hearing Committee member has a bias for or against Complainants or Respondents generally or for or against the Complainant or Respondent individually. If, when given the opportunity to challenge the participation of a specific Hearing Committee Board member, a party fails to raise any known concerns in these regards, then that party may waive their right to raise those same concerns as a ground for an appeal.

When one party makes an appeal, the other party will be notified in writing of the appeal filed.

The decision-maker(s) for the appeal will not be the same individual(s) that made a determination regarding responsibility or that decided to dismiss a formal complaint. Likewise, the decision-makers for an appeal will not be an Investigator or the Title IX Coordinator/Compliance Officer. Also, the decisionmaker for an appeal will not have a conflict of interest or bias for or against Complainants or Respondents generally or for or against the individual Complainant or Respondent.

Parties must file a written appeal directly to the Senior Vice President of Student Affairs and Camps Life within seven business days of receipt of the decision. In turn, the Senior Vice President of Student Affairs and Campus Life, or their designee, will hear and decide the appeal.

On appeal, a written determination will be made within 15 business days that describes the result of the appeal as well as the rationale behind it. Both parties will be notified simultaneously of the appeal decision in writing. The appeal decision is final, but, upon receiving the appeal decision, both parties will have 7 business days to submit a written statement supporting the outcome of the appeal or challenging it.

O. Records

For at least seven years, Albright will maintain records of:

- Any informational meetings recorded as a part of the Title IX grievance process.
- Each sexual harassment investigation and any determination regarding responsibility.
- The recording or transcript of any hearing.
- Sanctions imposed on any Respondent.
- Remedies provided to any Complainant.
- Any appeal regarding a determination of responsibility, as well as the results of the appeal.
- Any informal resolution, as well as the results of any informal resolution.
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- Supportive measures taken in response to a report or formal complaint of sexual harassment.
- Any action in response to a report or formal complaint of sexual harassment.

P. Delays for Good Cause

Throughout the grievance process, Albright has the right to institute temporary delays for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. Upon instituting any delay in the grievance process, the Director of Human Resources will provide the Complainant and the Respondent with written notice of the delay and the reasons for it.

Q. Retaliation

Albright prohibits any retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes, but is not limited to, intimidation, threats, coercion, punishment, or discrimination. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. Any complaints involving retaliation may be submitted to Title IX Coordinator/Compliance Officer so that they can be handled in an appropriate manner.

R. Definitions

Advisor: An individual who has agreed to assist a Respondent or Complainant during a hearing. Parties are entitled to an advisor of their choice, and their advisor may be, but is not required to be, an attorney. At a hearing, a party's advisor questions the other party, witnesses, and conducts cross examination. Unless they are an advisor, attorneys, friends, parents, and family members are not permitted to sit in the hearing room.

Business Day: A business day includes all days the college is in session as well as regular workdays even if the college is not in session.

Chairperson: For hearings, the chairperson convenes the hearing. The chairperson is a voting member of the committee. At a hearing, the chair publicly communicates the committee's decisions regarding relevancy determinations. If the chairperson cannot serve for a particular case, he/she can appoint a temporary chairperson.

College Official: Includes any person employed by the college, performing assigned administrative or professional responsibilities.

College Premises: Buildings or grounds owned, leased, operated, controlled or supervised by the college.

Complainant: A Complainant is an individual who is alleged to be the target of conduct that could constitute sexual harassment.

Consent: Written Consent: It is an explicit and verifiable expression of permission. Explicit verbal consent: Saying "yes" to a specific activity.

Evidence: Complainants and Respondents may bring evidence or exhibits to the hearing. The Hearing Committee will consider, objectively, all relevant evidence when deliberating a case.

Hearings: College hearings are not criminal or civil proceedings. They are processes administered by the college to find whether a party violated a college policy. The information gathered to find the party "responsible" or "not responsible" is based on the preponderance of evidence standard.

Informational Meeting: Meeting to discuss incident and to answer any questions the Complainant or the Respondent may have.

Preponderance of the Evidence: Standard of proof used to determine responsibility for charges. The standard asks is it more likely than not, based on the evidence and documentation presented, that the policy violation occurred.

Public Areas: Outside the residential hall room or within the room with the door open, includes lobby, main lounge, restroom, etc. Any area open to the public on the Albright College campus or at branch campus locations.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Student: Includes all persons taking courses at Albright College, both full-time and part-time, degree-seeking or non-degree-seeking.

Witnesses: A witness is anyone who was present during the incident, observed the policy violation, or has direct knowledge of the incident. The Complainant and the Respondent's list of witnesses must be submitted to the Director of Human Resources 7 business days prior to a hearing.

Fraternization Policy

There are special risks in any amorous, dating, sexual, or non-sexual yet intimate relationship between individuals in inherently unequal positions of authority, and parties in such a relationship assume those risks. In the Albright College context, such positions include (but are not limited to) supervisor and employee, coach and athlete, and the individuals who supervise the day-to-day student living environment and student residents. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent. They may, moreover, be less consensual than the individual whose position confers power or authority believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Such relationships between staff members, coaches and students are impermissible when the staff member or coach has professional responsibility for the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental nature of the relationship. Moreover, other students may be affected by such behavior, because it places the staff member or coach in a situation to favor or advance one student's interest to the potential detriment of others. Therefore, it is a violation of College policy for a staff member or coach to engage in an amorous, dating, sexual, or non-sexual yet intimate relationship with a student whom he/she evaluates, supervises, or advises, or over whom he/she is in a situation to exercise authority in any way.

If there is a pre-existing relationship between a staff member, coach and student prior to the inception of employment, the relationship must be disclosed by both individuals prior to hire to the Dean of Students and the Director of Human Resources. Albright will take appropriate steps to ensure there is no supervisory or preferential treatment with respect to the individuals involved.

Such relationships between staff members and/or coaches are also impermissible when the staff member or coach has supervisory or evaluative responsibility for the other. Voluntary consent by the staff member or coach in such a relationship is suspect, given the fundamental nature of employment relationships. Moreover, other staff member or coach may be affected by such behavior, because it places the staff member or coach with the supervisory or evaluative power in a situation to favor or advance one staff member or coach's interest to the potential detriment of others. Therefore, it is a violation of College policy for a staff member or coach to engage in such relationships with a staff member or coach, whom he/she evaluates, supervises, or advises, or over whom he/she is in a situation to exercise employment authority in any way.

In isolated cases, the intimate relationship could pre-date the supervisory relationship. When this occurs, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she does not exercise any supervisory or evaluative function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor or dean in writing, so that such dean or supervisor can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory or evaluative arrangements to be put in place. The dean or supervisor must implement the alternative supervisory or evaluative arrangement. Administrators and support staff must notify the Human Resources and Risk Management Office in writing when recusal is required

Where such a relationship exists by virtue of marriage or partnership within the same department, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she does not exercise any supervisory or evaluative function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor or dean in writing, so that such dean or supervisor can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory or evaluative arrangements to be put in place. The dean or supervisor must implement the alternative supervisory or evaluative arrangement. Administrators and support staff must notify the Human Resources and Risk Management Office in writing when recusal is required.

The responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy.

Conduct that falls within this area may trigger the policies and procedures of the College's Title IX policy.

Disclosure of Misconduct Policy

Purpose and Applicability

The purpose of this policy is to set forth a process at Albright College relating to the disclosure of misconduct and to protect individuals from retaliation in the form of an adverse employment action for disclosing what they believe evidences certain unlawful or unethical practices. This policy is applicable to all employees of Albright College and serves as an additional resource and option beyond the procedures documented in the respective Employee and Faculty Handbooks.

This policy does not apply to issues involving sexual harassment. See the Title IX policy for issues involving sexual harassment.

Statement of Policy

It is policy of Albright College that employees shall be free without fear of retaliation to report conduct at Albright College that they reasonably believe may constitute misconduct, including but not limited to the following: wire fraud, bank fraud, securities fraud or questionable accounting and internal controls, auditing matters, harassment, discrimination, hostile workplace, safety and security issues, illegal or unethical business practices, wrongful termination, hate messages, faculty and staff handbook violations, violations of laws, mismanagement, waste of institution resources, and abuse of authority.

A representative of Albright College shall not take or refuse to take any employment action in retaliation against an employee who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy or any law or other Albright College policy. However, employees who knowingly file false or misleading reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy, and may be subject to disciplinary actions, including possible termination of employment.

Process of Disclosure

1. An employee who becomes aware of misconduct as described previously shall disclose all relevant information regarding evidenced misconduct to the President in a signed written document within ninety (90) days of the day on which he or she first knew of the misconduct. If the employee would rather contact a source outside of Albright College, he or she may contact the confidential Campus Conduct Hotline service provided by professionals from Educational & Institutional Insurance Administrators, Inc. (EIIA) at 1-866-943-5787.
2. The President shall consider the disclosure and take subsequent action he or she determines to be appropriate under the law and circumstances of the disclosure. This disclosure will be treated with the highest degree of confidentiality within the confines of the investigation. During the investigation, good faith efforts will be made to obtain all relevant information necessary to respond to and resolve the issue(s). Other appropriate parties may and will be engaged in the investigative process as the President deems necessary to conduct a fair and thorough investigation.
3. In the case of disclosure of misconduct involving the President, the disclosure shall be directed to the Chairperson of the Albright College Board of Trustees or the Campus Conduct Hotline service provided by EIIA. The Chairperson shall consider the disclosure and take subsequent action he or she determines to be appropriate under the law and circumstances of the disclosure.
4. In case of disclosure of misconduct involving a Trustee, the disclosure shall be directed to the Chairperson of the Albright College Board of Trustees, Chairperson of the Audit

Committee or the Campus Conduct Hotline service provided by EIIA. The Chairperson shall consider the disclosure and take subsequent action he or she determines to be appropriate under the law and circumstances of the disclosure.

5. The disclosure recipient will be responsible for:
 - Ensuring all investigations are carried out in a fair, reasonable and unbiased manner.
 - Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.

Complaints of Retaliation as a Result of Disclosure

1. If an employee believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.
2. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

Process for Filing Complaints Stemming from Disclosure (Retaliation)

1. Similar to the above-noted process for filing a complaint/disclosure of misconduct, an employee must file a complaint with the President within ninety (90) days from the effective date of the subsequent adverse employment action or from the date on which the employee should reasonably have had knowledge of the adverse employment action.
2. Complaints shall be filed in writing and shall include:
 - a. Name and work address of the complainant;
 - b. Name and title of Albright College official(s) against whom the complaint is made;
 - c. The specific type(s) of adverse employment action(s) taken;
 - d. The specific date(s) on which the adverse employment action(s) were taken;
 - e. A clear and concise statement of the facts that form the basis of the complaint;

- f. A clear and concise statement of the complainant's explanation of how his or her report of possible misconduct is related to the adverse employment action; and
- g. A clear and concise statement of the remedy sought by the complainant.

