INTRODUCTION TO THE CABRINI COLLEGE STAFF HANDBOOK

A. Message from the President

November 9, 2009

On behalf of Cabrini College, it is my pleasure to present the updated Staff Handbook, which outlines what is expected of each of us as Cabrini employees. The Handbook also lists services, programs and support systems available to employees.

Cabrini College is a community of learners that values its employees and the talents that each person brings to the community. We seek in our work to live the College's core values of respect, vision, community, and dedication to excellence. This Handbook details those policies and procedures that allow us to work effectively in accord with the College's Mission and core values.

I thank each of you for your work on behalf of the College. When working collaboratively, truly we can do something extraordinary.

With appreciation,

Marie Angelella George, Ph. D. President

B. Introduction

This staff handbook has been prepared to help employees become familiar with Cabrini College. It is a summary of the College's policies, work rules and benefits. The handbook does not cover every possible question. Policies and procedures will be regularly updated. Individual circumstances may call for individual attention.

Because basic trends, legislation and economic conditions are always changing, the contents of this Handbook may be changed at any time at our discretion. In addition, as a convenience to employees, portions of this Handbook attempt to summarize certain laws that apply to employees and Cabrini. If there is a variation between these summaries and the actual laws, the actual laws at all times will control.

This Handbook supersedes all previously published handbooks, policies and procedures. This manual is not a contract and does not give rise to contractual obligations.

All staff employees will give written acknowledgment of having received a copy of this Handbook. A separate page of this manual serves as acknowledgment of receipt and agreement, and when signed by the employee, will be placed in the employee's personnel file.

C. A History of Cabrini College

In 1957, the Missionary Sisters of the Sacred Heart of Jesus (MSC), the religious order founded by Saint Frances Xavier Cabrini, secures the charter for Cabrini College. Led by the College's first president, Sister Ursula Infante, MSC, Cabrini is the first and only institution of higher learning founded by the order. The College adopts Saint Frances Cabrini's philosophy of providing students with an "education of the heart," integrating intellectual competence with moral and social responsibility. In the fall of that year, 43 women arrive on campus as the first students of Cabrini College.

With the Woodcrest Estate Mansion serving as centerpiece of the campus, the College makes plans to expand. By 1965, Cabrini earns full accreditation from Middle States Association of Colleges and Schools, and Grace Hall, Sacred Heart Hall (now Founder's Hall), the Bruckmann Memorial Chapel, and the Holy Spirit Library are built.

In 1970, after the Board of Trustees amends the charter, the first male students enroll. A year later, the Evening Division opens, attracting non-traditional students to campus. During this decade, the College offers more major fields of study, several of which will remain among the most popular majors for decades, such as secondary education, business administration, and communications. Many student activities are implemented, including the Black Student Union, International Club, Athletic Association, and Project Outreach, which begins as a voluntary missionary experience.

As College celebrates its 25th Anniversary in 1982, expansion continues. The Widener Campus Center opens, a new communications lab is established, and Cabrini announces plans to offer master's degree programs. The following years see the creation of more residence halls to accommodate the growing number of students living on campus, as well as the creation of more academic majors.

The next 25 years are monumental for Cabrini, as the Dixon Center, a 64,000-square-foot athletic facility, the Hamilton Family Foundation Communications Wing, and an \$18.5 million Center for Science, Education and Technology (now the Iadarola Center) are completed. The facilities are equipped with state-of-the-art amenities and technology, providing students with the resources they need to succeed in the 21st century. In 2001, Cabrini and Drexel University make history with a partnership that results in Drexel overseeing the College's computer technology, the first such collaboration in the country between collegiate institutions. During these years, enrollment reaches 1,000 students for the first time, and Cabrini counts more than 10,000 alumni. The College helps form the Pennsylvania Athletic Conference (now the Colonial States Athletic Conference), and offers majors and programs that reflect 21st century education, including biotechnology, an online certificate program in web system design, and a master of science in organizational leadership. Also, the Wolfington Center, an office dedicated to promoting service opportunities through an enhanced understanding of Catholic Social Teaching, opens.

Throughout its history, Cabrini has been at the forefront of social justice learning among colleges and universities. Nationally, the College is among the first in higher education to implement community service into its curriculum, and is the first in Pennsylvania to require community service of all undergraduates. In 2005, Cabrini is among the first colleges to officially sign an agreement with Catholic Relief Services (CRS) to support the organization's global outreach program. Through partnerships with CRS, the MSCs, and the municipality of Norristown, Cabrini offers students service opportunities in such places as Africa, South and Central America, and West Virginia.

In November 2008, Dr. Marie Angelella George is inaugurated as the College's seventh president in a ceremony that includes Cardinal Justin Rigali. Dr. George promises to educate students for engaged citizenship in a global society, providing them the personal and professional skills necessary to succeed, while instilling in them a clear sense of the transformative vision for social justice.

Dr. George makes the College's groundbreaking new core curriculum, *Justice Matters*, a priority of her presidency. In fall 2009, each incoming student at Cabrini is enrolled in *Justice Matters*. The curriculum is designed so that all Cabrini students become involved in increasingly sophisticated real-world, community-based problem solving that recognizes the needs and assets of global and local communities. *Justice Matters* includes a sequence of developmentally linked courses taken in the first, second and third years, with a capstone project in the student's major in the fourth year.

In 2009, Cabrini boasts an enrollment of more than 3,500, including 1,900 graduate students. Graduate and Professional Studies expands to include 23 off-site locations, reaching as far as Central and Northeastern Pennsylvania, and Cabrini now has students from 19 states and from diverse cultures.

A Tour of Our Campus

A discussion of the history of Cabrini College is not complete without exploring the history of the campus. Cabrini College's beautiful 112-acre campus is located just one-half hour from Philadelphia in suburban Radnor Township. The property was owned by the Lewis family and then the Brooke family during the 19th century. It was sold around the turn of the century to the late James William Paul, Jr., a partner in the Drexel Company, prosperous Philadelphia bankers. Paul named his estate "Woodcrest," because of its location on the crest of Radnor Hills.

Horace Trumbauer, a leading Philadelphia architect, designed the original estate buildings in the early 1900s. Paul sold Woodcrest in 1925 to Dr. John T. Dorrance, inventor of the formula for condensed soup and past president of the Campbell Soup Company. Dr. Dorrance's family occupied the estate until 1954, when it was sold at auction to the Missionary Sisters of the Sacred Heart of Jesus.

D. Foundational Documents

1. The Mission of Cabrini College

Cabrini College, located in suburban Philadelphia, is a Catholic, coeducational, residential undergraduate college that strives to be a leader in community service. Rooted in the heritage of Saint Frances Xavier Cabrini, the College is a vital part of the international educational ministry of the Missionary Sisters of the Sacred Heart of Jesus.

Linking theory to practice, the College offers programs of study in the liberal arts and professional studies. In providing for the educational needs of the area, the College has a strong commitment to commuter, graduate and adult students.

In its commitment to educate students of different backgrounds and abilities to lead and serve in a changing and culturally diverse world, the College believes in an educational philosophy that not only prepares students for careers but also enables them to live lives of dignity and purpose.

In all its academic and co-curricular programs, the College assists students in actualizing their potential—personally and professionally—so that they may better understand themselves, be more sensitive to the needs of the global community and contribute competently to society.

As a Catholic Cabrinian institution, with distinct emphasis on teaching and learning, the College:

- functions as an open community of learners in which students develop a personal set of values as they engage in community service in pursuit of the common good, and as they address moral and ethical questions, including those that bear on religious foundations and ultimate issues;
- seeks to instill in its students the value of learning by doing and the capacity for lifelong learning;
- offers programs, cooperative education and internship opportunities to develop the skills and knowledge needed for the world of work;
- offers academic programs and services designed to meet the unique needs of adult and graduate students:
- values its small size that fosters involvement in the life of the campus, close interaction among faculty, staff and students, and the encouragement of students to live and work collaboratively;
- offers leadership opportunities in the classroom, residential life, athletics, organizations, campus ministry, and other co-curricular activities.

—Approved by the Board of Trustees, October 21, 1994

2. Goals of Cabrini College

- To provide an environment consistent with Saint Frances Cabrini's work in a pluralistic society by welcoming all qualified students in the enterprise of intellectual, spiritual, social and emotional growth;
- To provide a Cabrinian "education of the heart" that teaches that intellectual competence cannot be divorced from values or a moral responsibility to the community;
- To provide a strong liberal arts education, enabling students to develop as critical thinkers, versed in communication and analytical skills, with the ability to apply knowledge to new and different problems, and with the ability to continue to learn from life;
- To provide academic programs that will educate students (a) as highly trained professionals who enter graduate studies and professional fields or (b) who continue their professional development for career advancement and change;
- To provide a qualified faculty and staff dedicated to educational excellence and professional development and to encourage personal and group interchange among students, faculty and staff;
- To provide guidance to assist each student in developing a sense of values, a good self-image and responsibility to God, self and the world;
- To provide a broad range of cultural, religious, social and recreational activities in order to carry the educational enterprises beyond classroom instruction;
- To foster a community that treasures and respects its religious heritage while it recognizes it is enriched by differences in cultures and religious beliefs;
- To develop programs, services and educational delivery systems that are responsive to the different goals and needs of all our students on- and off-campus, day and evening, resident and commuter, traditional and non-traditional, undergraduate and graduate;
- To conduct ongoing evaluations of all campus programs, instructional and non-instructional, in order to improve their effectiveness and to create new programs consistent with the College's mission and its vision for the future;
- To encourage all College personnel to participate in the total development of students by their actions, example, and excellence in service;
- To promote a spirit of cooperation and collaboration among faculty, students, staff, administrators, advisors, alumni, parents, and the Board of Trustees in achieving the goals of the College.

3. Qualities of the Liberally Educated Person

Cabrini College is part of the international network of the Missionary Sisters of the Sacred Heart of Jesus created by the global vision of Saint Frances Xavier Cabrini. The apostolic priorities of the Missionary Sisters of the Sacred Heart of Jesus include working for peace and justice, working against poverty and oppression, promoting personal and interpersonal growth, and increasing compassionate concern for all human beings. Based upon the mission of the College, Cabrini provides educational programs that recognize and seek to develop skills and values necessary to support and sustain a mature commitment to these objectives.

Cognitive Complexity

- Demonstrates analytic reasoning and critical thinking
- Demonstrates creative thinking
- Demonstrates scientific reasoning
- Demonstrates quantitative reasoning

Effective Communication

- Demonstrates effective written communication
- Demonstrates effective mediated communication
- Demonstrates effective oral presentation skills
- Demonstrates effective interpersonal communication
- Demonstrates effective small group communication skills

Understanding of Self and Beliefs as a Global Citizen

- Demonstrates sense of self
- Demonstrates knowledge of cultural diversity and American pluralism
- Demonstrates ability to interact cross-culturally

Propensity for Engaging in Life-Long Learning

- Demonstrates curiosity
- Demonstrates self-direction
- Demonstrates adaptability

Responsibility for Social Justice

- Demonstrates relevant knowledge
- Demonstrates relevant values
- Demonstrates relevant skills

Expertise in a Specific Area

- Demonstrates relevant knowledge
- Demonstrates relevant values
- Demonstrates relevant skills

4. Statement of Catholic Identity

Cabrini College is a vital and distinctive element of the international educational ministry of the Roman Catholic Church and the Missionary Sisters of the Sacred Heart of Jesus.

As a Roman Catholic institution, Cabrini College affirms that God's love, expressed in the relationship among Creator, Redeemer, and Spirit, invites all people to form vibrant, caring communities. The College manifests this belief by

- respecting the dignity of the human person as created in the image and likeness of God;
- providing opportunities for prayer, reflection and the study of Sacred Scripture;
- celebrating liturgy and participating in the Sacraments;
- respecting the beliefs of those members of other religions and spiritual traditions and inviting them to share the gifts they bring to the community;
- providing a liberal arts education rich in values and offering opportunities for spiritual, intellectual, and ethical growth;
- demonstrating leadership in service to the community;
- standing in solidarity with those who are poor, forgotten, and oppressed; and
- participating in the creation and development of societal structures that are humane, just and respectful of the rights and dignity of the human person.

Inspired by the example of Saint Frances Xavier Cabrini, who dedicated her life to making the love of Jesus visible in the world, we, as a College community, continually strive to make this vision of Catholic identity a reality throughout the living and learning environment of the College.

—Approved by the Board of Trustees, May 19, 2000

5. Charter of Core Values

Our core values emanate from the life of Saint Frances Xavier Cabrini, the charism of the Missionary Sisters of the Sacred Heart, and the Catholic educational tradition.

In response to Frances Cabrini's desire to provide an "education of the heart"—a Catholic, Cabrinian education, centered in Christ and ever mindful of the dignity and contribution of each person—the members of this College community, through a collaborative process, have enunciated these values which exist as a standard for our activities and as a hallmark for all future development.

"Education of the Heart" is achieved through the core values of:

Respect

We strive for a reverence of self and others manifested in trust and appreciation. Respect calls for care and compassion in regard to:

- diversity
- our environment
- social justice
- civility in resolving conflict

The College strives to promote the integrity of each person, thus serving the vital and vibrant good of all.

Vision

Inspired by the indomitable spirit of Saint Frances Xavier Cabrini, we strive to promote and foster innovation and creativity. Vision calls for:

- a spiritually based outlook when seeking solutions
- courage
- a pro-active stewardship of all present and future resources

We accept the challenge to live our lives according to the Cabrinian vision and values.

Community

We strive to strengthen community by uniting diverse individuals and their aspirations in shared endeavor. Community calls for:

- common mission
- ethical responsibility
- a sense of belonging
- dialogue in decision making
- enthusiasm for the enterprise
- participation in the celebration of our values and traditions.

The Cabrini College community seeks to maintain an environment of receptivity and hospitality for all and create union while nurturing individual gifts and talents.

Dedication to Excellence

To maximize the potential of the individual and community we strive for the education of the whole person—intellectual, emotional, physical and spiritual. Dedication to Excellence calls for:

- positive attitude
- commitment to lifelong learning
- personal and professional growth
- pride in accomplishment
- fulfillment of common goals.

At the heart of our dedication to excellence is the desire to be our best in the service of our students and all others.

Since we are an institution of process and constant development, what we are must always progress towards what we ought to be. It is our hope that in our constant effort to evaluate our growth, that we aim for a point of coincidence in which the values that determine what we are become one with what we ought to be.

-Approved by the Board of Trustees, October 21, 1994

E. The Cabrini Logo



The Cabrini College logo consists of the following elements: A customized rendering of the Cabrini name in a modified version of the type font, Sabon.

A coat of arms in classic heraldry style depicting:

- The lamp of knowledge, for guidance and academic excellence;
- Hands, representing civic engagement, social justice, and diversity;
- The Sacred Heart, alluding to the Missionary Sisters of the Sacred Heart of Jesus, founders of the College;
- A. A tree, representing the beautiful campus—a veritable cathedral of trees—and heritage, growth and stewardship.

The motto Beneficium Supra Seipsum means "Service Beyond One's Self."

The Cabrini College logo is at once classic and contemporary, appropriate for an institution respectful of its heritage while being innovative and visionary in its educational mission for the future.

F. Organizational Structure

1. The Board of Trustees

The ultimate responsibility for the management of the College rests with the Board of Trustees. The primary responsibilities of the Board of Trustees are to determine major College policy, to ensure the academic integrity of all degrees awarded by the institution and to ensure the appropriate management and expenditure of institutional funds. While maintaining this responsibility, the Board entrusts the management of the College on a daily basis to the President and other administrative officers of the institution.

2. President and Cabinet

The President of the College is selected by the Board of Trustees and serves as the chief executive officer of the College. The President serves the College at the pleasure of the Board and has the power, on behalf of the Board, to perform all acts and execute all documents to carry out the acts of the Board and its Executive Committee. Under the President's leadership and supervision, personnel at the College are organized into seven administrative areas: academic affairs, enrollment management, finance and administration,

institutional advancement, marketing and communications, mission and human resources, and student development. The chief administrative officers of each division make up the senior staff, or presidential cabinet of the College. In addition, the Dean for Academic Affairs, the Dean for Graduate and Professional Studies, and the Dean of Students are members of the Cabinet. It is the role of the Cabinet to:

- 1. Provide effective administrative leadership for the College by planning, coordinating, and evaluating all areas of the College.
- 2. Initiate, develop and implement strategies designed to advance the goals and objectives of the College.
- 3. Advise the President on institutional policy, programs and practices.

3. Staff Advisory Council

The Staff Advisory Council (StAC) is recognized by the President and the President's Cabinet for the purpose of discussing, informing and advising the Director of Human Resources on personnel policy issues. The Council's primary function is to advocate for issues/policies of importance as they pertain to staff. The Council also advises and works collaboratively with the Director of Human Resources who oversees the College policies to help insure that all employees are treated in a uniform and equal manner.

Any full-time regular staff members (except for members of President's Cabinet) who have completed their IEP (Initial Employment Period) shall be eligible for membership on the Council. The Director of Human Resources serves as an ex-officio member. The Council shall consist of seven elected members; three exempt and three non-exempt members and the Chair who is of either status. The six Council members appoint the Chair/Co-Chair. The status of the seventh member is determined by the status of the Chair. All members, including the Chair, shall serve for a two-year terms and terms shall be staggered. Nominations and elections shall fill unexpired terms. Those employees who work during the academic year only must be available for meetings during times when they may not be actively at work. Elections take place in August each year.

The Council shall meet formally every month except in August, when elections are held. These meetings are open meetings; any staff member is invited to attend and observe. The Council will also hold an open forum during each semester with prior notice give to the President. The Council Chair and the Director of Human Resources will meet at least once each semester.

SECTION I: CABRINI COMMUNITY

A. Equal Employment Opportunity

The Missionary Sisters of the Sacred Heart of Jesus have a deep commitment to promoting respect for the dignity of the person as an individual and to reaching out to those persons who are marginalized in the community.

Cabrini College is committed to the principle of equal employment and educational opportunity for all qualified persons, regardless of race, religion, color, gender, national origin, age, disability, veteran status, marital status, sexual orientation or any other occupationally irrelevant criteria.

The College does not discriminate against qualified individuals in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal and state laws and regulations.

To ensure equality of opportunity in all areas of the College, the President of the College consults regularly with the appointed Affirmative Action officer for the College to develop and review Cabrini's affirmative action plan, approved by the Cabrini College Board of Trustees, Executive Committee on January 22, 1981.

The designated coordinator for College compliance with Section 504 of the Rehabilitation Act of 1973 and the College's Affirmative Action officer is the director of human resources. Anyone who has a question regarding discrimination or believes they have been the subject of discrimination should contact Cabrini College's Director of Human Resources at 610-902-8206.

B. Americans with Disabilities Act

It is Cabrini College's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Cabrini College is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. The College recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact Human Resources to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

C. Harassment and Sexual Harassment Policy and Procedure

Cabrini College's Charter of Core Values rests on the cornerstone of Respect. Cabrini College seeks to create and maintain an academic environment in which all members of the College community are free from any form of harassment.

Cabrini College's policy is that all employees and students should be able to enjoy and work in an educational environment free from harassment. Harassment based on race, color, religion, sex, age, national origin, sexual orientation, marital status, pregnancy, veteran status, or disability will not be tolerated.

It is the wish of Cabrini College to ensure that no member of the College community is subjected to harassment. Therefore, any offensive physical, written or spoken conduct, including conduct of a sexual nature, is prohibited at the College. It is a violation of this policy for any member of the College community, supervisor, or manager, male or female, to engage in the acts or behavior categorized below.

The College further recognizes that harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1976.

Definition of Harassment

Harassment is defined as verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual and has the purpose or effect of creating an intimidating, hostile or offensive

employment or educational environment or has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

<u>Definition of Sexual Harassment</u>

Sexual harassment includes, but is not limited to, verbal or non-verbal conduct with an inappropriate focus on individual characteristics or individual orientation that is intimidating, demeaning, hostile or offensive; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands.

Sexual harassment is further defined as unwelcome 1) sexual advances or 2) requests for sexual favors, or 3) other behavior of a sexual nature where submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in a College-sponsored program or activity – and/or where such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

All members of the community, regardless of their position, are covered by and expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. The College regards such behavior as intolerable and a violation of the standards of conduct required of all persons associated with this institution. Accordingly, any members of the community found inflicting such behavior on others within the College setting are subject to appropriate disciplinary institutional action, which may include verbal or written reprimand, suspension, demotion, transfer or discharge. Conduct alleged to be harassment/sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location and duration of the questioned behavior. The standard of judgment will be the judgment one would attribute to a reasonable person in similar circumstances. Procedures detailing disposition of complaints are listed below.

Hereafter harassment and/or sexual harassment will be forthwith designated as "harassment."

1. The Complaint Process Overview

Who May File a Complaint?

Any person who believes an employee of the College community has subjected him or her to discrimination, harassment, or retaliation may file a complaint. The complaint procedure is detailed below. Forms for filing the complaint can be obtained from the Office of Human Resources or from the Human Resources Website.

Any person electing to utilize the complaint resolution procedure will be treated courteously. The problem will be handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the complainant, nor will it have an adverse impact on the individual's status at the College. While reporting such incidents may be a difficult personal experience, allowing harassment activities to continue could certainly lead to less desirable outcomes. For that reason, members of the community are expected to utilize this procedure.

The College will make every effort to protect the rights of those who might be accused under this policy. In the unusual event that a malicious or deliberately groundless complaint is filed, the College will take disciplinary action against the complainant.

The Director of Human Resources has the primary responsibility for implementing this policy and procedure.

Confidentiality

The College will do all that it can to protect the privacy of the individuals who are parties to a complaint. Information about individual complaints and their disposition is considered confidential and will be shared only as determined to be appropriate.

Assurance Against Retaliation

Retaliation against persons who report or provide information about harassment or behavior that might constitute harassment is strictly prohibited. This policy seeks to encourage students, faculty and other employees to express freely, responsibly, and in an orderly way, opinions and feelings about any problem or complaint of harassment. The Director of Human Resources is authorized to take steps necessary to ensure that persons acting in good faith are not subject to retaliation.