Adjudication of Misconduct and/or Retaliation Complaints

1. Within sixty (60) calendar days of receipt of complaint of misconduct and/or retaliation, the President (or the Chairperson of the Albright College Board of Trustees in the case involving the President or a Trustee) shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall report to the complainant the conclusions of the investigation absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept confidential to the extent possible within the legitimate needs of law and the investigation.
2. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the President or Chairperson of the Albright College Board of Trustees shall be final.

False Allegations of Wrongful Conduct

Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment, in accordance with college/university rules, policies and procedures.

Policy is not a Contract

This policy is not a contract and it can be modified at any time, with or without notice. It does not provide greater or lesser rights than applicable law provides.

Posting Policy

Posting is considered to be any information tacked, tied, taped, stapled or written on any surface on campus. It is an expectation that all members of the College community will adhere to the policy and will aid in removing expired and improperly posted notices.

Location

All materials must be posted on bulletin boards or cork strips or (in the Campus Center) designated posting lines and designated posting areas. No postings are permitted on glass, painted, wooden, metal, plastic, or other surfaces. Sufficient posting spaces are available in all buildings. Suggestions for additional bulletin board and cork strip locations are welcome; please notify the Dean of Students.

Bulletin boards and cork strips are designated as either “College community” or “academic.”

In some buildings, “academic” bulletin boards or cork strips have been designated specifically for academic and other official postings. To post on academic boards/strips, permission must be obtained from the building secretary, the Office of Housing and Residential Learning, or the sponsoring faculty, staff or administrator.

Permission is not needed for posting on “College community” board/strips as long as the posting policy is adhered to.

Items may not be posted on any outside areas except on bulletin boards provided expressly for this purpose. Outside areas include lampposts, street signs, sidewalks, exterior walls and doors, utility poles, trees and other immobile objects considered part of College property.

Items may not be distributed among parked vehicles.

Chalking is permitted on sidewalks only.

Content and Size

All materials must include the name of the sponsor and relevant event information.

Materials that promote the use of alcohol and other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity, and/or national origin, or that are obscene, socially inappropriate, intimidating or which are offensive to the prevailing standards of an academic community are prohibited. Guidance as to the appropriateness of postings may be sought from the Campus Center Office, faculty advisers, the Dean of Students, or the Director of Housing and Residential Learning.

Sponsors are permitted one sign per bulletin board or cork strip.

Personal message postings (i.e. Happy Birthday or Congratulations) may not exceed 3’ by 3’.

Postings promoting events may not exceed 8 ½ x 14”.

An example of a posting that contains appropriate material and is an acceptable size is available in the Office of Student Affairs.

Duration

On “College community” boards/strips, personal message postings (i.e. Happy Birthday or Congratulations) may not stay up for more than one week and must include the date posted; personal message posting may be removed earlier if space is needed.

On “College community” boards/strips, postings promoting events must be removed within 72 hours following the event.

Removal of materials from “academic” bulletin boards/strips is at the discretion of the sponsor.

Removal

It is the responsibility of the sponsor to remove materials.

If members of the campus community deem it necessary to remove materials that otherwise adhere to the approved posting policy, they must first notify the sponsor and explain why they wish to remove the materials. If the materials are removed, they must be returned to the sponsor. Postings by people who are not Albright students, faculty, staff or administration are prohibited without the permission of the Campus Center Office.

Violations

Violations to the Posting Policy may result in corrective action by the appropriate disciplinary body.

Workplace Ethics

Albright is committed to fostering and maintaining an environment where all employees promote and practice a high standard of ethical behavior. Any employee who feels subjected to unethical behavior is expected to discuss the issue with their immediate supervisor, the Divisional Vice President, the Director of Human Resources, other Vice Presidents, or the President.

The College is determined to maintain an environment that respects others and values high ethical behavior.

Conflicts of Interest

All employees have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which Albright College wishes its operations to be conducted. The purpose of these guidelines is to provide

general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director of Human Resources for more information or questions about conflict of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the College in concert with the President and his/her Advisory Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, bonuses, specific fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the vendor, the employee or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Albright College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by 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 that they disclose to the Director of Human Resources as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Albright 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 Albright College. If there is any question or concern relating to a potential conflict of interest, contact the Office of Human Resources for further information and clarification.

Workplace Privacy

Albright expressly reserves the right to conduct searches of its property, (desks, file cabinets, lockers, office areas, electronic files, including e-mails, etc.), to ensure protection of College assets. Individual employee home addresses may be shared within the College community as appropriate to enhance communications and promote development of the College.

Acts of Dishonesty

1. Failure to identify oneself: Fails to identify, or falsely identifies, oneself when requested by a member of the College community acting in the performance of his or her duty and authority (including designated student staff). This also includes failure to provide ID upon request. Students must carry their IDs at all times. Students who do not carry ID may be subject to disciplinary action.
2. Possession of a false identification: This includes, but is not limited to: No person shall possess an identification card falsely identifying that person as being 21 years of age or

older or provide another person with an identification card falsely identifying that person as being 21 years of age or older.

3. Furnishing false or misleading information is strictly prohibited: This includes, but is not limited to: (i) Furnishing false information to Public Safety or other College officials; (ii) The falsification, distortion or misrepresentation of information before a hearing officer/board; (iii) Reports to a College official an offense or other incident with their concern knowing it did not occur or pretends to furnish information relating to an offense or incident when he knows he has no information relating to such offense or incident.

V. WORKPLACE SAFETY

Safety

The personal safety and health of each employee of Albright College is of primary importance. The prevention of work-related injuries and illnesses is of such consequences that it will be given precedence over operating productivity whenever necessary to protect employees.

Policy

Albright maintains a safety-conscious environment which fosters accident prevention and complies with federal, state, and local laws regarding accident prevention and working conditions. We encourage a positive attitude toward injury and illness prevention on the part of management, supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employees but also between each employee and his or her fellow workers. Only through such a cooperative effort can an effective safety record be established and preserved.

Practices and Procedures

1. Any accident resulting in personal injury or illness must be reported within eight hours of the accident to the employee's supervisor and the Office of Human Resources.
2. No employee shall knowingly commit an act which would endanger the safety of any one member of the campus community, or visitor on Albright's premises, or which might damage the tools or equipment, which the employee is operating.
3. Horseplay and practical jokes can result in personal injury to any and all participants regardless of employment status and, therefore, are prohibited.
4. All signs posted for safety and fire protection must be obeyed.
5. Employees who operate College owned vehicles or who operate personal vehicles on College business must comply with all motor vehicle regulations and be subject to periodic motor vehicle report checks.

6. Defective or faulty equipment or safety hazards must be reported immediately to the appropriate supervisor.

Employees who violate the safety rules listed in this policy will be subject to disciplinary action, up to and including termination of employment.

Workers' Compensation

Policy

The College maintains a workers' compensation liability insurance program. The plan shall serve as protection for injuries or illnesses compensable under the Workers' Compensation Act.

Practices and Procedures

A copy of the Workers' Compensation Insurance policy is on file in the Office of Human Resources.

The Workers' Compensation Insurance plan, which begins for all employees on their first day of employment, covers medical expenses related to on-the-job injuries and occupational illnesses and provides financial compensation when off work without pay as a result of the injury or illness.

Employees shall be responsible for promptly notifying their immediate supervisor and the Office of Human Resources in the event of a work-related injury (within eight hours of incident).

Non-emergency designated medical providers are posted at each worksite. In order to ensure that the College will pay medical treatment, the individual must select from one of the designated physicians or practitioners. Failure to do so may result in the injured party being responsible for the medical cost. In the event of an emergency, the most accessible appropriate medical facility or practitioner should be contacted immediately.

Individuals who suffer a work-related injury or illness that is compensable under the state's workers' compensation law may elect to receive workers' compensation insurance, time-loss compensation exclusively, sick leave payment exclusively, or a combination of time-loss compensation and accrued paid sick leave. The combination of paid sick leave and workers' compensation payments should not exceed the individual's standard base pay.

Personnel taking paid sick leave during a period in which they receive a workers' compensation check for a work-related illness or injury shall receive full sick leave pay, less any insurance payments for time-loss during the sick leave period.

Until eligibility for workers' compensation is determined, the College may pay full sick leave, and require that the individual return any overpayment. Payment by personal check or

endorsement of a comparable insurance check constitutes full reimbursement. Reimbursement may be made through personal check or payroll deduction within two months. Sick leave time charged to an individual who receives workers' compensation as a result of time loss will be proportionate to that portion of the individual's salary paid by the institution during the claim period.

Procedures for Reporting Work-Related Injuries

In an effort to standardize procedures in reporting work-related injuries, the following procedures are reaffirmed and/or clarified.

- Injury should be reported to immediate supervisor as soon as possible (within eight hours of incident).
- Contact the Office of Human Resources to notify it of the injury. This should be done in a timely manner (generally as soon as possible after the injury occurs) by either the injured employee or the supervisor who receives the report. The Assistant Director of Human Resources is the direct contact at the Office of Human Resources for work-related injuries. The phone number is 610-921-7628. The extension is 7628. If unavailable, the Director of Human Resources will be the contact at 610-921-7629 or extension 7629.
- Based on the nature of the injury, the employee will be immediately referred and/or transported to our primary treatment center or the closest hospital for treatment. The Office of Human Resources will be responsible for contacting the treatment center to make them aware of the incident. In some instances, Albright's Gable Health and Counseling Center can assist in providing emergency first aid.
- In cases of extreme emergencies or when the treatment center is closed, (after 5 p.m. Monday through Friday and weekends), the closest hospital would be the appropriate medical site to seek treatment. In all cases of emergencies, the employee's health and well-being is our top priority.
- If able, the injured employee should visit the Office of Human Resources to complete an OSHA 300 incident report. Should s/he be unable to do so, the supervisor will be asked to complete the form as appropriate and visit the injured employee if convalescing at home or in the hospital.
- When an injury occurs after hours, (5 p.m. and later), or on a weekend, the incident should be reported immediately to the departmental supervisor on duty as well as the Office of Public Safety. If no supervisor is on duty, s/he should be notified at home. In cases of serious injury requiring hospitalization, both the next level supervisor within the department and the Director of Human Resources should be contacted within a reasonable time after the accident.
- Follow up medical treatment and any insurance reporting issues will be provided through both the treatment center and the Human Resource Office collectively.

Each department has received a full list of medical providers who may be used for work-related injuries. Should that not be the case, please call the Office of Human Resources for a copy. This list should be prominently posted in the same common areas at each respective building site

where medical treatment locations are displayed. These procedures should be reviewed with employees in your department so they understand the process.