What to do if you are a victim of harassment:

If you are the recipient of any unwelcome gesture or remark, you do not have to remain silent. At any time you can file a formal or informal complaint. You may choose to do any or all of the following:

- State clearly to the harasser that you find such conduct offensive and unwelcome and want the offensive conduct to stop at once.
- If you are uncomfortable addressing the harasser directly, speak to an appropriate administrator and ask for proper intervention. The College cannot solve the problem if no one is aware of it.
- Keep a written log of all incidents of harassment, noting the date and time, place and persons involved, and any witnesses to the event.
- If the conduct does not stop after speaking with the harasser or after going to the harasser's appropriate administrator, then strongly consider filing a complaint with the Office of Human Resources. Please note that a formal complaint can be filed at any point after harassment has occurred.
- Complete a Complaint Form -- this form will ask you to name the accused and to detail dates and times of alleged harassment. Return the form, with your signature and date, to the Office of Human Resources. Forms for filing the complaint can be obtained from the Office of Human Resources or from the Human Resources Website.

The Director of Human Resources or a designee will meet with the complainant to discuss the complainant's concerns and clarify the College's policy and internal complaint resolution procedures within five (5) business days after receiving the complaint form.

2. Harassment Resolution Process

Informal Process

Many harassment complaints can be resolved through an informal process designed to provide assistance and guidance to both the complainant and the accused by educating them both on the College's harassment procedures. If the complainant elects to seek resolution through an informal process, the complainant will attempt such resolution with the help of the Director of Human Resources. Acknowledgement in writing by both parties that the issue has been resolved is necessary for the informal resolution process to be completed. Both parties have thirty (30) calendar days from the date of the initial complaint to file their acknowledgements. These statements of resolution will be retained in the Office of the Human Resources as part of the personnel records of both parties.

If the College decides that the informal process has not resolved a problem to its satisfaction, it may choose to pursue the matter on its own behalf through an investigation and appropriate disposition.

At any time during the informal resolution process, the complainant may change his/her request for disposition of the complaint from the informal to formal process. The complainant must notify the Director of Human Resources of that decision in writing.

Should the same individual be the accused in repeated informal complaints, the Director of Human Resources will file a formal complaint against this individual and present the matter to the Harassment Resolution Committee. Procedures are described below.

Formal Resolution Process

All written complaints reported via the complaint form will be pursued formally, unless the complainant elects to pursue the allegations in the informal resolution process described above.

The complaint must include the following information:

- 1. the name of complainant,
- 2. the name of accused,
- 3. the details of the alleged harassment,
- 4. the names of any persons believed by the complainant to have knowledge of the alleged harassment,
- 5. the number of incidents,
- 6. the effect the behavior had on the complainant,
- 7. any other information the complainant believes pertinent to the alleged harassment.

The responsibility for conducting an investigation is the duty of the Director of Human Resources and he/she may designate other individuals, including outside parties (for example, lawyers) to facilitate to the extent necessary that process.

During the formal resolution process, the complainant may change his/her request for disposition of the complaint from the formal to informal process. The complainant must notify the Director of Human Resources of that decision in writing.

Discrimination and Harassment Resolution Committee (DHRC)

The Discrimination and Harassment Resolution Committee is responsible for determining whether there is enough evidence to suggest that the alleged harassment occurred, and, if so, the Committee is charged with recommending appropriate sanctions. The Director of Human Resources or designee as well as the appropriate senior administrators will review the recommendations.

Composition of the Discrimination and Harassment Resolution Committee

The College will create a pool of eight (8) tenured faculty, eight (8) staff, and two (2) administrators, who are trained to deal with harassment issues. The Faculty Assembly will submit a list of names of tenured faculty for this pool. StAC members will submit a list of names for this pool. Director of Human Resources will nominate two administrators. On a case-by-case basis Director of Human Resources will eliminate any members who have an apparent conflict of interest from this pool. The Director of Human Resources will then randomly choose the committee to be comprised as follows: two (2) tenured faculty, two (2) staff members, and an administrator. The committee will select its own chair. All members of the trained pool will be available to serve on the committee for two years.

The Director of Human Resources may not be a committee member.

Procedure

- 1. Within five (5) business days of receiving the complaint, the Director of Human Resources or designee will
- a) Meet with the complainant to discuss the complainant's concerns and clarify the College's policy and internal complaint resolution procedures;
- b) Meet with the accused to discuss the complainant's concerns and clarify the College's policy and internal complaint resolution procedures;
- c) Provide a copy of the complaint to the accused;
- d) Initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred. During the investigation, the Director of Human Resources, together with legal counsel and/or other senior administrators, will interview the complainant, the respondent, and any witnesses, to determine whether the alleged conduct occurred. Relevant witnesses may provide information

for both the complainant and the accused. The investigator will interview witnesses and collect written statements from all witnesses.

- 2. Within twenty (20) business days of the complaint being filed, the Director of Human Resources or designee will conclude the investigation and submit a report of his or her findings to the DHRC, with copies to the complainant and the accused. If there are extraordinary extenuating circumstances that do not allow the report to be completed within the allotted time, then DHRC can grant an extension of an additional fifteen (15) business days. It will be the responsibility of the chair of the DHRC to inform all parties of the extension.
- 3. Within five (5) business days of receipt of the investigator's completed investigation, the DHRC will convene to review the complaint. The investigator will report the findings to the DHRC. The DHRC may call the parties and/or any witnesses before a DHRC meeting at any time during the process. Parties involved with the case may not otherwise attend a DHRC meeting.
- 4. Within ten (10) business days the DHRC will conclude its review and will present the Director of Human Resources with a letter stating the conclusions reached by the Committee and, if necessary, recommendations for sanctions.

The DHRC may determine

- a) That the alleged conduct did not occur and/or does not constitute harassment/sexual harassment;
- b) That the alleged conduct constituted harassment and sanctions are in order. Recommended sanctions may include, but are not limited to the following:
 - Certification of completion of a harassment education program,
 - Formal reprimand,
 - Reassignment of duties,
 - Denial of pay increase,
 - Suspension with or without pay,
 - Termination of employment.

The appropriate action will depend on the following factors

- The severity, frequency and pervasiveness of the conduct,
- The quality of the evidence (first-hand knowledge, credible corroboration),
- Impact on the complainant and the College.

If sanctions are recommended by the DHRC, the Director of Human Resources will meet within five (5) business days with the appropriate administrators and review the findings and make a final decision as to sanctions.

Immediately after a final decision has been rendered, the Director of Human Resources will meet with the complainant and the accused separately in order to notify them in person of the findings of the investigation and to inform them of the sanctions, if any. In addition both the complainant and the accused will receive a copy of the final report from the Committee and the ultimate administrative decision.

All statements of resolution will be retained in the Office of the Human Resources as part of the personnel records of both parties.

3. Appeals Process

The complainant and the accused may submit statements challenging the factual basis of the findings to the Director of Human Resources or designee. Any such statement must be submitted no later than five (5) business days after the meeting with the Director of Human Resources or designee in which the findings of the investigation are discussed.

Once such a challenge is received, the Director of Human Resources or designee will have ten (10) business days to investigate and respond in writing. Should new evidence come to light, the Director of Human Resources or designee will notify the DHRC of this development.

Within ten (10) business days the DHRC will conclude its review and will present to the Director of Human Resources a letter stating any revised conclusions.

Within three (3) business days of receiving the letter, the Director of Human Resources and appropriate administrators will meet to review the findings and make a determination.

Immediately after a final decision has been rendered, the Director of Human Resources will meet with the complainant and the accused separately, in order to notify them in person of the findings of the investigation and to inform them of the results of the appeal. In addition both the complainant and the accused will receive a copy of the final report from the Committee and the ultimate administrative disposition.

All statements of resolution will be retained in the Office of the Human Resources as part of the personnel record of both parties.

D. Consensual Amorous Relationships Policy

Cabrini College seeks to maintain an educational atmosphere wherein students and faculty members, administration and staff interact in appropriate professional and pedagogic ways. In keeping with this goal, any individual who has power or authority over another individual is not permitted to have a romantic or sexual relationship with that individual. For example, faculty are not permitted to have romantic or sexual relationships with students who are enrolled in their classes.

Although it is recognized that the partners in the relationship may be full and willing participants, the responsibility for adhering to this policy and the consequences for violating it fall upon the individual in the authoritative position.

Violations of the policy will be handled though the Office of Human Resources. The sanctions imposed for violation of this policy will necessarily depend on the facts and circumstances of the case.

E. Whistleblower Policy

Cabrini College encourages all faculty, staff, students and volunteers, acting in good faith, to report suspected or actual wrongful conduct. The College is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy.

College faculty, staff, students, and volunteers may not retaliate against any individual who has made a protected disclosure or who has refused to obey an illegal order. College faculty, staff, students, or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual's immediate supervisor or other appropriate administrator or supervisor within the operating department, or other appropriate College official about matters within the scope of this policy.

It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

Please visit the Human Resources Website for the Whistleblower Procedures and related information regarding the College's Secure Reporting Line.

SECTION II: HUMAN RESOURCES EMPLOYMENT POLICIES

A. Hiring Procedures

The Human Resources Office is responsible for overseeing the hiring process for all employees.

A Personnel Requisition Form must be completed by the hiring supervisor for every position that is to be filled. All necessary approvals must be received on this form before the search for a replacement is begun. Hiring supervisors should consult with the Human Resources Office for information regarding search procedures.

Temporary employees may be used to fill an open position until a regular full-time or part time employee can be hired. Also, all jobs which are only for a specified duration should be filled with a temporary employee. Temporary positions need not be posted on campus.

B. Posting/Advertising Vacant Positions

Cabrini College desires to recruit and select the best candidate for every position while maintaining a diverse and inclusive workforce, especially when leadership is crucial to the future of the College. Therefore, the search process shall be national in scope and is mandated when vacancies occur in positions of vice presidents, deans, and selected directors.

All open positions will be posted by Human Resources on a weekly basis on the HR link on the College's website. Internal applicants should inform their supervisor of their interest in another position, and then submit a resume and cover letter to the Human Resources Office. Internal staff employees who have completed their IEP are eligible to apply for open positions. Internal applicants are not guaranteed an interview for an open position. The Hiring Manager and area Vice President (if applicable) will make interview decisions based on an applicant's qualifications.

C. Search Committees

The President and area Vice President will typically establish search committees for administrative leadership positions. The composition of search committees shall be directly related to the position opening and to the campus offices affected by the position.

The chair of the search committee, in consultation with the Director of Human Resources, shall be responsible for following and implementing College personnel and affirmative action procedures and policies during the advertising, interviewing and selection actions. Records from all searches shall be stored in the Human Resources Office.

D. Background Check Policy

A check of a candidate's background is intended to serve as an important part of the selection process when hiring new employees hired after January 1, 2006. Background checks may also be required for current employees and student-workers whose jobs are defined as security sensitive.

A background check is conducted to promote a safe work environment and to protect our College's most important assets: the people of our community. It assists hiring authorities in making prudent employment decisions based upon more comprehensive job-related information, and because the background check may be updated periodically, it also assists the College in maintaining a high-quality workforce.

To be considered for employment, all prospective employees must complete and submit two documents: the Application for Employment and the Background Check Consent Form. All job offers must be made "contingent upon successful completion of a background check." After the background check is successfully completed, generally three to five working days, HR will notify the hiring manager. If the background check is

not satisfactory, HR will provide guidance and a recommendation to the supervisor and appropriate vice president.

E. Employment of Relatives

At the College's discretion, persons related by family or marriage may be employed by the College, provided such individuals meet regular College employment standards. However, employees shall not initiate, participate in or exercise any influence over departmental or institutional decisions involving a direct benefit to a person related by family or marriage (such benefits include initial appointment, retention, promotion, tenure, salary, leave of absence and appeals adjustment). In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the next higher administrative level to make appropriate changes to eliminate the conflict.

For purposes of this policy, persons related by family or marriage are defined as a spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, cousin and in laws.

F. Employment References

In response to verification of employment or reference inquiries, the Human Resources Office will verify dates, positions and length of employment for a present or former employee of Cabrini College. Additional information may be released with written approval of both the Human Resources Office and the employee; exception to this policy will be made if withholding of information may endanger the future employer or third parties. In such a case, the Director of Human Resources will use discretion on the releasing of additional information.

Employees who are contacted to provide an employment reference are not permitted to release any information. All inquiries must be directed to the Human Resources department.

Personal recommendations, professional references and application recommendations are not to be given in the name of the College. Employees who give these types of recommendations/references for other employees are doing so as individuals and their evaluations do not represent those of the College.

G. Offer Of Employment

After a candidate has been selected for employment at Cabrini College, the Human Resources Office sends a written notification of employment, containing information about the terms of the job. This notification is not a contract; it is simply a statement of information about the position offered. After an offer of employment is made and accepted, the Human Resources Office will prepare the necessary paperwork and will notify applicants who were not selected for the position.

H. Employment At-Will Statement

This staff employee manual is not intended to be a contract or part of a contractual agreement between the College the employee. Staff employees of Cabrini College are considered to be employees at-will, in accordance with statutes, regulations and the law governing employment in the Commonwealth of Pennsylvania. This means that, notwithstanding any of the provisions of these policies or any practice, employment may be terminated for any lawful reason, at any time, either by the employee or by Cabrini College, with or without cause.

I. Employment Categories

The College recognizes three employee classifications: faculty, staff and student employee. The employment status of faculty and staff can be defined in four ways: full-time, part-time, temporary/casual, and volunteer. All student employment is defined as temporary. The opportunity to employ individuals with different employment status in each classification satisfies the flexibility necessary for the College to meet the varying employment needs of academic, research and administrative functions. Definitions of each classification and status are shown below. The combination of employee classification and employment status determines the

application of other human resource policies as well as eligibility for benefits. The Human Resources Office is responsible for recommending and identifying staff and student employment status.

The following guidelines are provided to assist in determining the appropriate employment status. In the event that a supervisor is uncertain about the status of a position, the supervisor should contact the Human Resources Office as soon as possible.

- Regular full-time staff employees are scheduled to work at least 1,400 hours per year and may qualify for benefits.
- Regular part-time staff employees are scheduled to work less than 1,400 hour per year.
- Temporary/Casual: Employees who serve the College on a temporary basis or whose scheduled work is defined as needed (for a specified period of time) regardless of the number of hours worked per week and are not eligible for benefits.
- Volunteer: Employees who volunteer their services and donate their time for College activities and are not eligible for benefits. This includes non-employee associates.

J. Exempt And Non Exempt Pay Status

Determination of the exempt or non exempt pay status of a position is governed by the Fair Labor Standards Act (FLSA), which is a federal law. Based on the guidelines provided by the Fair Labor Standards Act (FLSA), the Human Resources Office determines the exempt or non-exempt status of each position at Cabrini College. If employees have a question about whether their job is exempt or not, they should contact the Director of Human Resources.

Exempt employees are those whose positions are exempt from FLSA provisions because their work is predominantly professional, administrative or executive (as defined by the FLSA) in nature. Exempt employees are not eligible for overtime compensation and are usually paid on a biweekly salaried basis.

Non exempt employees are those who are covered by the FLSA and are eligible for overtime compensation in accordance with the FLSA. All non exempt employees have a designated base hourly pay rate and are paid on a biweekly salaried or hourly basis.

K. Date Of Hire/Bridging Of Service

Staff employees who have been rehired by the College within ninety-days of their termination date will have an adjusted hire date that will reflect their previous service. Staff originally hired on a part-time basis, who later become full-time employees with no break in service, will receive credit for their part-time service. Temporary employees who are later made regular employees with no break in service will receive credit for their temporary service.

The adjusted hire date will be used for calculating accruals of tuition remission and service awards benefits. Other benefit plans, such as medical and dental insurance and the retirement plan, have waiting periods and other criteria that must be met regardless of previous service.

L. Initial Employment Period (IEP)

The first three months of employment for regular full-time and part-time staff employees are considered to be an Initial Employment Period intended to permit new staff to become familiar with job duties and for supervisors to observe job performance. Non-exempt public safety positions are subject to a six month IEP. Temporary employees who become regular full-time or part-time staff may also have to satisfy the IEP at the discretion of the supervisor.

Supervisors are expected to keep employees informally apprised of their progress throughout the IEP. The immediate supervisor should discuss with the employee the likelihood of continued employment at the end of the IEP. Formal written performance evaluations (available from the Human Resources Office) are to be completed within two weeks after the end of the IEP.

Any paid or unpaid absences during an IEP may, at the discretion of the supervisor, result in a day-for-day extension of the IEP.

Termination of employment may occur at any time during the IEP. If an employee is terminated during the IEP, the termination is final and not subject to normal channels of appeal or redress.

Staff members who voluntarily leave the College and later return to College employment will be required to serve a new IEP. An exception to this policy may be granted at the supervisor's discretion.

If an employee's performance is not satisfactory by the end of the normal IEP, the supervisor has the discretion to extend the IEP, after consultation with the Director of Human Resources. If the employee agrees, he or she must sign a written statement to that effect in advance. If the employee does not agree, the supervisor must decide whether to retain the employee on the basis of job performance to date.

The employee should also view this IEP as an opportunity to determine whether the job is satisfactory and meets his or her expectations. If questions or problems arise, it is the responsibility of the employee to schedule a meeting with the immediate supervisor at least one month before the last day of the IEP. If the employee does not schedule such a meeting, the College will assume that the job is satisfactory and meets the employee's expectations.

M. Performance Management Objectives

The objectives of the Cabrini College performance management program for staff employees are as follows:

- Maximize the College's success through effective employee performance, development and retention.
- Assure that College goals and its mission and core values are reflected in the daily job activities of employees.
- Encourage employee participation in determining, understanding and agreeing on performance objectives, results and expectations.
- Provide feedback and information concerning accomplishments and performance to employees on regular and on-going basis.
- Assist in employee development for current and future jobs.
- Identify problem areas on a timely basis and implement development plans.
- Provide an objective and equitable basis for personnel actions, such as merit pay, promotions, transfers, and terminations.

N. Performance Plan Cycle

At the beginning of the fiscal year, the employee and supervisor typically meet to review the employee's job responsibilities and to establish written job performance objectives that are related to the College's goals, mission and core values, as well as department goals. The supervisor and employee will discuss the process for measuring results, the time frame for completion and the relative priority of each objective.

In addition to job objectives, the employee and supervisor should agree on individual employee development objectives related to job skills and/or career advancement. The employee and supervisor should also agree on which performance characteristics, such as job knowledge, quality of work, effective communication, initiative, etc., are relevant to completion of the job objectives and will thus be rated at the end of the review cycle.

O. Monitoring Performance and Feedback

During the review cycle the supervisor and employee will typically keep track of how well objectives are being met. Feedback will be given as appropriate. When monitoring and feedback indicate that a problem exists with meeting an objective, steps will be taken to resolve the problem. It may be necessary to revise objectives during the year due to various changes in the work environment.

P. Annual Performance Review

Prior to the end of the fiscal year, the employee completes a self-assessment form. The supervisor completes a Performance Appraisal Form summarizing achievements of the job and development objectives and rating the employee on key performance characteristics. Supervisors should be objective and honest in this process. Detailed and specific examples of each employee's strengths and weaknesses should be included.

The completed Performance Appraisal Form must be reviewed and signed by the area Vice President. The original is to be kept in the employee's personnel file in the Human Resources Office.

Using the data obtained from the self-assessment and performance review and considering College and departmental goals and mission and core values, a new cycle of objective planning for the next fiscal year begins.

Q. Open Door Policy for Informal Problem Resolution

The purpose of the open door policy for informal problem resolution is to provide for the fair and equitable treatment of all employees and to promote good working relationships among employees and supervisors.

Because Cabrini College values its employees, the College encourages an "Open Door Policy" whereby employees, supervisors and other relevant parties may talk through concerns, differences or misunderstandings and seek resolution. Each and every employee has the right to bring such matters forward without fear of reprisal. Confidentiality shall be maintained to the extent practicable.

Procedures:

- 1. The employee should first bring employment concerns to the attention of the immediate supervisor.
- 2. If discussions with the immediate supervisor do not bring resolution, or if the employee, for any reason, is hesitant to bring an employment concern to the attention of the immediate supervisor, the employee may consult with the Director of Human Resources or the area Vice President.
- 3. Depending on the nature of the situation, the supervisor, area Vice President or Director of Human Resources will advise the employee of suggestions, alternatives, and/or appropriate subsequent actions.

R. Conduct Standards and Discipline

Cabrini College expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with anyone in the College community.

The College reserves the right to discipline or discharge any employee for violating any College policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Cabrini retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness
- Failing to follow instructions or College procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other College records or documents
- Failing to record working time accurately or recording a co-worker's timesheet
- Insubordination or other refusal to perform
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts of violence
- Misusing, destroying or stealing college property or another person's property
- Possessing, entering with or using weapons on college property
- Possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on college property or on company time
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Violating the College's computer or software use policies, and
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the College or its employees in any way.

S. Correction of Work Performance/Conduct Problems

Acceptable standards of work performance and conduct must be maintained in any work setting. Generally, these standards are recognized and maintained by individual employees without any need for action by the supervisor. When an employee does not adhere to established work performance standards or conduct, the supervisor is responsible for taking steps to correct the problem.

From informal counseling and verbal reminders to formal corrective actions, the principle is to help employee's correct behavior that causes problems, with the aim of enabling employees to continue effectively as College employees. Punitive and other negative motives have no place in correction of work performance. The same job performance standards should be applied to all employees who do similar jobs.

There are varying degrees of unsatisfactory performance and conduct that may require different corrective measures. In most instances, formal corrective action may be taken only after the supervisor has met with the employee to discuss the problem. However, the College reserves the right to undertake immediate action prior to meeting with the employee if, in the College's discretion, the circumstances so warrant.

Whenever a supervisor believes an employee's performance or behavior problem requires initiation of formal corrective actions, including verbal or written warning, suspension or dismissal, the Director of Human Resources should be consulted to ensure that proper procedures are followed and to provide guidance to the supervisor in determining the best way to handle the problem.