Your assistance in helping the College proactively manage this process to ensure the safety and well-being of our employees is appreciated. Should you have any questions regarding these procedures, please contact our Office of Human Resources at 610-921-7629.

VI. EMPLOYMENT-RELATED POLICIES

Types of Appointments

Policy

With the exception of faculty members, all personnel will be classified under one of the following appointment types:

- Exempt
- Full-time non-exempt
- Part-time non-exempt

Please note, all employees serve in an “at will” status as defined by the Commonwealth of PA and as noted on page one of this handbook.

Practices and Procedures

All personnel appointments will be classified according to the specific position responsibilities and requirements, the number of scheduled hours in a workweek, the number of workdays in a week, and/or the number of scheduled work months in a calendar year.

As part of the pre-employment process, the College will require selected background checks, which may include a criminal history report, social security and educational verifications, motor vehicle reports and credit checks as necessitated by the nature of the position being filled.

The standard College schedule consists of a five day, eight hour per day business week, with operational hours Monday through Friday as delineated within each department. Certain essential services, however, are open seven days per week for extended hours, as required. The College reserves the right to modify hours in accordance with its operational requirements.

Definitions of Appointment Types

Full-time exempt personnel are those meeting the exemption requirements under the appropriate College guidelines and working full time (minimum five days per week) for at least 10 months a year. Full-time exempt personnel are benefits eligible, paid monthly and, by the nature of their positions, not eligible for overtime.

Regular full-time hourly personnel are paid wages based on an hourly rate, for a minimum of 37 ½ hours per week, 12 months per calendar year, unless previously designated otherwise. Such personnel are eligible for overtime compensation, paid biweekly, and are benefits eligible.

Part-time non-exempt personnel are paid biweekly and are regularly scheduled to work fewer than 37 ½ hours per week and/or fewer than 10 months per year.

Part-time hourly employees, who are scheduled to work a minimum of 30 hours per week, 52 weeks per year, may be eligible for the following benefits, if meeting requirements of respective plan design:

- Health Benefits
- Supplemental Benefits (i.e. Dental/Vision)
- TIAA-CREF
- Paid Holidays
- Accrued Vacation/Sick days (prorated)

Part-time hourly employees who are scheduled to work a minimum of 20 hours per week, 52 weeks per year, may be eligible for the following benefits, if meeting requirements of respective plan design:

- TIAA-CREF
- Paid Holidays
- Accrued Vacation/Sick days (prorated)

Wage Equity

Policy

The College shall annually review salaries and pay rates in an effort to maintain equity and fair market value for the compensation offered for each position. Pay grades will be established for each position that details the minimum and maximum pay rates for that position.

Practices and Procedures

Each year the College shall determine its compensation plan based on available institutional resources. Those factors to be considered are as follows:

Merit Increase System

The performance evaluation process shall encompass various levels of performance measurements, and any merit increases will be based on these performance measurements. Personnel at the lowest level of performance metrics shall not be merit eligible.

Individual Performance Data

Supervisors shall be asked to provide performance evaluation information on each incumbent in their area. This information will be applied in the context of a merit increase system.

Promotional Increases

Promotional increases may be granted upon the assumption of new job duties coupled with a significant increase in level of responsibility.

Promotional increases shall generally be effective coincident with the assumption of new duties and an increase in job responsibility.

Promotional increase adjustments shall generally be constructed to ensure that each individual salary falls within the appropriate grade/salary range and that equitable internal salary relationship and reasonable market relationships are maintained.

External Market Data/Local, Regional, and National Economic Conditions

The Office of Human Resources will participate in salary surveys and gather salary information in an effort to assess the College's position relative to the external marketplace and issue recommendations.

Salary Increase Processing

All pay increases proposed shall be reviewed by the Director of Human Resources for internal equity and approved by the Divisional Vice Presidents.

Job Analysis

Policy

The College shall systematically obtain, analyze, and interpret information about jobs and apply carefully defined compensable factors to job tasks to determine the relative value of jobs within the organization.

Practices and Procedures

The Director of Human Resources shall classify the job as exempt (salaried) or non-exempt (hourly) according to the guidelines of the Fair Labor Standards Act (FLSA) and College standards.

The Director of Human Resources shall evaluate the job on a series of carefully defined compensable factors related to skill, effort, and responsibility in order to determine the relative worth of the job within the organizational hierarchy.

Each job shall be placed in a grade level.

Job/Position Descriptions

Policy

The College shall prepare and maintain written position descriptions. The descriptions shall follow a prescribed format.

Practices and Procedures

Position descriptions shall contain:

- Job Title
- Job Location
- Chief function or general statement of the job
- Duties and responsibilities
 - Essential functions
 - Marginal functions
- EEO-6 Classification – job classifications
- FLSA Classification – exempt or non-exempt
- Minimum qualification standards statement
- Required knowledge, skills and abilities
- Position supervisor

Supervisors shall be responsible for updating and revising current Job/Position Descriptions in their area of responsibility.

Supervisors shall be responsible for updating the job content of all jobs in their areas of responsibility and submitting revised information to the Director of Human Resources as necessary.

The Office of Human Resources shall maintain a central file of all official job descriptions.

Job Posting/Recruitment

Policy

The College will routinely notify the College community of vacant positions. The posting shall normally include the job title, classification, department, minimum qualifications, and a brief overview of the essential functions of the position.

Internal postings may either precede or run concurrently with outside advertising. The College reserves the right to eliminate outside applicant recruiting if the internal posting yields a qualified applicant. In addition, the College may also defer from posting an open position internally if deemed appropriate based on the requirements and nature of the open position.

Practices and Procedures

The Office of Human Resources will routinely notify respective departments about position vacancies through e-mail postings and request that departments post internally.

Postings will normally include the job title, classification, department, minimum qualifications, and a brief overview of the essential functions of the position.

College personnel interested in applying for a posted vacancy should contact the Office of Human Resources by the date listed on the posting. The Director of Human Resources will be responsible for reviewing the credentials of applicants and referring them to the hiring supervisor. Employees interested in possible internal transfers must have been in current position for a minimum of one year.

Internal postings may either precede or run concurrently with outside advertising. The College reserves the right to eliminate outside applicant recruiting if the internal posting yields a qualified applicant.

The Office of Human Resources will be responsible for preparing external vacancy advertisements, placing such advertisements and forwarding them to appropriate Affirmative Action agencies and public posting venues.

Equal Employment Opportunity Policy/EEO

Policy

Albright College maintains and promotes personnel policies that are in accord with federal equal employment opportunity laws and executive orders that prohibit discrimination against all people, which includes our employees and applicants. This policy mandates that no discrimination shall be made against any employee or applicant regarding hiring, wages, job assignments, seniority, promotions, transfers, layoffs, discipline, discharges, or any other term or condition of employment on the basis of an individual's race, creed, color, religion, marital status, gender, sexual orientation, gender identity, age, national origin, status as a disabled veteran or veteran of the Vietnam era, or physical or mental disability. It is also the College's firm belief that adherence to these laws will better enable us to achieve our strategic goals by encouraging us to make employment decisions on the basis of individual skill, talent, and merit rather than on the superficial characteristics or stereotypes associated with the group to which an employee or job applicant belongs.

Practices and Procedures

The College is committed to maintaining a work environment free of discrimination and/or intimidation and shall provide ongoing awareness training to promote a harmonious environment for all.

College personnel and applicants are encouraged to report any practices or behaviors that are in conflict with the policy to any or all of the following: Supervisor(s), Department Head(s), Divisional Vice President(s), the Director of Human Resources/Affirmative Action Officer.

Affirmative Action

Policy

It is the policy of the College to promote affirmative action in order to increase the prospects of employment for protected class individuals and assist in diversifying its employee population at all levels.

Practices and Procedures

Generally, all job vacancies will be posted within the College community. The College reserves the right to assign individuals to jobs without posting, as appropriate, to meet the operational needs of the College or in cases of economic retrenchment. Depending upon the nature of the position, a determination will be made as to whether or not a search committee is necessary.

The Affirmative Action Officer/Director of Human Resources or an Affirmative Action Representative, (under the Affirmative Action Officer's oversight), will meet with the hiring supervisor and/or search committee members at the start of each search.

The Affirmative Action Officer/Director of Human Resources will update the College's Affirmative Action Plan as appropriate, seek institutional approval and monitor its implementation in collaboration with various administrators and senior officers of the College.

The Office of Human Resources or designee shall distribute Equal Employment Opportunity Data Collection Forms to all applicants. The Affirmative Action Officer/Director of Human Resources shall maintain equal employment opportunity data based on the information confidentially received.

The Affirmative Action Officer/Director of Human Resources shall provide appropriate forms to be used for the documentation for all searches. The Affirmative Action Representative will complete documentation in conjunction with the search and will return the information to Office of Human Resources.

The College's affirmative action position will be distributed to recruitment sources. All advertising that is done for a position will contain the clause "Albright College is an AA/EOE employer and is actively committed to diversity within its community. In pursuit of that, we actively encourage diversity among applicants for this position."

Diversity Initiative

Albright College affirms the concept of human rights and dignity and is committed to provide leadership in taking affirmative action to assure equal employment rights for all persons without regard to race, creed, color, religion, marital status, gender, sexual orientation, gender identity, age, national origin, status as a disabled veteran or veteran of the Vietnam era, or physical or mental disability. The principles of equal opportunity and affirmative action will be followed to recruit, hire and promote for all vacancies.

Rules of Conduct and Standards of Performance

Code of General Expectations

1. Conduct yourself and all of your business activities ethically and honestly.
2. Approach your job responsibilities with enthusiasm, professionalism and self-confidence.
3. Promote good will by handling all contacts with co-workers, supervisors, students and other community members in a spirit of courtesy, cooperation and attentiveness.
4. Interact with all co-workers, supervisors, students and other community members without unlawful regard to their race, creed, color, religion, marital status, gender, sexual orientation, gender identity, age, national origin, status as a disabled veteran or veteran of the Vietnam era, or physical or mental disability.
5. Refrain from sexual, racial, ethnic and all other forms of unlawful harassment and/or inappropriate behavior.
6. Refrain from engaging in hostile, abusive, intimidating, threatening or demeaning behavior when dealing with subordinates, co-workers, supervisors, students and other community members with whom you do business.
7. Report to work physically and mentally fit for duty (e.g., free from the influence of either drugs or alcohol) and avoid consumption of the same during the course of the working day.
8. Report to work promptly and regularly, keeping absences, late arrivals and early departures to a minimum.
9. Provide appropriate notice of an unavoidable absence or lateness in accordance with established policy.
10. Perform your job responsibilities efficiently, thoroughly and promptly, seeking continually to improve quality.
11. Remain actively engaged in the performance of your job responsibilities throughout the entire day.