Formal corrective actions include the following, however, the College reserves the right to omit any or all actions if, in its sole discretion, the circumstances so warrant:

<u>Verbal Warning</u>: A verbal warning is a discussion between the supervisor and the employee, supported by written documentation, that any subsequent behavior or performance that fails to meet acceptable standards will result in further corrective action. The supervisor will keep a copy of the documentation issued to the

employee and send a copy to the Director of Human Resources. Supporting written documentation of a verbal warning should be titled as such, and placed in the employee's personnel file. This supporting written documentation should be signed by the employee and supervisor to acknowledge that a verbal warning was issued.

Written Warning: A written warning involves both discussion with the employee and an official memorandum from the supervisor to the individual with a copy to the Human Resources Office for the employee's personnel file. This memorandum should refer, whenever possible, to a specific discussion and should be sufficiently detailed so as to let the employee know how he/she has failed to meet the required standards, should suggest a course of action to improve the condition, as well as a time period to be allowed for the resolution of the problem and should state that failure to meet the required standards may result in suspension or dismissal. The written warning should allow space for the employee's comments, if he/she wishes to make any, and should be signed by the employee and the supervisor indicating that a written warning has been issued.

Suspension: Suspension involves removing an employee from the workplace, with or without pay. When an employee has committed a serious breach of job performance standards or has displayed offensive or injurious behavior toward others during work hours, and/or on College property at any time, the supervisor may recommend suspension to the area Vice President and the Director of Human Resources. Review of the matter will determine if a suspension is in order. In the event of a suspension, the supervisor will give the staff member a written statement of the reason(s) for the suspension, the length of the suspension, and a warning that failure to meet acceptable standards may result in an immediate dismissal. The suspension notice should be signed by the employee and the supervisor indicating that a suspension has been issued. A copy of the suspension notice should be sent to Human Resources for the employee's personnel file. Salaried exempt employees are not subject to suspension without pay.

<u>Dismissal</u>: A recommendation for dismissal will be reviewed by the area Vice President and the Director of Human Resources.

Any corrective action or decision may be appealed through the established appeals procedure, except for termination.

T. Staff Appeals Procedure

The purpose of the staff appeals procedure is to provide a mechanism for determining whether unfair or discriminatory treatment in employment has occurred and, if so, for determining an appropriate remedy.

A fair and expedient resolution of all problems is important to the well being of both individual staff members and the College as a whole. The appeals process is an opportunity to resolve a dispute over a corrective action. Resolution of appeals should not be punitive to any party beyond a just and reasonable settlement for all involved persons.

This staff appeals procedure is intended to cover all regular employees of the College other than those who are covered by faculty or student grievance procedures.

An appeal must be initiated within ten (10) working days from the time an employee becomes aware of an incident that he or she believes to be open to appeal. Only the employee or employees directly and actually affected by the alleged act have standing to bring a complaint. Termination is not open to appeal.

This procedure is intended to cover a complaint of a covered employee relating to:

- Corrective disciplinary actions, including transfers, demotions, and suspensions.
- Allegations of acts of reprisal as a result of using this procedure.
- Allegations of acts of reprisal as a result of being a witness or giving information during the informal or formal steps of this procedure.

Matters that are not covered under appeals procedure:

- Termination
- The contents of College policies, procedures and rules approved by or with the authority of the Board of Trustees, or federal, state and local regulations, ordinances and statutes
- The measurement and summative assessment of work activity through a performance evaluation, except in instances in which the employee proposes to show that the evaluation was arbitrary or discriminatory
- The method, means and personnel by which work activities are to be carried out, unless the employee proposes to show that his or her health or welfare is endangered
- Termination, layoff, demotion or suspension from duties because of a lack of work, reduction in the work force, job abolition or release from College employment as a result of a demonstrable financial or enrollment emergency
- Job classification
- The organization or structure of the College divisions or departments.

Employees who are uncertain whether their complaint is subject to appeal within this process are encouraged to consult with the Director of Human Resources.

Note: Complaints alleging violations of the College's discrimination/harassment policy should be handled in accordance with the policy entitled "Harassment and Sexual Harassment Policy and Procedure."

Steps in the Appeal Procedure

Step 1. The employee informally discusses the complaint or problem with his or her immediate supervisor, who has a responsibility to see that the problem is resolved as fairly and quickly as possible. The supervisor must provide a response to the employee within five (5) working days of the discussion. Problems can usually be worked out at this informal phase in the appeal process.

Step 2. If the employee is dissatisfied with the immediate supervisor's resolution in Step 1, the employee may then discuss the problem with the area Vice President. If the immediate supervisor is an area Vice President, the employee may move on to Step 3.

The employee must provide at this point a written statement setting forth the alleged violation or problem, the person or persons, who are involved, the facts upon which the complaint is based, and the corrective action sought. The written complaint must be delivered to the appropriate area Vice President and Director of Human Resources within five (5) working days of the day the employee received a response from the immediate supervisor. The area Vice President must hold a discussion of the matter with the employee within five (5) working days of receipt of the written complaint and must then provide the employee with a written report about the matter within five (5) working days of the discussion. This report must document the discussion and propose a resolution to the problem. A copy of the report must be sent to the Director of Human Resources for the employee's personnel file.

Step 3. If the appeal is not resolved by following Step 2, the employee may appeal the action taken in Step 2 to the Director of Human Resources. A written appeal must be filed with the Director of Human Resources within five (5) working days of the date a report is filed under Step 2 by an area Vice President. The appeal must be in the form of a written statement from the employee, including the alleged violation or problem, the

facts upon which the complaint is based, and the corrective actions sought. The Director of Human Resources must then provide a resolution, in writing, to the employee within ten (10) working days of receipt of the written appeal. When warranted by unusual circumstances, the time limit may be modified or extended by mutual agreement, but in no event shall a response be delayed beyond twenty (20) working days of receipt of the appeal.

Step 4. If the appeal is not resolved by following Step 3, the employee may appeal to the President. This written appeal must be made within ten (10) working days of the date of the Director of Human Resources' written recommendation. The President, as college officer of last resort, has final authority to resolve the issue. The President will provide his/her decision within fifteen (15) working days of the date of receiving the appeal.

U. Other Employment Policy

Employees are permitted to engage in outside work and/or hold additional jobs on campus, subject to certain restrictions as outlined below.

- 1. Activities and conduct away from an employee's primary job must not compete, conflict with or compromise the College's interests or image or adversely affect job performance and the ability to fulfill all responsibilities to Cabrini College. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Cabrini College. This prohibition also extends to the unauthorized use of any College tools, materials, or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.
- 2. Employees are cautioned to consider carefully the demands that additional work activity will create before accepting outside or additional employment. Other employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If other work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.
- 3. Before beginning or continuing outside employment, employees are required to notify their supervisor in writing of their involvement with the other employer.
- 4. Before beginning or continuing additional employment at Cabrini, employees are required to obtain the written approval from their supervisor and the Office of Human Resources. Failing to obtain prior approval may be cause for disciplinary action, up to and including termination.
- 5. Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Employees, who are on a leave of absence, including FMLA leave or Workers 'Compensation leave, are prohibited from having outside employment during their leave. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

V. Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Cabrini College. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with Cabrini College;
- Owning or having a financial interest in, or other relationship with, a Cabrini College competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a Cabrini College competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to their direct supervisor and area Vice President and remove themselves from negotiations, deliberations or votes involving the conflict. The employee, however, may state their position and answer questions when their knowledge may be of assistance.

W. Access to Personnel Files

The personnel file containing records for each employee will be maintained by the Human Resources Office in a secured area. The file will contain information in connection with Cabrini College employment. The material contained in the file shall be confidential and shall be subject to the review of only the employee, the Human Resources Office and those persons who have supervisory or administrative authority over the employee. Cabrini College may submit copies of documents in such files to federal, state or other governmental and judicial agencies if required by law in connection with any investigations, hearings or judicial proceedings involving such agencies or the courts. Cabrini College may also submit such information to its insurance carriers in connection with any such proceedings or in connection with Worker's Compensation claims or proceedings in cooperation with HIPPA and all applicable laws. For a complete list of employment record types and retention and disposal requirements, please contact the Office of Human Resources.

Employees are free to examine their own personnel files in the presence of a Human Resources Office staff member during normal business hours. Employees must make an appointment. No part of the file may be removed, copied or taken to another location. The employee may request copies of information in the file. If there is a disputed item within the file, the employee may add a written statement to the file.

X. Personnel Data Changes

It is the responsibility of the employee to notify the Human Resources Office of any changes to basic personnel information, such as address, telephone numbers, marital status, number of dependents, insurance plan beneficiaries and tax withholding status. Proof of change may be required. All employees are required to give their home phone number. This number will be used to contact the employee only when necessary. Only employees who live on campus may give Cabrini College as the address of record.

The Human Resources Office also maintains emergency contact information. All employees are required to give the name, telephone number and address of whom to contact in case of emergency.

Y. Termination and Resignation Of Employment

Employment with Cabrini College is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time.

When feasible, employees ordinarily are given warning that they are in jeopardy of losing their jobs. Involuntary terminations may occur as a result of lack of work, organizational restructuring, reduction in force, or for unacceptable performance and/or personal conduct.

Employees who resign are expected to submit a letter of resignation that includes the date of termination, reason for termination and the employee's signature. It is customary for staff employees to provide a minimum of two-weeks notice. If a staff employee does not provide advance notice or fails to actually work the remaining two weeks, i.e. takes vacation leave, the staff employee will be ineligible for rehire and will not

be paid for accrued but unused vacation leave on his/her final paycheck. The resignation date must not fall on a holiday or the day after a holiday.

In some circumstances, it may be necessary for the College to adjust the employee's last day of employment to a date sooner than the employee's original end date. In these situations, Cabrini will pay the employee for the full notice period.

When appropriate, resigning employees will be scheduled for an exit meeting with Human Resources to ensure that all College property is returned and to provide an opportunity to discuss any questions or concerns related to employment with Cabrini. Employees who fail to return any college property including keys, credit cards, computers, uniforms, cellular phones, pagers and other equipment will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of Cabrini College.

Employees who are discharged or resign will receive their final paycheck on the next regular payday. Final paychecks will include all wages and vacation leave accrued but not paid through the date of separation except as outlined above.

SECTION III: NEW EMPLOYEE POLICIES

A. CabriniOne

CabriniOne provides students, faculty and staff affiliated with Cabrini College access to online resources, both internal to Cabrini and external, and all with one user ID and password. CabriniOne provides access to e-mail, calendar, BannerWeb, course web sites, payroll information and other Cabrini accounts.

Within 48 hours of new hire orientation, employees are able to retrieve usernames and passwords to access CabriniOne. Instructions are available in the Human Resources Office.

It is the responsibility of the employee to maintain their User ID and password and regularly check CabriniOne for important information.

B. Identification Card

Cabrini College identification cards can be obtained through the Department of Public Safety, Monday through Friday, 8:00 a.m. to 6:00 p.m. ID cards are required by all faculty and staff and obtained within three (3) business days of employment. The card is necessary for entry into specified campus buildings, use of College facilities and services such as libraries, athletic events, and other activities. To prevent deactivation, holes should not be punched in the ID card and it should be stored away from computers, electronic devices, and other cards that have a magnetic strip.