12. Perform your job responsibilities prudently and carefully, observing all health, safety and security rules at all times.
13. Protect the confidentiality of information which you acquire in the course of your employment and which is not generally accessible to the public.
14. Avoid engaging in any conduct which could create an actual or potential conflict of interest.
15. Avoid the use of alcohol during the course of the working day.
16. Safeguard and maintain College property to prevent its damage, loss, misuse or theft.
17. Report accidents, injuries, fire, theft or other unusual incidents immediately after occurrence or discovery.
18. Follow all established College policies, rules and procedures as well as the specific instructions of your supervisor.
19. Refrain from using College property, services or supplies for personal reasons, unless prior permission has been obtained.
20. Provide complete and honest information in connection with all pay, time, business expense and employment records.
21. Ensure that your personal appearance, oral communication and physical conduct are consistent with high standards of professionalism and property.

The College generally may impose discipline after counseling has been unsuccessful or in circumstances when the College determines that counseling is inappropriate. Except for instances of gross misconduct, extreme performance problems, or other circumstances when the College determines that discipline such as immediate discharge is appropriate, corrective counseling may be utilized in an effort to correct performance problems. In circumstances where the College chooses to use counseling, its purpose is to identify problems and to assist employees in taking the necessary steps to correct such problems. The employee and his or her supervisor will discuss the nature of the problem, how and when it is to be corrected, and what the next step will be if the employee fails to meet the requirements of the position.

Progressive Counseling

It is the policy of Albright College to provide guidelines and assistance to employees to meet the stated standards of the College. To that end, the College may utilize the practice of a Progressive Counseling System to help employees improve their performance and further their professional development. Failure to meet stated standards or follow College work rules may result in progressive counseling sessions which include the following progressive counseling steps:

verbal counseling session, written counseling session(s), suspension, termination. During these steps a performance improvement plan will be initiated with employee, if applicable.

Supervisors shall monitor performance on a continuous basis and provide informal and formal coaching, counseling, and documentation (in the form of performance evaluations, letters of conversation, warning notices, and other written materials documenting performance issues) to each incumbent as needed. In the event that previous informal attempts at effecting performance improvement are not sufficient, a formal performance improvement procedure will be invoked with the concurrence of the appropriate Vice President and the Director of Human Resources. Under certain circumstances, the progressive counseling process may be circumvented or shortened based on the severity of the infraction. Some of these instances where immediate termination may result are listed below.

Steps to Disciplinary Action

- Verbal Warning – documented in writing by the appropriate management personnel and in consultation with the Office of Human Resources. A copy of the documented verbal warning should be sent to the Office of Human Resources.
- Written Warning – documented in writing by the appropriate management personnel and signed by the employee. A copy of the written and verbal warning document should be sent to the Office of Human Resources.
- Suspension – to be determined by the appropriate management personnel in concert with the Director of Human Resources.
- Termination – to be determined by the appropriate management personnel in concert with the Director of Human Resources.

Gross Misconduct

The following misconduct demands disciplinary action, up to and including termination of employment.

1. Falsification of College records, including employment applications, time or medical records, or the recording of anyone's time but your own or the granting of permission to another employee to record your time
2. Deliberate destruction or defacing of College property, or the property of a fellow employee
3. Fighting or provoking a fight on College premises
4. Assaulting, threatening, intimidating, coercing or interfering with fellow campus community members, including supervisors, fellow employees and students
5. Possession of weapons while on College premises
6. Unauthorized removal or alteration of College records or release of confidential information, dishonesty, bearing false witness
7. Theft or misappropriation of money or College property

8. Gross negligence
9. Willful misconduct
10. Insubordination
11. Engaging in criminal conduct, regardless of whether such conduct is related to job performance
12. Dishonest actions toward others, misrepresentation of facts that result in a negative impact and willful malice toward others
13. Blatant disregard for safety guidelines in conjunction with assigned duties
14. Behavior that creates the potential for accident and/or injury to self and others while creating potential liability to the College
15. Consumption of alcohol, use of illicit drugs during the work day.

The misconduct described above shall in no event be inclusive of all forms of misconduct requiring disciplinary action, and determination of such shall be in the College's sole and absolute discretion, and in concert with the College's "at will" status of all employees.

Dismissal

If the individual fails to meet acceptable standards of performance within the period designated by the supervisor, and if in the judgment of the supervisor, dismissal is warranted, a final meeting shall be held. Prior to conducting the final meeting, however, the supervisor shall review the situation with the appropriate Vice President or his/her designate and the Director of Human Resources and obtain concurrence on the determination. At the final meeting, the supervisor shall review the manner in which the incumbent has failed to meet acceptable standards of performance and specify a date of termination.

Immediate Dismissal

If an individual is guilty of a major act of misconduct, or when continued employment is contrary to the best interests of the College, the supervisor and/or the appropriate Vice President shall recommend immediate dismissal to the Director of Human Resources.

Performance Evaluation

Policy

The supervisor shall coach and counsel each incumbent supervised on an ongoing basis. At least annually, the supervisor shall complete a formal evaluation of each position he or she supervises, establish performance goals, complete a performance appraisal form and conduct a performance appraisal interview with each incumbent supervised. This evaluation is intended to accomplish the following:

- Communicate expectations regarding performance
- Establish goals and objectives that are specific, measurable, attainable, reasonable, and timely
- Provide feedback

- Assist in the development of strategies to achieve job requirements
- Diagnose strengths and areas that need continued development
- Formulate a development plan for improving job performance
- Identify and review additional professional opportunities

Practices and Procedures

1. Each supervisor shall perform an annual audit of the position descriptions under his/her purview, review the audit results with the incumbent, obtain the concurrence of the next level of supervision, and forward the information to the Office of Human Resources for processing.
2. Each incumbent shall receive an updated job description as appropriate following description review and update. This shall be accomplished during the annual performance evaluation process.
3. The supervisor shall complete the College evaluation form prior to the appraisal discussion and obtain concurrence of the next level of supervision.
4. An open and direct discussion between supervisor and incumbent should occur. This discussion should help the incumbent in developmental planning for professional growth.
5. If the incumbent disagrees with any part of the performance appraisal rating, the incumbent should first discuss the matter with the supervisor. If areas of disagreement continue to exist, the incumbent may respond in writing on a separate sheet of paper, describing specifically the areas of disagreement, and submit it to the next level supervisor for review and discussion.
6. Personnel shall sign the performance appraisal form. Signing indicates concurrence with the content unless indicated as an objection as delineated in #5 above.
7. A copy of the signed performance appraisal form should be reviewed by the supervisor and provided to the incumbent.
8. Completed performance appraisal forms shall be sent to the Office of Human Resources for the Director's review and signature.

Resignation

Policy

It is the policy of the College that the separating personnel shall receive fair and equitable treatment.

The incumbent, supervisor, and Office of Human Resources shall work jointly to provide a smooth transition and exit from the College.

Practices and Procedures

In order to ensure eligibility for payment for unused vacation and eligibility for rehire, separating personnel are expected to adhere to the following guidelines.

Notification

Exempt personnel shall notify the supervisor in writing and forward a copy to the Director of Human Resources at least **one month prior** to the effective date of separation.

Non-exempt personnel shall notify the supervisor in writing and send a copy to the Director of Human Resources at least **two weeks prior** to the effective date of separation.

Severance Policy for Exempt Personnel

In the event that it becomes necessary to initiate a reduction-in-force from employment for individuals currently classified as administrative exempt personnel for any reason other than those associated with circumstances that would warrant dismissal, the College will provide severance pay based on both job classification and length of service according to the following guidelines:

- Personnel classified as Executives will receive six months of severance pay regardless of length of service.
- Personnel classified as Director/Administrator may receive up to one week of severance pay for each year of service, not to exceed 16 weeks; however, a Director, regardless of length of service, will not receive less than 12 weeks of severance pay.
- Personnel classified as Managerial/Professional/Technical may receive up to one week of severance pay for each year of service, not to exceed 12 weeks; however, such personnel will not receive less than four weeks of severance pay.

Severance Policy for Non-Exempt Personnel

In the event that it becomes necessary to initiate a reduction-in-force and/or job elimination, resulting in the termination of employment for individuals currently classified as full-time, non-exempt personnel for any reason other than those associated with circumstances that would warrant dismissal, (e.g., performance, misconduct, etc.), the College will provide severance pay based on the length of service according to the following guidelines:

- Non-Exempt personnel will receive 1 week of severance pay for each year of service, not to exceed 12 weeks of severance pay; however, such personnel will not receive less than two weeks of severance pay.

Vacation Payment

Unused accumulated vacation days may not be used to extend the separation date unless approved by the Director of Human Resources. The last day worked is the date of separation, and the dollar value or any unused vacation accumulation due in accordance with applicable policy provisions is paid in a lump sum. The individual is eligible for a vacation payment only after fulfilling the appropriate notice period.

Final Paycheck

The last paycheck is processed as soon as all obligations to the College have been met. This final paycheck will be processed as a “live” check rather than through direct deposit. Such obligations include, but are not limited to, repayment or return of travel advances, loans, identification cards, corporate credit cards, telephone access codes, computer e-mail logs, keys and other College property.

Exit Interview

Upon receiving notification of resignation, the supervisor shall contact the Director of Human Resources to arrange for an exit interview. The Director of Human Resources or designee shall conduct the exit interview which will be conducted with all due confidentiality. The department head or supervisor shall complete the departmental exit checklist and return the form to the Office of Human Resources. A general summary of exit information will be compiled on a periodic basis and shared with the appropriate Vice President.

Job Abandonment

Generally personnel who have been absent from work for three consecutive work days without notice shall be considered to have abandoned their position and shall not be eligible for vacation pay or rehire. Personnel who by action or conduct refuse work or evidence an intention not to fulfill legitimate work assignments will be deemed to have resigned without notice. Extenuating circumstances that prohibit appropriate communications will allow for flexibility of this policy.

Confidentiality

Policy

The College has a fiduciary responsibility to insure that all information with respect to student, administrative and faculty personnel remains confidential and is only released to appropriate governmental agencies and/or authorized College officials. Individuals who have access to such information during the course of their employment have an obligation to protect the confidentiality of such information.