Lost or stolen cards should be reported to Public Safety as soon as possible. Upon termination, employees will be required to return ID badges to Human Resources as part of the exit interview.

C. Key Policy

All requests for keys are made by the supervisor to the area Vice President on a Facilities Service Request Form. If approved, the area Vice President forwards the request to the Facilities Department. The request shall include: location of door (building and office), number of keys, individual(s) to receive keys and the reason key is needed. Keys to areas outside of position responsibilities will not be issued.

Cabrini College reserves the right to charge individuals for any cost incurred as a result of lost keys. All keys must be returned to the Facilities Department as soon as they are no longer needed or to the Director of Human Resources upon separation from employment. It is the responsibility of the supervisor to see that keys are turned in when an employee separates from employment.

Keys are not to be copied or transferred from one individual to another, nor are they to be loaned or given to students.

D. New Employment

The Immigration Reform and Control Act of 1986 require employers to verify both the identity and work eligibility of all new hires within three business days of employment. Employers must attest on an I 9 form that they have examined certain documents to verify the employment eligibility and identity of the individual hired. Every new employee must report to the Human Resources Office immediately upon hire with proof of identity and eligibility to work. If identification is not provided within three days of employment, the employee will be terminated.

Employees under the age of 18 must provide Cabrini College with a work permit. Minor employees are prohibited from performing certain types of work, such as operating heavy machinery. The Human Resources Office can provide details of the laws relating to child labor laws.

E. New Employee Orientation

The purpose of new employee orientation is twofold: to provide new employees valuable, standardized information and to help new employees develop a good understanding of their position and Cabrini College.

Every new full-time employee will meet with Human Resources. Information will be provided on the campus policies, benefits, payroll and other important information the employee will need to have a rewarding experience as an employee of Cabrini College. In addition, staff employees are expected to attend a full-day orientation program.

F. Parking Regulations and Vehicle Registration

The roadways of the College and its parking spaces fall under the jurisdiction of the Department of Public Safety, which is responsible for the administration and enforcement of regulations designed to facilitate an orderly traffic flow on campus. These regulations apply to students, faculty, staff and visitors. Infractions of these regulations are the responsibility of the person who registered the vehicle on campus. All employees are required to register their vehicle within three (3) business days of their employment with the Department of Public Safety. The College is not responsible for loss due to theft or damage to vehicles that occur on College property. Special events parking and all temporary parking arrangements on campus are to be scheduled and approved by the Public Safety Department.

Additional information on vehicle registration, traffic and parking regulations can be found on the College's website or in Public Safety.

SECTION IV: BENEFIT POLICIES

MANDATORY BENEFITS:

A. Cobra Statement

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires that most employers who sponsor group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. The following is intended to inform employees, in a summary fashion, of their rights and obligations under the continuation coverage provisions of COBRA. Employees and their spouses should take the time to read this carefully.

An employee, the employee's spouse or dependent become qualified beneficiaries if the employee, the employee's spouse or dependent are covered under the employer's group health plan and would lose coverage due to one of the following events (called a qualifying event):

- Death of the covered employee;
- Termination (for reasons other than gross misconduct) or reduction of hours of the covered employee's employment;
- Divorce or legal separation of the covered employee from his or her spouse;
- Entitlement of the covered employee for Medicare; or
- Dependent ceases to be a "dependent child" under the group health plan.

In the case of a qualifying event, each qualified beneficiary would have the right to elect to choose continuation coverage if the group health coverage would be lost. Employees, their spouses or dependent children (where applicable) would each, as a qualified beneficiary, have the option to elect continuation coverage for a period shown as follows:

Reason for Termination under Group/Period:

Voluntary Termination of Employee	18 months
Involuntary Termination of Employee (except for gross misconduct)	18 months
Reduction in Work Hours of Employee	18 months
Disability of Employee as determined under the Social Security Act	29 months
Death of Employee	36 months
Divorce or Legal Separation	36 months
Employee becomes entitled to Medicare	36 months
Dependent Child no longer qualifies as dependent under group health plan	36 months

The continuation coverage extends from the date of one of the events described previously to:

- 18 months (in the case of termination or reduced work hours) or 29 months (in the case of disability) or 36 months (in all other cases described previously except retirees and newly acquired dependents; see "Special Rules").
- The date the employer no longer provides any group health plan to employees.
- The premium for continuation coverage is not paid on time.
- The person whose coverage is being continued becomes covered under another group health plan unless the other plan contains an exclusion or limitation with respect to a pre existing condition.
- The person whose coverage is being continued becomes entitled to Medicare benefits (unless the qualifying event is the employer's Title 11 Bankruptcy).
- A spouse was divorced from a covered employee, subsequently remarried and become covered under another group health plan. In the latter case, the covered person can continue until the maximum allowed period of termination or upon being covered for pre existing conditions if the new plan

excludes or limits benefits for the pre existing condition and the continuation coverage plan covers it, whichever occurs first.

To prevent a lapse in coverage, if continuation coverage is elected, any required premiums must be paid within 45 days after the election. If the employer's group health plan provides a conversion privilege to other beneficiaries, the employer must also provide covered family members with the opportunity to enroll under a conversion health plan during the 180 day period proceeding the date that continuation coverage expires.

This is an attempt to summarize the current legal requirements of COBRA. If there is a variance between what is required by COBRA at the time, and the summary above, the College will follow the requirements of COBRA.

For detailed information or questions regarding COBRA, please contact the College's Plan administrator, the Director of Human Resources, 610 King of Prussia Road, Radnor, PA 19087 3698.

B. Social Security Benefits

All employees are covered under the Social Security Act, which is governed by federal guidelines. Taxes (FICA) are deducted at the rate and amount of earnings specified in the current federal guidelines. The College is required to contribute an equal amount to that deducted from the employee's paycheck.

C. Unemployment Benefits

Unemployment compensation is a benefit established to assist those employees who, due to a variety of circumstances beyond their control, have lost their positions. If a faculty or staff member's employment is permanently terminated through no fault of his/her own and there is no assurance of continued work, such a change in one's employment situation is covered under PA Unemployment Compensation laws. Examples of circumstances under which an employee would be eligible for unemployment compensation include lay-off due to lack of work, reduction in force for budget reasons, loss of grant-funding, etc. College employees who are temporarily furloughed during semester and summer break periods are not covered by the PA Unemployment Compensation laws and are, thus, ineligible for unemployment compensation benefits during these break periods.

The Office of Human Resources will assist employees or their supervisors with any questions or problems related to unemployment compensation.

Specific requirements for benefits can be obtained from the local Commonwealth of Pennsylvania Unemployment Office.

D. Worker's Compensation

All employees are eligible for benefits provided by worker's compensation. The employer's liability law of the Commonwealth of Pennsylvania is designed to assist employees with medical expenses and some salary reimbursement when they sustain job related injuries while on duty. All work related injuries or illnesses must be reported immediately to their supervisor and/or Human Resources Office. Failure to report an injury in a timely manner may result in the medical bills being the employee's responsibility.

The College's worker's compensation insurance carrier pays all necessary and reasonable medical expenses provided that the injured employee selects care from a licensed health care provider on the College's panel. The list of approved health care providers is available through Human Resources. Employees are encouraged to visit the nearest hospital emergency room in the event of an emergency work injury. If an employee does not visit a panel doctor, the payment of bills becomes the responsibility of the employee.

Worker's compensation pays lost wages according to the following guidelines:

- If an employee is out of work for less than 7 calendar days, worker's compensation does not pay any lost wages.
- If an employee is out of work for more than 7 calendar days, but less that 14, worker's compensation pays for days 8 through 14.
- If an employee is out for more than 14 calendar days, worker's compensation pays from the first day out.

The injured employee will be paid full salary the day of the injury and will not be charged leave for time lost from work on the day of the injury. However, the employee is expected to return to work after medical treatment on the day of the injury, unless the approved medical provider has prohibited return to work.

Employees may use their earned time (sick, personal or vacation) to continue their salary during those days not covered by worker's compensation. When physical therapy or other periodic medical treatment is required, employees are not charged leave for reasonable time away from work for these appointments. However, the employee must make all attempts to schedule appointments before or after work hours.

For more information about continuation of benefits during worker's compensation leave, please contact the Office of Human Resources.

COLLEGE FUNDED PLANS:

E. Benefit Eligibility

All full-time staff employees who work more than 1,400 hours per year are eligible for benefits the first of the month following their date of hire.

Benefits can represent a significant portion of overall compensation, based on the elections made. A variety of other supplemental plans, which are strictly employee-paid, are also available. New employees must complete paperwork necessary to enroll in benefits. If an employee chooses to enroll in the benefits plans available, they must do so within 30 calendar days of your date of hire. If the employee misses this 30-day window, he/she will not be able to enroll in benefits until the open enrollment period. Employees may change or add benefits when they experience a qualifying status change event so long as the change is consistent with the event and the paperwork for the change is submitted to the Human Resources Office within 31 calendar days of the event.

A list of various plans available is provided below. More detailed information, such as premium rates, dependent coverage, and additional benefits and options for any of the following plans, is available by contacting the Human Resources Office. A detailed outline of available benefits, including a benefits worksheet and tutorial to assist employees with their selections is also provided on our benefits web site found at http://www.mybenergy.com Username: cabrinibenefits Password: benefits

Current full-time employees may access their personalized benefits website found at: http://www.mycabrini.mybenergy.com

F. College Funded Benefits:

Medical Insurance
Dental Insurance
Vision Insurance
Short-Term Disability (STD)
Long-Term Disability (LTD)
Group Life Insurance and Accidental, Death & Dismemberment (AD&D)
403(b) Defined Contribution Plan
Holidays

Employee Assistance Program(EAP)
Cabrini College Tuition Remission
Council of Independent College Tuition Exchange Program (CIC-TEP)
Tuition Exchange Program

G. Voluntary Benefits:

Personal Accident Indemnity Plan
Personal Cancer Indemnity Plan
Specified Health Event Protection
Flexible Spending Accounts (FSA)
Long-Term Care Insurance
Additional Life Insurance and Accidental, Death & Dismemberment
Freedom Credit Union

H. Other College Benefits:

1. <u>Library</u>

All employees have access to the Holy Spirit Library which houses more than 200,000 items that support the College's academic programs. Included in the collection are books, periodicals, audio-visual and multi-media materials, microforms, rare books, and juvenile and curriculum books.

Holy Spirit Library is open seven days a week, September through May, and six days a week during the summer months.

2. <u>Bookstore</u>

Employees receive a 10% discount on gift items and clothing purchases made at the Campus Bookstore, located on the lower level of the Widener Building.

Regular store hours are Monday & Tuesday 9:00AM – 7:00PM, Wednesday & Thursday 9:00AM – 5:00PM, Friday 9:00AM – 2:00PM. Summer and holiday hours vary.

Cabrini College Bookstore: 610.902.8526

3. Dixon Athletic Center

The Dixon Center, Cabrini's sports and recreation complex, is located on the west side of campus. The Center houses squash courts, a gymnasium with three full-length basketball courts, swimming pool, a fitness center and strength training area, a dance/aerobic room, an indoor track, and locker rooms. Classes are available in Water Aerobics, Mat Pilates, Dancers' Workout, Hatha Yoga and more.