Practices and Procedures

Confidential information includes, but is not limited to, student grades; financial aid information; academic standing; student, faculty and staff personnel and compensation records; correspondence; draft and final communications of a sensitive nature; contracts; and financial information not released through official channels. Individuals who routinely deal with sensitive and confidential information have a special duty to exercise caution and discretion when discussing and/or transmitting confidential information. Information should be released orally or in writing on a need to know basis. When in doubt, approval of one’s supervisor should be sought. Personnel who compromise the confidentiality of such information by releasing, accessing or transmitting it directly or indirectly will be subject to disciplinary measures up to

and including termination of employment. An individual may be asked to sign a confidentiality statement to outline the specific areas for his/her department. Employees will be held to the College's standard of professional discreteness and confidentiality whether they sign or not. The College reserves the right to share home addresses and telephone numbers with other departments as deemed necessary.

Individuals employed in an administrative or academic office of the College will be exposed to, or have access to, verbal and/or written information regarding the official business of the College relating to students, alumni, faculty, staff and trustees which is both sensitive and confidential.

No information regarding the professional operations of the office or information regarding an individual student, faculty or staff member is to be discussed with anyone outside the department or office without the knowledge and approval of the supervisor and, if it deals with an individual, the written consent of the person or persons involved. Unauthorized release of confidential information relating to students, faculty or staff is both a violation of College policy and state and federal laws regarding individual and family rights to privacy.

Discussion about confidential information is limited to those individuals who by their position and/or responsibilities are easily classified as authorized to know. Conversations outside the department or office are inappropriate and therefore prohibited.

Unauthorized disclosure or use of confidential information will result in disciplinary action up to and including dismissal.

Should questions arise as to whom information should be discussed with or released to, it is the individual's responsibility to discuss the question or request with his/her supervisor immediately.

Personnel Files

Policy

A personnel file may contain personal data as well as employment information. The College regards this information as confidential. Dissemination of this information will be closely monitored so that only those parties authorized by the individual, or approved administratively or legally warranted, receive it.

Practices and Procedures

The individual personnel file will include, but not be limited to the following documents. These documents shall be accessible for review upon written request.

1. Personnel Action Forms/Documents
2. Internal correspondence to the staff member
3. Attendance records
4. Letters of commendation
5. Letters of reprimand

6. Insurance forms
7. Retirement forms
8. Biographical data forms/documents
9. Employment application
10. Tuition benefits forms
11. Appeal forms and answers
12. Official management performance evaluations
13. Other documents as required by law

The following documents or copies may also be included in the personnel file and are not accessible for review by the individual:

1. Letters or memoranda of reference
2. Information relating to the investigation of a possible criminal offense
3. Information being developed or prepared for use in civil, criminal, or grievance/appeal procedures
4. Materials used by the College to plan for future operations

Medical information will not be maintained in the personnel files.

Any request for access to inspect the personnel file shall be made in writing to the Director of Human Resources. Every effort will be made to provide access to the file within two business days of receipt of the written request. An individual may make handwritten notes from the file but shall not be permitted to remove the file or portions thereof.

A representative of the Office of Human Resources shall be present with the individual during his/her review of the file.

Confidential information such as pay rate and past earnings will normally not be given to any agency unless authorized by the individual in writing.

It is the responsibility of the employee to see that the file contains up-to-date information concerning address, telephone number, beneficiaries, etc.

Files will be maintained for a period of seven years following termination.

Copyright Regulations

Policy

Albright College observes United States Copyright Law, in its use of copyrighted materials and in the placement of copied materials in any of its library collections. It follows and requires each user to observe the federal doctrine of Fair Use as set out in section 107 of Title 17 of the U.S. Code.

Reproduction of published works, printed matter, videocassettes, audio cassettes, and computer software in violation of copyright laws, or beyond what is historically and legally considered as “fair use,” is strictly forbidden. Violations could place both you and the College in legal jeopardy. The “fair use” principle means the extent that copyrighted materials may be copied without permission of the copyright owner and encompasses four conditions or tests: (1) use to be made of the copies, (2) nature of the copyrighted work, (3) amount and substantiality of the portion used in relation to the copyrighted work as a whole, and (4) the effect of use on the potential market for the value of the copyrighted work.

Practices and Procedures

- Fair use applies only to reproduction for such purposes as criticism, comment, news reporting, teaching, scholarship or research.
- That copying is for nonprofit use has no bearing on the questions of fair use.
- Copying portions of a news article may be fair use, but not copying from a workbook designed for a course of study.
- Photocopying or duplicating by an individual for his or her personal use, as long as it is in a single copy of an article, short poem, or small portion of the work as a whole, is generally considered fair use.
- Fair use allows teachers, acting on their own, to copy small portions or a work for the classroom, but does not allow the College to do so.
- Systematic duplications, whether making multiple copies at one time or single copies that in the aggregate add up to multiples, is not considered fair use.
- If resulting economic loss to the copyright owner can be shown, even making a single copy of certain materials may be a violation.

If you do need to distribute information in print or online that violates Fair Use, contact the Library for possible purchase of permission rights. The Library has several reference books that go into detail about Title 17 of the U.S. code and give examples of “fair use.” Please check with the Reference Staff for assistance with any specific questions you might have and discuss the matter with the appropriate chair, dean or administrator. Adjudication of questions will be resolved, if necessary, by the appropriate Vice Presidents.

Consulting/Other Employment

Policy

Individuals may engage in outside consulting or employment as long as the activity does not interfere with the individual’s performance of regular College duties or create a conflict of interest. (see page 27 and 28)

Practices and Procedures

While engaging in outside employment/consulting activities, personnel have the obligation to avoid ethical, legal, financial, and other conflicts of interests to insure that their outside activities and interests do not conflict with their primary institutional responsibilities. All such situations should be formally delineated and submitted to the appropriate Vice President and the Director of Human Resources. Any questions of concern or conflict will be forwarded to the Vice President for Administrative and Financial Services for review and adjudication.

In all instances, the individual should reimburse the College for any use of College equipment, personnel, facilities or services.

Political or Civic Activity

Policy

While the College encourages individuals to fulfill their civic duty, approval for release time may not be provided for political/civic activity if it would interfere with the individual's job responsibilities.

Practices and Procedures

Any individual who wishes to engage in direct political or civic activity which will involve a substantial amount of time is expected to work out a mutual agreement for release time with his or her supervisor before undertaking such activity.

Upon notification that an individual wishes to engage in extensive political or civic activity, the supervisor shall discuss the matter with the individual, with the next level supervisor and the appropriate Vice President, and submit to the Office of Human Resources a proposed understanding. The Director of Human Resources will review the understanding and recommend to the appropriate Vice President whether approval or disapproval is appropriate.

Nepotism

Policy

The employment of relatives or persons in a close personal relationship is permissible at the College, subject to compliance with College policies.

Practices and Procedures

Relatives or persons in a close personal relationship are not to be employed in a direct or indirect supervisor-subordinate reporting relationship up through the Divisional Vice President without the approval of the Director of Human Resources. No individual shall initiate or participate in personnel decisions involving any direct benefit to an individual employee who is a member of the same immediate family or with whom that employee shares a close relationship. When and

if such situations arise, it is the obligation of such individuals to reveal themselves and notify the appropriate Vice President and the Director of Human Resources.

Volunteer Policy

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of and on behalf of the College. A volunteer must be officially accepted and enrolled by the College prior to performance of the task. Unless specifically stated, volunteers shall not be considered as employees of the College.

The College accepts the service of all volunteers with the understanding that such service is at the sole discretion of the College. Volunteers agree that the College may at any time, for whatever reason, decide to terminate the volunteer's relationship with the College.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the College. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

The use of volunteer services must be recommended by the appropriate supervisor and approved by the Divisional Vice President and Director of Human Resources. Prior to that approval, a specific job description with detailed duties would be constructed and approved by the specific supervisor of the participating department in concert with the Office of Human Resources. A "Volunteer Agreement" must be completed by the designated party prior to their engagement in any assigned duties. This agreement would be submitted to and maintained in the Office of Human Resources.

VII. BENEFITS

Paid Time Off

I. Holidays

Policy

The College will annually post a listing of recognized holidays and corresponding dates.

Practices and Procedures

The College will also make an annual determination and announcement concerning College operations during the period between Christmas and New Year's.

Refer to the [Human Resources Benefits website](#) for a complete listing of observed holidays. The College also offers two College designated floating holidays.

The College's two designated floating holidays will be scheduled each year in accordance with the College's needs and the timing of holidays in that particular year.

Non-exempt hourly personnel required to work on an official holiday shall be paid for that holiday and shall receive time-and-a half for the hours worked on that day.

Exempt personnel required to work on an official holiday shall receive an equivalent day off to be used at a later time.

If a holiday should fall on a day not normally scheduled as a workday for an employee, the employee shall be granted another day as the holiday. If non-exempt hourly personnel work on such a day, they shall be paid at time-and-a half their normal rates for the hours worked in addition to receiving the aforementioned substitute holiday. Exempt personnel working on such a day shall receive a substitute holiday.

II. Personal Leave Days

Regular full-time personnel are provided two personal days each calendar year. Personal days may not be accumulated from one year to the next. Because personal days are intended to make possible special additional time off, they do not accrue in the same way as vacation days. Pay in lieu of unused personal days will not be provided upon termination.

III. Vacation Time (Non-Exempt Personnel)

Policy

Full-time, non-exempt personnel shall accumulate vacation based on the years of continuous service the individual has been in a full-time employment status with the College.

Practices and Procedures

The following schedule shall apply in the matter of vacation accruals:

Based on a 40 hour work week.

<i>Years of Continuous Service</i>	<i>(Effective 6/1/09) Annual Hours Accumulated</i>	<i>(Effective 6/1/10) Maximum Accumulation Balance</i>	<i>Biweekly Accumulation Rate</i>
No vacation can be taken in the first 90 days unless a condition of hire.			
0 to 5 years	80 hours	80 hours	3.08
5 to 9 years	120 hours	120 hours	4.62
10 + years	160 hours	160 hours	6.16

Effective June 1, 2009, after completing a 90 introductory period, eligible full-time personnel earn vacation time accumulation for any payroll period in which the individual is paid for 80 hours during that month.

Unused vacation time may accrue up to the maximum accumulation balance. Once that maximum balance is reached, you will continue to accrue new vacation time, but you will forfeit, (or lose), the oldest unused vacation time in excess of the maximum balance allowable.

Personnel who separate from employment shall be compensated for all unused vacation up to the maximum accumulation allowed provided they are in good standing and eligible for these benefits and have provided appropriate notice of departure.

As a rule, vacation time should be taken only after it has been earned. However, this should not preclude a reasonable degree of flexibility if particular situations warrant it. The College may “advance” several vacation days with prior Vice President and Director of Human Resources approval. All “advances” not earned are recouped in succeeding accumulation or at termination. Vacation accumulates while an individual is not actively at work as long as he/she is being paid full salary. For example, an individual being paid during a vacation or sick leave continues to accumulate vacation during that period.

Whenever possible, the College will attempt to grant vacation when requested, subject to the operating needs of the College. While every effort will be made to approve such requests, the possibility of denial is real. Personnel requesting vacation should do so as far in advance of the proposed date of planned vacation as possible (preferably 30 days or more when possible). In turn, individual supervisors shall endeavor to respond to the request promptly.

Competitive requests for the same time off, which creates conflict of schedules, shall be decided in a fair equitable manner. (Timeliness, required skills, seniority, etc.).

When a holiday occurs during a vacation leave, the holiday will not be considered a day of vacation time. In addition, an employee who is on a scheduled vacation day when a College “emergency day” is declared, is not eligible to receive credit for that emergency day.

Official vacation accrual and usage records are maintained by the Office of Human Resources.

IV. Vacation Time (Exempt Personnel)

Policy

Full time exempt personnel, other than the President, Vice Presidents and those individuals in the personnel classification of Director, shall accumulate vacation based on the number of consecutive years the individual has been in a full time employment status with the College.

Individuals classified in the following categories are initially entitled to:

<i>Years of Continuous Service</i>	<i>Annual Days Accumulated</i>	<i>Maximum Accumulation Balance</i>
Executive	22 days	22 days
Director/Administrator	20 days	20 days
Professional/Technical and Managerial		
Up to 2 years	15 days	15 days
Over 2 - 5 years	18 days	18 days
Over 5 years	20 days	20 days

Unused vacation time may accrue up to the maximum accumulation balance. Once that maximum balance is reached, you will continue to accrue new vacation time but you will forfeit, (or lose), the oldest unused vacation time in excess of the maximum balance allowable.

Personnel separated from employment shall be compensated for all unused vacation up to the maximum accumulation allowed provided that they are in good standing and eligible for these benefits and have provided appropriate notice of departure.

As a rule, vacation time should be taken only after it has been earned. However, this should not preclude a reasonable degree of flexibility if particular situations warrant it. The College may “advance” several vacation days with prior Vice President and Director of Human Resources approval. All “advances” not earned are recouped in a subsequent payroll period through payroll deduction or by personal check.

Vacation accumulates while an individual is not actively at work as long as the individual is being paid full salary. For example, an individual being paid during a vacation or intermittent sick leave continues to accumulate vacation during that period.

Whenever possible, the College will attempt to grant vacation at the convenience of the individual, subject to the operating needs of the College. While every effort will be made to approve such requests, the possibility of denial is real. Personnel requesting vacation should do so as far in advance of the proposed date of commencement of the vacation as possible. In turn, individual supervisors shall endeavor to respond to the request promptly.

When a holiday occurs during a vacation leave, the holiday will not be considered a day of vacation time. If the College declares an “emergency day” for inclement weather, etc., employees on scheduled vacation are not eligible for the “emergency day” instead.

Official vacation records are maintained by the Office of Human Resources.

V. Sick Time (Full-Time Non-exempt Personnel)

Policy

Regular full-time non-exempt personnel shall accrue days to be used for personal illness and preventive medical care, following the 90 day introductory period.

Practices and Procedures

Effective June 1, 2009, following a 90 day introductory period, regular full-time non-exempt personnel accrue one day of sick leave per month, which can be accumulated up to a maximum of 480 hours.

Sick leave will accrue for any month in which the individual is paid for at least 120 hours during that month following a 90 day waiting period for newly hired employees.

Annually, full-time hourly (non-exempt) personnel may also use up to three days of available paid sick leave to care for a member of their immediate family or a member of their household in time of illness.

The College reserves the right to require a physician's statement for any absence charged to sick leave.

For any absence in excess of three days or in response to a repeated pattern of absenteeism, the College reserves the right to require a physician's statement for such absences charged to sick leave and to extend or reduce the amount of paid sick leave granted, dependent upon individual circumstances.

If all paid sick leave is exhausted, absences will be charged first to available vacation time, then personal time and lastly, leave without pay. All medical leave will be coordinated with the Family Medical Leave Act (FMLA) and its provisions.

Unpaid time off can only be used after all paid time off is exhausted and upon approval of the appropriate Divisional Vice President and Director of Human Resources. Under certain pre-approved situations, unpaid time off may be granted in response to operational needs prior to all paid time off days being taken.

Personnel are not compensated for unused sick leave upon termination of employment.

The Office of Human Resources will maintain sick leave records.

VI. Sick Time (Exempt Personnel)

Policy

Effective June 1, 2009, exempt personnel will be eligible for up to a maximum of 3 months of salary continuation, over the course of a 12 month period, during a time of extended medically-documented illness or injury. Length of service does not apply to those classified as executive. In addition, the annual cumulative total of days missed for short-term, intermittent illnesses should not exceed five days.

Length of Service	Standard Pay Duration
Up to 2 years	1 month
Over 2 up to 3 years	2 months
Over 3 years	3 months

On an annual basis, exempt personnel may use up to three days of available paid sick leave to care for a member of the immediate family or a member of their household in time of illness.

The College reserves the right to require a physician's statement for any absence charged to sick leave and to extend or reduce the sick pay duration granted, dependent upon individual circumstances. All medical leaves will be coordinated with the Family Medical Leave Act (FMLA) and its provisions.

Those positions which are classified as executive are not subject to the above length of service schedule.

Personnel are not compensated for unused sick leave upon termination of employment.

Sick leave records will be submitted by the supervisor to the Office of Human Resources.

VII. Sick and Vacation Time (Non-Exempt Part-Time Personnel)

Policy

Effective June 1, 2009, part-time non-exempt employees, who are regularly scheduled to work a minimum of 30 hours per week, 1,560 hours per year, shall be eligible to accumulate sick leave and vacation time.

Practices and Procedures

Sick leave accruals for eligible, non-exempt part-time employees who meet the criteria set forth above shall accumulate sick leave as follows:

Sick leave will be accumulated at the rate of 1.85 hours for every eligible biweekly period the employee worked up to a maximum of 48 hours annually. If paid sick leave is exhausted,

absences will be initially charged to available accrued vacation time and ultimately to unpaid leave when all available paid time off is exhausted.

Additional paid time off for eligible, non-exempt, part-time personnel who meet the criteria set forth above will be provided in the form of two (2) personal days annually which will be prorated to reflect the average hours worked on a daily basis under the part-time status schedule.

Vacation leave accruals for eligible non-exempt part-time personnel who meet the criteria set forth above shall accumulate vacation leave as follows: (Based on a 30 hour work week)

Years of Continuous Service	Biweekly Accumulation In Hours	Annual Accumulation In Hours	Maximum Accumulation Balance In Hours
Up to 1 year	1.15	30	30
Over 1 year up to 5 years	2.30	60	60
Over 5 years up to 10 years	3.46	90	90
Over 10 years	4.61	120	120

As a rule, vacation time should be taken only after it has been earned. However, this should not preclude a reasonable degree of flexibility if particular situations warrant it. The College may “advance” several vacations days with prior Vice President and Director of Human Resources approval. All “advances” not earned are recouped in succeeding accumulation, termination or reimbursement to the College by personal check.

Whenever possible, the College will attempt to grant vacation when requested keeping in mind the operating needs of the College. Personnel requesting vacation should do so as far in advance of the proposed date as possible. Conflicts in vacation requests within a department will be adjudicated by the respective Divisional Vice President in a fair and equitable manner.

Leave of Absence/Family and Medical Leave (FMLA)

Policy

It is the policy of the College to grant individuals extended leave under certain circumstances. Except as provided below, individuals will not receive compensation during approved Family and Medical Leave (FMLA). All appropriate paid leave must be exhausted before unpaid leave is used.

Upon returning from the approved leave, every effort will be made to return the employee to the same or a similar position within the College.

Practices and Procedures

FMLA will run concurrently with paid or other unpaid leave and will be tracked on a rolling year basis. In accordance with the federal law, FMLA requires one year of service prior to eligibility.

Generally, an individual is eligible for an unpaid leave after s/he has completed one year of service, or as specified by law. The granting of such leave will be determined in consultation with the appropriate Vice President, the immediate supervisor and the Director of Human Resources. Specific leaves may require presidential approval, as outlined below.

Conditions During Leave

Requests for a leave of absence should be submitted in writing to the individual's immediate supervisor as far in advance as possible, (preferably minimum of four weeks), prior to the effective date of the leave. This written request should be forwarded to the Office of Human Resources to accommodate appropriate leave procedures.

Individuals utilizing sick leave, child care leave, family care leave, and personal leave must use all available paid leave prior to utilizing unpaid leave she or he has. Individuals receiving workers compensation payments, however, cannot utilize paid sick leave concurrently. The College will provide benefits during leaves as required by law and outlined in individual benefit plan documents. Vacation, holiday, personal day, and sick benefits do not accrue during periods of unpaid leave.

Individuals who are unable to report to work because of arrest and/or incarceration may either be placed on an administrative leave pending disposition of charges and legal proceedings or terminated based on circumstances.

If an individual fails to return to work at the conclusion of an approved leave, the individual will be considered to have resigned from College employment.

Leave of Absence

TYPES:

Medical Leave – Individuals who are unable to work because of a serious health condition or disability and who have exhausted all paid leave may be granted an unpaid medical leave of absence. This leave also covers disabilities caused by pregnancy, childbirth or related medical conditions. The College reserves the right to require medical documentation of an individual's need for a medical leave of absence before the leave is approved and on a periodic basis throughout the duration of the leave. The leave will run in concert with the Family Medical Leave Act (FMLA) which allows for up to 12 weeks of unpaid leave.

Child Care Leave – Both parents may be granted a childcare leave to care for a child upon birth or upon placement for adoption or foster care.

Family Care Leave of Absence – Individuals may be granted a family care leave for the purpose of caring for a child, spouse, or parent who has a serious health condition. The College reserves the right to require certification of the family member's condition before the leave is approved and on a periodic basis throughout the duration of the leave.

Personal Leave – At the sole discretion of the College, employees may be granted an unpaid leave of absence to attend to personal matters. Certain fringe benefits may be maintained during a leave without pay, at the employee’s expense. Employees are eligible for a personal leave after completion of one year of employment with Albright College. Application and requests for leave should be submitted to the immediate supervisor 30 days prior to the leave or as soon as practicable.

Military Leave – Employees who participate in military reserve training exercises may receive time off without pay for one weekend a month and a two-week training period not to exceed 15 days in one calendar year. At an employee’s request, the College will provide any earned accrual pay during this time. Please advise your supervisor and the Office of Human Resources as soon as you are scheduled for military training.