Hours of operation are listed on the Cabrini College website or call the front desk at 610.225.3901.

Full-time employees and their families have full access to the Center free of charge. Part-time employees can join the Center for \$50.00 per year for an individual membership. Please contact the Administrative Coordinator at 610.225.3904 for membership applications.

4. <u>Campus Shuttle</u>

Cabrini runs a shuttle service several times a day while school is in session that connects with the R5 Paoli/Downingtown train that stops at Radnor, the 100 Rapid Transit Line, and stops at the King of Prussia Mall and in Wayne.

For a shuttle schedule, please go to the following website: http://www.cabrini.edu/assets/cabrini/pdf/shuttleschedule.pdf

5. The Children's School

The Children's School is an accredited pre-school and kindergarten open from 9 a.m. to 3 p.m., September through June. Parents have the option of full- or half-day programs and may enroll children in a three-, four-, or five-day program. Children ages two years, seven months (in September) through five years are eligible to attend.

The school is located at 45 Walker Road, Wayne, PA 19087. Faculty and staff receive a 10% discount off tuition. For more information about the school, please visit: http://www.cabrini.edu/default.aspx?pageid=707 or contact the School's Director at (610)964-6112.

Portions of this Employee Handbook summarize the official Plan documents of the group health care plan and other benefit plans of Cabrini College, as in effect on date the Employee Handbook was issued. If there is a difference between the material in the Employee Handbook and a Plan document, a Plan document will govern. The employee benefit plans, as they apply to all participants, may be changed or ended at any time by written action of the authorized agents of Cabrini College.

SECTION V: COMPENSATION POLICIES

A. Compensation Philosophy

The Human Resources Office conducts an annual salary review of staff positions. The College's Planning and Budgeting Guidelines benchmarks for desired faculty and staff salary ranges.

The staff employee compensation plan has been established to achieve the following:

- Internal equity through consistent job evaluation and individual pay procedures.
- External competitiveness through surveys of the labor market.
- Compliance with government regulations.

Job descriptions for each position include:

- A narrative general description.
- Functional responsibilities.
- Required knowledge, skills, abilities, education and experience.
- Essential components of the College's Core Values.

The Human Resources Office is responsible for reviewing and maintaining a file of job descriptions for each staff position. The job descriptions are approved by the position supervisor and the area Vice President.

B. Payment Of Salary

Staff employees are paid on a bi-weekly basis. Payment of salary is issued by the Payroll Office on Fridays and paid through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization Form must be completed and returned with a voided personal check to the Payroll Department. Due to banking requirements it may take two pay periods for activation of the direct deposit.

A statement of earnings for each pay period can be found on CabriniOne indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

C. Overtime

Overtime shall be assigned by the department head to meet essential operating needs. Overtime by non-exempt employees must be approved in advance, but if worked it must be compensated, whether approved or not. An employee is expected to seek advance approval for overtime work and to report overtime worked at the time of reporting other hours worked in a work-reporting period. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime. A workweek is a period of seven consecutive days. At Cabrini College the workweek begins on Saturday at 12:01 a.m. and ends on Friday at midnight. For the public safety staff, the work week begins on Friday at 3:00 p.m. and ends on the following Friday at 2:59 p.m.

In accordance with the Fair Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

Approved paid absences, such as vacation leave, College holidays, and personal leave are counted as time worked for purposes of computing overtime.

Sick leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, and on-call duty are not counted as time worked for the purposes of computing overtime.

Overtime shall be compensated at the appropriate rate either by compensatory time off or by pay. Compensatory time off at the straight-time rate of pay may be scheduled by the department head within the same workweek in which the overtime is earned to avoid hours of actual work in excess of 40 in that workweek. Exempt employees are not eligible for overtime and therefore not eligible for compensatory time.

All overtime hours must be reported to the Payroll Office on time sheets.

D. Emergency Closings

When the authorized decision is made to close the College due to an emergency, all employees will be paid for their normally scheduled day at their regular base rate of pay. These hours will not be counted hours worked for purposes of computing overtime.

Employees who are on pre-scheduled vacations, continued sick time or other planned absence from work will have that absence recorded as originally planned.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, non-exempt employees who work will receive regular pay for hours worked and these hours will be considered hours worked for overtime purposes. There is no additional payment for any hours an employee in non-essential operations choosing to work during the emergency closing period.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available unused paid vacation or personal leave.

E. On-Call Policy

An on-call non-exempt employee will earn one hour at their regular rate of pay per day that he/she is on on-call duty. On-call duty will not count as actual hours worked for the purpose of determining overtime eligibility.

An on-call non-exempt employee who is called to work outside of his or her normal work schedule shall be paid for time worked or a minimum of two (2) hours, whichever is greater. Time worked while on-call will be considered hours worked for calculating overtime.

F. Recognized Holidays by the College

New Year's Day (January 1)
Martin Luther King Day (3rd Monday in January)
Good Friday
Easter Sunday
Memorial Day
Independence Day (July 4)
Labor Day (1st Monday in September)
Thanksgiving Day (4th Thursday in November)
The Day after Thanksgiving Day
Christmas Eve Day (December 24)
Christmas Day (December 25)

G. Salary Deduction Policy for Exempt Employees

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for time in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the College does not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, Human Resources representative, or the Payroll Manager.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

H. Attendance and Punctuality

Employees are expected to report to work on time and to remain on the job throughout their regular hours. Employees who are unable to report to work must inform their supervisor before the start of their work schedule, or as early as possible during the first day of absence. Employees who expect to report for work late are responsible for contacting their immediate supervisor. If the absence is expected to be for more than one day, it is the responsibility of the employee to establish with the supervisor how often the employee needs to call in.

Employees with an urgent reason for leaving work prior to the end of their normal work schedule must obtain their supervisor's authorization to leave. An employee who is absent from work for two or more hours without receiving authorization from their supervisor is considered to be on an unexcused absence. Public Safety Officers must contact their supervisor within four hours from the beginning of their shift in order for the absence to be considered an excused. Cabrini College does not compensate non-exempt employees for unexcused absences or tardiness. Employees may not use vacation, personal or sick time for unexcused absences. When warranted by circumstances, the employee's supervisor may change an unexcused absence to an excused absence. All unexcused absences must be documented in writing by the supervisor for the personnel file.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge. An employee who remains away from work for three or more consecutive business days on an unexcused absence may be considered to have voluntarily resigned.

I. Meal and Work Breaks

Paid work breaks may be granted by the supervisor if an employee is scheduled to work four or more hours in one work day. They should not be used to cover late arrival or early departure and they will not accumulate if not used. Work breaks should not exceed 15 minutes or be given more than twice during one scheduled day of work.

Employees who are under the age of 18 are entitled to at least a 30-minute meal break if they work more than five consecutive hours.

Meal and work breaks are scheduled by the supervisor. Meal breaks are unpaid for all employees except for Public Safety positions who remain on duty during meal breaks. The length and timing of work and meal breaks must be approved by the supervisor, with reasonable attention given to the employee's needs.

J. Child Supporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. Please be advised that if the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations. Cabrini College is required to comply with such orders as a matter of federal and state law.

SECTION VI: HEALTH AND SAFETY POLICIES

A. AIDS and HIV Policy

Cabrini College does not unlawfully discriminate against employees or applicants living with or affected by HIV (Human Immunodeficiency Virus) or AIDS (Acquired Immune Deficiency Syndrome). The College recognizes that HIV infection and AIDS, the most serious stage of disease progression resulting from HIV infection, pose significant and delicate issues for the workplace. Accordingly, we have established the following guidelines and principles to serve as the basis for handling employee situations and concerns related to HIV infection and AIDS.

The College is committed to maintaining a safe and healthy work environment for all employees. This commitment stands on the recognition that HIV, and therefore AIDS, is not transmitted through any casual contact.

The College will treat HIV infection and AIDS the same as other illnesses in terms of all of our employee policies and benefits, including health and life insurance, disability benefits and leaves of absence. Employees living with or affected by HIV infection and AIDS will be treated with compassion and understanding, as would employees with other disabling conditions.

In accordance with the law, the College will provide reasonable accommodations for employees and applicants with disabilities who are qualified to perform the essential functions of their positions. This applies to employees and applicants living with HIV infection and AIDS, and is especially relevant in light of new treatments for HIV infection that may allow people living with AIDS to return to work after periods of disability leave.

Generally, disabled employees have the responsibility to request an accommodation. It is the policy of the College to respond to the changing health status of employees by making reasonable accommodations. Employees may continue to work as long as they are able to perform their duties safely and in accordance with performance standards. Supervisors and managers are encouraged to contact the Human Resources Department for assistance in making reasonable accommodations.

Coworker concerns will be handled in an educational fashion. The Human Resources Department can provide information and educational materials. In addition, the names of community-based organizations in our operating areas are appended. Consult one of these groups for support and information. Supervisors and managers are encouraged to contact the Human Resources Department for assistance in providing employees with information and assistance.

Recognizing the need for all employees to be accurately informed about HIV infection and AIDS, the College will make information and educational materials and seminars available. Employees who want to obtain information and materials should contact the Human Resources Department.

Coworkers are expected to continue working relationships with any employee who has HIV infection or AIDS. Co-workers who refuse to work with, withhold services from, harass or otherwise discriminate against an employee with HIV infection or AIDS will be subject to the same disciplinary procedures that apply to other policy violations.

Information about an employee's medical condition is private and must be treated in a confidential manner. In most cases, only managers directly involved in providing a reasonable accommodation or arranging benefits may need to know an employee's diagnosis. Others who may acquire such information, even if obtained personally from the individual, should respect the confidentiality of the medical information. Cabrini maintains an "open-door" policy. Employees living with or affected by HIV infection and AIDS, and those who have any related concerns, are encouraged to contact their supervisor, their area vice president, or the director of human resources to discuss their concerns and obtain information.

B. Bloodborne Pathogens

The following staff and faculty members of Cabrini College are identified as having occupational exposure to Bloodborne Pathogens:

- a. Staff of Health Services
- b. Faculty and Staff of the Athletic Department
- c. Specific academic personnel in research situations
- d. Facilities Technicians
- e. Public Safety Personnel

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All blood and body fluids will be treated as and considered to be potentially infectious materials. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Details regarding these controls are available from Health Services and/or the Safety Committee.

C. Communicable Diseases Policy

Cabrini College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. Cabrini may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Cabrini will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Cabrini reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the institution finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Cabrini will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

D. Drug and Alcohol Free Workplace Policy

Cabrini College is committed to providing a safe and healthy work environment and seeks to promote the health and welfare of its employees. The College recognizes the importance of physical and emotional health as it pertains to job performance and overall quality of life. Additionally, the College fully subscribes to the provisions of the Drug-Free Workplace Act of 1988. Under the Act, all employees are hereby notified of the serious dangers related to drug use in the workplace. With this in mind, the College has established the following Drug and Alcohol-Free Workplace policy.

Cabrini College considers the abuse of alcohol or other drugs as a health care problem and treats it as such. The term abuse, as used in this policy, shall refer to the consumption of alcohol or any illicit substance while at work or at any other time, so as to impair an employee's ability to perform the duties and responsibilities of his/her job description. Consumption of any controlled substances prescribed by a licensed physician is subject to the directives of that physician governing its use.