Employees may be released, without pay, for extended military obligations. A military veteran is eligible for re-employment rights to the same or similar job if the individual a) reapplies within 90 days of military separation, and b) he or she is qualified to perform the job. Monetary benefits such as vacation pay are not paid during a leave of absence. However, a returning military veteran retains length-of-service credit based upon the latest date of hire immediately preceding military service for reinstatement of pay and benefits.

Intermittent Leave – Intermittent or reduced schedule FMLA leave will be granted if medically necessary for a serious health condition of an employee, or employee’s spouse, child or parent. The following certifications will be required for intermittent or reduced schedule FMLA leave:

1. Where the leave is for planned medical treatment, the College will require certification from the attending health care provider of the medical necessity for an intermittent or reduced schedule leave and of the treatment’s anticipated duration.
2. Where the leave is for an ill family member, a physician’s statement that this type of leave is necessary for the care of the family member or will assist in a family member’s recovery, and the expected duration and schedule of the intermittent or reduced schedule leave will be required.
3. When intermittent leave is needed to care for an immediate family member or the employee’s own illness, and is for planned medical treatment, the employee should try to schedule treatment so as not to unduly disrupt the College’s operations.
4. Where intermittent or reduced schedule FMLA leave is requested, and is based on a foreseeable schedule of planned medical treatment, the College reserves the right to temporarily transfer an employee to an available alternate job which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee’s regular position.

Jury Duty

Policy

An individual continues to receive regular pay while serving on a subpoenaed jury or during witness time and shall reimburse the College for fees received as a juror. (Reimbursement of expenses is not subject to reimbursement.) Subpoenaed witness time is not compensated if the individual is party to the action.

Practices and Procedures

Albright College will pay each employee's regular earnings when an employee must and does serve as a juror. This will apply no matter how long the trial lasts. To qualify for jury duty pay and leave, an employee must immediately notify the College after receiving initial notice that he or she is to serve as juror. The individual is expected to report to work for all or part of any day he/she is not engaged in jury duty or functioning as a witness. The employee must also return to work no later than the day following termination of service as a juror. Time off for jury duty leave shall not count as hours worked for overtime calculation purposes.

A copy of the subpoena should be submitted to the immediate supervisor with the request for release time. The supervisor shall forward copies to the Office of Human Resources.

If the nature of one's pressing responsibilities are such that the postponement would relieve strain and pressure, the College upon review and recommendation of the Divisional Vice President is prepared to seek a postponement following which one could perform their civic duty.

Bereavement/Funeral

Policy

Personnel may be given paid time off, normally not to exceed three successive working days, to make arrangements for or to attend the funeral of an immediate family member or significant other. Paid time off may be extended to a maximum of five successive working days under extenuating circumstances, with approval of the appropriate Vice President and the Director of Human Resources.

Practices and Procedures

The College grants both full-time and benefit-eligible part-time employees (vacation-accrual eligible), a maximum of three consecutive days of paid leave when death occurs in an employee's immediate family. Immediate family may include spouse, partner, children, grandchildren, parents, parents-in-law, brothers and sisters, grandparents, grandparents-in-law, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, stepchildren or stepparents. Vacation or personal time may be used to attend the funeral of a close friend or relative not specified. Contact the Office of Human Resources for specific information.

Medical Insurance

Policy

The College will provide eligible personnel the opportunity to participate in a group medical insurance plan. Individual and College costs will vary from year to year depending on the coverage selected.

Eligibility and Enrollment

Effective June 1, 2009, personnel who are regularly scheduled for 30 or more hours per week (1,560 hours per year) are eligible for participation on the first calendar day of the month following their 90 day introductory period. Individuals who have declined medical insurance benefits shall not be eligible for coverage until the beginning of the next open enrollment period, with the exception of the occurrence of a qualifying life event for themselves and/or eligible dependent(s).

COBRA Continuation of Coverage for Personnel, Dependent Children and Spouses

Medical insurance coverage will terminate on the last calendar day of the month in which the individual terminates from the College unless the individual is eligible and elects to continue coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act) or conversion to an individual policy. Each individual has the duty to notify the College of a change in status that could affect COBRA continuation.

Employees who are on extended leave, in excess of three months, shall be offered continued health insurance through COBRA at their own cost for a period not to exceed 18 months.

In the event of termination of employment, coverage may be continued for up to 18 months through COBRA at employee's expense. This cost is the full premium rate, plus 2%.

Coverage for eligible dependent children who reach age 19, or cease to be a full-time student prior to age 25, or who reach age 25 while a full-time student may continue for up to 36 months. The cost is the full premium rate, plus 2%.

In the event of death or divorce, dependent coverage may be continued for up to 36 months. The cost is the full premium rate, plus 2%.

Details about continuation of coverage may be obtained in the Office of Human Resources.

Contribution Rates

Contribution rates designated by plan are available in the Office of Human Resources.

Long-Term Disability Insurance

Policy

The College shall provide a long-term disability plan on a non-contributory basis for all benefit-eligible exempt and non-exempt personnel. (minimum 30 hours regularly scheduled per week)

Practices and Procedures

Benefit-eligible exempt and non-exempt personnel are eligible for coverage the first calendar day of the month following the 90 day waiting period.

The income benefit under the plan is 60% of an employee's base wage not to exceed \$6,000 per month.

Benefits will be payable as of the first day of the month following three months of continuous total disability.

An individual's coverage ceases on the date he/she stops active work. If the insurance ceases, it will not affect the benefits for a total disability existing on that date.

Complete plan documentation is available in the Office of Human Resources.

Transitional Return to Duty from Long-Term Disability Leave

This policy clarifies the process and insurance coverage for full-time, benefit-eligible employees on long-term disability who wish to make a transitional return to full-time active work duty. The policy is an incentive to encourage employees on long-term disability to return to active employment when able and facilitate their return to full employment.

The transitional arrangement is limited to 12 weeks. If the employee is unable to return to previous full-time status after the 12 week period, eligibility for benefits would be re-evaluated. Under this transitional arrangement, the employee will continue to maintain health insurance through COBRA until he or she returns to a full-time work schedule (within that 12 week transitional period). The College will pay a pro-rated percentage of the total premium cost based on the number of hours the employee works during the transition. For example, if an employee returns to work for 20 hours per week (half time), the College will pay one-half of its regular contribution to the cost of the employee's health insurance premium.

Transitional return to duty requires a physician's written release as well as the approval of the Director of Human Resources and the appropriate Divisional Vice President.

Group Life and Accidental Death and Dismemberment Insurance

The College offers two times your salary rounded up to the nearest \$1,000.00 for life insurance and accidental death and dismemberment insurance up to a maximum of \$300,000.00 for benefit eligible employees.

Retirement Plan

Policy

The College shall provide a fully vested, limited voluntary, defined contribution retirement plan for eligible personnel through TIAA-CREF. Their web site is www.tiaa-cref.org.

Practices and Procedures

All employees who work a minimum of 1,000 hours per year are eligible to participate. If you are an eligible employee, you may voluntarily begin participation in this plan on the first of the month following the completion of a 12-month period that constitutes one year of service at the College.

The Office of Human Resources will notify each individual when he or she has completed the requirements necessary to participate in the plan. The College, based upon its records and the official plan document, which is on file with the Plan Administrator, will make all determinations with respect to eligibility and participation.

If you are an eligible individual who has fully vested and funded benefits under the terms of a retirement plan of a previous educational institution, you may begin participation in the plan immediately upon employment at the College.

TIAA-CREF provides quarterly statements of individual account activity to each participant. This can also be accessed at their web site www.tiaa-cref.org.

At the participant's option, his or her contribution may or may not be excluded from current federal income tax.

The death benefit is the full current value of the account based on individual and College contributions. A lump sum refund or various payment options are available.

Upon termination, retirement annuities remain in force including all benefits purchased by the institution contributions. If you transfer to another participating TIAA-CREF institution, you may be able to participate in that institution's plan immediately. Direct individual payments to TIAA-CREF are also permitted. Under certain circumstances, your TIAA-CREF retirement annuity accumulation may be received in a single sum. CREF accumulations may be received in a lump-sum cash payment upon termination. TIAA accumulation may be withdrawn through the Transfer Payout Annuity.

Detailed plan information is available in the Office of Human Resources.

Tuition Exchange

Tuition Exchange is an association of colleges and universities offering scholarships to family members of faculty and staff employed at participating institutions.

Policy

Albright College participates in one or more tuition exchange programs through a consortial tuition exchange program with other participating colleges and universities. The program is administered through the Office of Human Resources.

Practices and Procedures

All regular full-time personnel are eligible to apply for tuition exchange benefits. Tuition exchange benefits for eligible dependents may take effect in any term or semester, which commences after the individual's continual three years of full-time employment.

Dependent Eligibility

Eligibility for tuition exchange benefits is limited to IRS dependent children or stepchildren (i.e. you must be able to claim the individual as a dependent for federal tax purposes) of regular benefit eligible personnel, who satisfy one of the following conditions:

1. They are the natural progeny.
2. They have been legally adopted by a College employee prior to or coincident with the first day of classes in the semester in which benefits are to begin.
3. They are dependent stepchildren (as defined by IRS regulations) prior to or coincident with the first day of classes in the semester in which Tuition Exchange benefits are to begin.

Benefit Guidelines

Benefits at participating institutions are available for the completion of the first baccalaureate degree. Eligible personnel may apply for tuition exchange at any participating college.

The dependent student must meet the usual admission standards at the participating institution and must maintain satisfactory academic standing in order to receive tuition exchange benefits.

In some instances full tuition exchange is granted; in others, a surcharge payable by the student may be required by the participating institution.

Each participating institution reserves the right to establish limits on the number of scholarships offered based on the balance of imports and exports to the program.

Benefit Limitations

The College must maintain its tuition exchange eligibility benefit in accordance with the requirements of the program. Should the requests for tuition exchange placement by Albright College personnel exceed those available in a given tuition exchange program, the allocation of tuition exchange placements in each academic year will be determined in the following priority order:

1. First priority will be given to the eligible dependent children of College personnel who are already enrolled and receiving tuition exchange benefits.
2. Next preference will be given to those whose employed parent has the longest continuous full-time service.
3. Further preference will be given to those individuals who have never used tuition exchange benefits at Albright.
4. Final consideration will be determined by lot.

Continuation of Benefits During Leave

If an eligible individual were to enter a paid leave status for any reason, his or her children would remain eligible for the duration of the leave. If an eligible individual were to enter a paid or an unpaid leave status because of illness or injury, his or her children would remain eligible for tuition exchange benefits for the duration of the leave.

Disposition of Benefits Following Termination of Employment

In the event of termination of employment other than by death, or declaration of disability as defined in the Albright College Long Term Disability (LTD) policy, all tuition benefits will end upon completion of the course in which the eligible employee, spouse and/or child is enrolled and begun at the time of separation from employment. Continuance of future courses will be at the individual’s own expense.

If while employed by the College, a full-time eligible employee were to die or be declared disabled as defined in the Albright College Long Term Disability (LTD) policy, his/her spouse and/or child would remain eligible for continuation of the tuition remission benefits under the following schedule:

Length of Service Prior to Death or Loss of Employment Due to Disability	Semesters Granted to Spouse or Child
At Least	Semester
Three years of service	One academic year
Five years of service	Two academic years
Seven years of service	Three academic years
Nine or more years of service	Four academic years

Tuition Remission

Policy

Tuition charges for credit courses at Albright College will be waived for eligible employees, their spouses or domestic partners and children.

On a space available basis, the College provides the tuition remission allowance for eligible employees, spouses or domestic partners and children subject to payment of certain designated fees for which the participant is personally responsible.

Any state and federal grants, scholarships and/or veteran's educational benefits, etc., for financial aid awarded to employees and/or their dependents who are using the tuition remission benefit will be credited to the employee's or their dependent's student account prior to the issuance of any tuition remission credit. The total tuition remission credit issued by the College will not exceed the total tuition cost and will be reduced by the net amount of the tuition cost less any state and/or federal grants and scholarships. Comprehensive fees, room and/or board charges may be offset by private scholarships and federal loans that have been granted.

Employees and/or dependents using the tuition remission benefit at Albright for a minimum of two courses in a semester must complete and submit a Free Application for Federal Student Aid (FAFSA) to the Financial Aid Department no later than April 30 prior to the academic year of desired enrollment. Information on FAFSA, along with an application, can be obtained by accessing www.fafsa.ed.gov. Failure to do so will cause the forfeiture of eligibility for the tuition remission benefit. If you need assistance completing the FAFSA form, please contact an associate in the Financial Aid Department (extension 7515) or the Human Resources Department (extension 7627).

Any new full-time employee, who is hired while actively participating in another college's tuition exchange/remission program, will be permitted to have the waiting period waived as part of Albright College's tuition remission/exchange programs.

Practices and Procedures

Employee Eligibility

Regular full-time employees, minimum 10 months per year, are eligible for tuition remission benefits effective for the semester or session that commences after the employee has completed one year of full-time service with the College. Participation is approved for eligible employees on a space available basis after the minimum number of students has been accepted for the course. Tuition remission shall be on a course-by-course basis.

Dependent Eligibility

For a spouse to be eligible, he or she must be legally married to the eligible full-time employee and may use the tuition remission benefit after the employee has attained one year of full-time service with the College. Eligibility for domestic partners is subject to the same benefit eligibility requirements as detailed in the Affidavit of Domestic Partnership used to determine eligibility for the health insurance benefit. Participation is approved only on a space available basis after the minimum number of students has been accepted for the course. Tuition remission shall be on a course-by-course basis.

For a child to be eligible, the employee must have completed three years of full-time service with the College. The child must be an IRS dependent child or stepchild (i.e. you must be able to claim the individual as a dependent for federal tax purposes) of regular benefit eligible personnel, he or she must not be married, under the age of 25 (supported by appropriate documentation), and satisfy one of the following conditions:

1. He/she is the natural progeny.
2. He/she has been legally adopted by a College employee prior to or coincident with the first day of classes in the semester in which benefits are to begin.
3. He/she is a dependent stepchild (as defined by IRS regulations) prior to or coincident with the first day of classes in the semester in which benefits are to begin.

Eligible children may use the tuition remission benefit beginning in any semester that commences following the individual's attainment of eligibility with the benefit not to exceed nine regular semesters (as may be required for selected academic program requirements, e.g., education). Consideration for additional semester allowances would need to be appealed to the Provost/Vice President for Academic Affairs who, in consultation with the Director of Human Resources, would rule on the merits of the appeal based on the requirements of the academic program and relevant circumstances.

Those using the tuition remission benefit must meet the current admission standards of the College, make academic progress, and maintain satisfactory academic standing.

Continuation of Benefits During Leave

If an eligible employee were to enter a paid leave status for any reason, his/her spouse and/or child would remain eligible for the duration of the leave.

If an eligible employee were to enter a paid or an unpaid status because of illness or injury, his/her spouse and/or child would remain eligible for tuition remission benefits for the duration of the leave.

Disposition of Benefits Following Termination of Employment

In the event of termination of employment other than by death, or declaration of disability as defined in the Albright College Long Term Disability (LTD) policy, all tuition benefits will end

upon completion of the courses in which the eligible employee, spouse, domestic partner and/or child is enrolled and begun at the time of separation from employment. Continuance of future courses will be at the individual's own expense.

If while employed by the College, a full-time eligible employee were to die or be declared disabled as defined in the Albright College Long Term Disability (LTD) policy, his/her spouse or domestic partner and/or child would remain eligible for continuation of the tuition remission benefits under the following schedule:

Length of Service Prior to Death or Loss of Employment Due to Disability	Semesters Granted to Spouse or Child
At Least	Semester
Three years of service	One academic year
Five years of service	Two academic years
Seven years of service	Three academic years
Nine or more years of service	Four academic years

Graduate Tuition Remission

Policy

Tuition charges for graduate credit courses at Albright College will be waived for eligible employees.

On a space available basis, the College will offer tuition remission benefits to eligible employees subject to payment of certain designated fees for which the participant is personally responsible. These fees may include textbooks, applicable processing fees, fees for independent study, student teaching, honorarium and praxis test fees, certification costs, etc.

Practices and Procedures

Employee Eligibility

Regular full-time employees, as defined in the employee handbook, (minimum 10 months per year), are eligible for graduate studies tuition remission benefits effective for the semester or session that commences after the employee has completed one year of full-time, continuous service with the College. Participation is approved for eligible employees who have earned a bachelor's degree and meet the stated educational requirements of the graduate program. Participation will be offered on a space available basis after the pre-determined minimum number of non "tuition remission" students have been accepted for the course based on overall course expectations and economic considerations. Tuition remission shall be offered on a course-by-course basis and participation in the program shall not be in conflict with the responsibilities and work schedule of the participant as it relates to the professional position

he/she occupies with the College. Any questions or concerns regarding potential scheduling conflicts for graduate courses should be directed to the participant's immediate supervisor for further consultation with the respective Divisional Vice President as deemed necessary.

Course enrollments per individual employee candidate would be limited to two (2) per semester, two (2) per summer sessions with any interim course counting as one of the fall or spring semester courses. As noted above, eligible employees will be accepted on a space available basis with a limit not to exceed 25 % of the total course registrants. Those employees who are unable to register for a graduate course due to existing space limitations will be put on a waiting list on a first come, first served basis for future consideration. In the event that two eligible employees apply for admission to the program simultaneously, available space will be awarded based on years of employment service guidelines (seniority).

Application for admission to the tuition remission graduate program should be initiated by the eligible employee making formal application with the office of graduate studies, specifically through the Manager of Graduate Studies. Each application will be shared with the Human Resources Department for verification of eligibility and to process the formal tuition remission form for credit with student accounts.

Continuation of Benefits During Leave

If an eligible employee were to enter a paid or an unpaid leave status because of illness or injury as certified by a physician, his/her eligibility for graduate tuition remission would be suspended upon the completion of the course in which the eligible employee is enrolled. This suspension of tuition remission benefits would continue until the employee returns to active duty.

Disposition of Benefits Following Termination of Employment

In the event of termination of employment other than by declaration of disability as defined in the Albright College Long Term Disability (LTD) policy, all tuition benefits will end upon completion of the course in which the eligible employee is enrolled. Any continuance of future courses will be at the individual's own expense.

Employees enrolled in the graduate program are expected to observe all policies detailed in the course syllabi and the Graduate Catalog.

Travel Reimbursement

Policy

Reasonable travel expenses incurred in conducting College business are reimbursable subject to the rules and regulations of the College. Should you be involved with travel for which you request reimbursement from the College for expenses, the following guidelines should be observed.

- To be eligible for reimbursement, all travel must be pre-authorized by the cognizant Department Chair or Administrator.
- Expenses incurred will be reimbursed in accordance with the travel reimbursement guidelines that are available through the Office of the Controller.

Use of the Library

Policy

The focus at the Gingrich Library is on meeting the research and informational needs of the students, faculty and staff. All personnel are entitled to the full range of library services. Immediate family members of College personnel may check out books, photocopy from print or microforms, and use reference services.

Practices and Procedures

Personnel and their families are eligible to use the resources of the library and are responsible for observing applicable library rules and regulations.

All individual members must register annually. Individual family members under 18 need approval of the employed family member. A complete description of the services offered and resources available may be obtained directly from the library. It should be noted that the level of resources available are generally beyond the interests and needs of elementary and middle school students.

Use of the Dining Facilities

Policy

College faculty and staff are welcome to dine in the cafeteria during regular meal hours. Staff may elect to create a “declining balance account” (DBA) with the College through pre-payments or payroll deductions established through the Student Accounts Department in concert with the Office of Human Resources.

Mealtime schedules and meal prices are available at the door of the facility.

Use of the Schumo Center for Fitness and Well Being

Employees and their immediate families are encouraged to use the facilities at the Schumo Center for Fitness and Well Being.

Admission to Athletic Events

Employees and their immediate families are eligible for admission to athletic events by displaying their College identification card.

Release Time for College Events and Committee Participation

Policy

Supervisors are encouraged to release individuals from work without loss of pay whenever reasonable in order for them to attend certain College events and participate in selected College related committees, provided that the department is not negatively impacted due to their absence. All such situations must be requested, in advance, have the approval of the appropriate Divisional Vice President and Department Director.

Practices and Procedures

Situations warranting release may include: employee group meetings, special guest speakers, training programs, award ceremonies, health screening programs, various committee assignments, and other special meetings/events.

Release Time for Professional/Community Activity

Policy

Supervisors are encouraged to provide release time for personnel to participate in community and/or professional organizations that are compatible with the goals and mission of the department and the College, as authorized by the appropriate Vice President and communicated to the Office of Human Resources.

Practices and Procedures

Individuals shall obtain approval from their supervisor prior to any involvement with organizations that require time away from work. In addition, personnel shall request permission from the appropriate supervisor in conjunction with the Divisional Vice President in advance before representing the College and/or requesting reimbursement for expenses incurred during involvement with external organizations.

In the event that the activity is sufficiently job-related in the judgment of the appropriate Vice President and with the concurrence of the Director of Human Resources, personnel may be extended paid release time without utilizing accrued vacation or other accrued paid time off.

Notary Public Services

The service of a Notary Public, located in the College's Camp Building, is available for all College-related business and, when time permits, is also available for non College-related matters at no cost to the employee.

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