The College values the contribution of each of its employees and recognizes the risks that drug abuse, alcoholism and other forms of chemical dependency pose to the individual employee as well as Cabrini College at large. Thus, support for the individual employee's assessment/treatment needs is important. Acknowledging that alcoholism and other forms of chemical dependency are recognized health care problems, Cabrini College takes the position that employees so impaired are in need of assistance and/or treatment in order to preclude progression that may jeopardize their Cabrini College employment. The College offers a free, confidential Employee Assistance Program (EAP). Contact with an EAP counselor can be arranged directly by the employee or upon referral/directive of the employee's supervisor and/or Human Resources. In all cases, the privacy of the employee shall be respected and details of services provided by the EAP will be held in the strictest confidence.

The goal of this policy is to balance concern and respect for every employee with the need to maintain a safe, productive and drug and alcohol-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and/or abuse of alcohol are incompatible with employment at Cabrini College. Drug and alcohol abuse by any employee of the College runs counter to the mission and core values of Cabrini College.

- Cabrini College strictly prohibits the selling, purchasing, dispensing, manufacturing, distributing, diverting, stealing, using, possessing and/or being under the influence of non-medically indicated prescription or non-prescription drugs or illegal substances, and/or alcohol on College premises or while conducting College business.
- It is a violation of the College policy for any employee to report to work under the influence of illegal drugs or alcohol.
- It is a violation of the College policy to use prescription drugs illegally; however, nothing in this policy precludes the appropriate use of legally prescribed medication.
- Employees shall not possess or sell illegal drugs or alcohol while on company premises or when representing the College. It is a violation of College policy to serve alcohol on Cabrini College property or College-sponsored events except in designated approved areas or events if the employee is over twenty-one years of age. No minor will be served alcoholic beverages at College approved events.
- No Cabrini College employee less than 21 years of age shall attempt to purchase, consume, possess or transport any alcohol, liquor or malt or brewed beverages during working hours, on Cabrini College property or at any college sponsored event.
- No Cabrini College employee shall transfer a registration card or other form of identification for the purpose of falsifying age to secure any alcohol, liquor or malt or brewed beverages.
- Nor shall any Cabrini College employee sell, furnish or give any alcohol, liquor, malt or brewed beverages or permit any alcohol, liquor or malt or brewed beverages to be sold, furnished or given to any person under 21 years of age.
- No Cabrini College employee shall attempt to distribute, sell or furnish illicit drugs to any individual during working hours, on Cabrini College property or at any college sponsored event.
- Any employee who violates this prohibition of the distribution of alcohol and/or drugs may be immediately discharged from employment with Cabrini College and may be referred for criminal prosecution.

Cabrini College strives to maintain a campus that is free of the illegal possession, use or distribution of controlled substances. Therefore, the unlawful manufacture, distribution and dispensing of a controlled substance is absolutely prohibited on campus, as is possession and/or use of any controlled substance or any paraphernalia associated with the use of controlled substances. Any employee reasonably suspected of being under the influence or found to be using alcohol or drugs during working hours on Cabrini College property or at College sponsored events except as stated above, may be required to consent to any scientifically

approved test for the presence of alcohol or drugs in the body and, if they refuse, will be disciplined or discharged for insubordination.

Any employee found to possess, use or be under the influence of alcohol or drugs except as stated above will be subject to disciplinary action, up to and including termination of employment. Cabrini College reserves the right to refer the employee to the EAP for subsequent referral to any one of the following programs: drug and alcohol awareness, counseling or rehabilitation. If the EAP counselor refers the employee to any one of these programs, the employee will not be eligible to re enter employment until he/she supplies the appropriate certification of completion of the program. A subsequent incident involving drugs or alcohol use or possession may result in dismissal.

Sanctions

Violations of this policy will result in disciplinary action up to and including termination. Sanctions include: corrective action; referral for treatment; termination of employment; and referral for prosecution for violations of local, state or federal laws.

Criminal Drug and/or Alcohol Convictions

Cabrini College is required under federal law to ensure a workplace free from the illegal use, possession or distribution of controlled substances. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. As a condition of employment, all employees must abide by the terms of this Drug and Alcohol Free policy and are required to notify Cabrini College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee convicted of any drug or alcohol related crime in the workplace will be subject to discipline, up to and including termination of employment. Furthermore, Cabrini College is required to notify all agencies issuing federal grants to Cabrini College within ten days after receiving notice of conviction from the employee or other forms of actual notice of such conviction. Cabrini College is then required to take one of the following actions within thirty days of receiving notice of an employee's conviction:

- 1. Formally warn, suspend or terminate the employee; or
- 2. Require the employee to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. It is the discretion of Cabrini College as to what action will be taken.

Applicable Legal Sanctions under State and Federal Law

Cabrini College is required by law to inform employees of the sanctions that may be imposed on them if they violate federal, state or local laws regarding the unlawful possession, use or distribution of illicit drugs or alcohol. The following are examples of illegal activity and the applicable legal sanction.

Alcohol:

Under Pennsylvania law, a person who is under 21 years of age commits a summary offense if he or she attempts to or actually does, (1) purchase, (2) consume, (3) possess or (4) transport alcohol. The police department must notify the parents of a minor charged with violating this law. If convicted of this offense, the minor's driver's license will be suspended. A second offense will yield a fine of up to \$500.

In addition, any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor in the third degree, for which the fine will be at least \$1,000 for the first offense and \$2,500 for subsequent violations.

Drugs:

There are both Federal and State laws that proscribe the possession, use and distribution of illegal drugs. The sanctions for offending these laws consist, in many cases, of mandatory imprisonment, coupled with substantial fines. The sanctions for any given offense vary widely, depending on the nature of the offense, the type of drug involved and the quantity of the drug involved.

For instance, under Federal law, simple possession of a controlled substance carries with it a penalty of imprisonment of no more than one year, plus a fine of an amount between \$1,000 and \$5,000. If the controlled substance contains a cocaine base and the amount exceeds five grams, the offender will be imprisoned for not less than five years and not more than 20 years or fined or both.

Also under Federal law, anyone who is at least 18 years old and who distributes drugs to anyone under 21 will be imprisoned and/or fined up to twice what is otherwise provided by law, with a minimum prison sentence of one year.

Pennsylvania has laws prohibiting the use, possession and distribution of drugs that are similarly strict. In addition to imposing fines and/or terms of imprisonment for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, when the state arrests someone for violating its laws concerning the use, possession or distribution of drugs, the state will seize and the person will forfeit all property that was used to accomplish the violation of Pennsylvania's anti-drug laws including the automobile.

E. Inclement Weather Policy

As Cabrini College is a residential campus, every effort will be made to keep the business of the College running as close to a normal schedule as possible; however, if weather factors are unfavorable and not expected to improve, classes normally will be cancelled for the day. If there is a good chance that conditions will be acceptable by mid-morning, the opening of school will be delayed. Occasionally, classes in the later afternoon and evening are cancelled when bad weather conditions develop during the day.

Because commuter students, faculty and staff travel come from various locations and distances, some of which may be more seriously affected by adverse weather than others, students, faculty and staff are encouraged to exercise their judgment on whether or not it is safe to drive to the College.

The announcement concerning closing or delayed opening is normally made on the College's main number, 610-902-8100, the website, www.cabrini.edu, the text messaging system, KYW Radio (AM 1060 – Cabrini's number is 523) and Fox 29 News by 6:00 A.M. In the case of an announced delayed opening, if the situation should worsen and if a subsequent decision is made to cancel classes and close the College, a closing announcement will normally be made by 8:00 A.M. Cabrini faculty, staff and students are therefore advised to recheck the announcements until 8:00 A.M., prior to departing for school or work.

Evening class closure announcements will be made in the same manner, College's main number, 610-902-8100, the website, www.cabrini.edu, the text messaging system, KYW Radio (AM 1060 – Cabrini's evening number is 2523) and Fox 29 News, normally prior to 2:00 P.M. If weather conditions change, a closing announcement may be made up to 4:00 P.M. Cabrini faculty and students are therefore advised to recheck the announcements until 4:00 P.M., prior to departing for evening classes.

Classes and workshops on Friday evening and Saturday will be held as scheduled unless the instructor has directly contacted the students otherwise.

Off-campus programs are subject to the closing procedures of the host school. Cabrini's closing information does not extend to off-campus locations. For more information, please contact the Graduate and Professional Studies office at 610-902-8500.

In the case of a delayed opening, staff employees are expected to arrive at work as soon as the College is open or at the beginning of their normal work shift, whichever is later. For a one-hour delay, offices will open no later than 9:00 A.M. For a two-hour delay, offices will open no later than 10:00 A.M.

F. OSHA Information

Cabrini College is committed to providing a healthful and safe environment for students, employees and visitors. It is the responsibility of all employees to assist in this effort. It is the intent of the College to comply with applicable federal and state laws relating to safety, such as the federal Occupational Safety and Health Act (OSHA).

Maintaining safe and healthful conditions is a responsibility of every employee at Cabrini College. Supervisors and managers have the added responsibility for the safety of their employees and visitors and must take appropriate precautions against hazards associated with the activities they oversee.

All College employees are responsible for the following:

- To follow safe work practices and safety rules;
- To report immediately observed safety hazards or unsafe conditions to the Director of Public Safety;
- To report any injury, no matter how slight, to the Office of Human Resources /and the immediate supervisor; and
- To use/wear any required personal protective clothing or equipment.

The Director of Public Safety is responsible for developing and promulgating building evacuation plans. In case a building needs to be evacuated because of an emergency, the Director of Public Safety or his designee is responsible for ordering and overseeing the evacuation.

Employees who handle toxic or hazardous substances on behalf of Cabrini College are required to maintain, use and dispose of such substances in accordance with applicable state, federal and local laws and regulations as a condition of their employment. Employees may obtain assistance in ascertaining their obligations under these laws and regulations from the Director of Public Safety or other appropriate officer. Any employee who violates such laws, unless such violation occurs despite reasonable reliance upon advice given by Cabrini College, shall be deemed to have acted outside the scope of authority and be subject to sanctions up to and including termination of employment.

G. Service Animal Policy

In accordance with the American with Disabilities Act (ADA), Cabrini College permits service animals to accompany persons with disabilities on campus and in its facilities. All other animals are prohibited. Cabrini College recognizes a service animal as an animal that has been trained to assist a person with a disability with activities of normal living. The college adheres to the ADA's definition of a service animal: "...any...animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individual with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." Therapy animals, companion animals and pets are not defined as service animals and therefore not covered under the ADA. Faculty and staff using a service animal on campus need to contact the Office of Human Resources, 610-902-8760.

H. Smoking Policy

Cabrini College is a smoke-free environment. Where the desire of smokers to smoke conflicts with the desire of nonsmokers to breathe smoke-free air, the desire to have smoke-free air will have priority.

Therefore, all Cabrini College buildings and transportation vehicles are designated as follows:

- Smoking is not permitted within 30 feet of any entrance to any Cabrini facility, air intake, athletic fields, or where posted.
- Smoking is prohibited in all college buildings.
- Smoking is prohibited at all times in college owned or leased vehicles.

Cooperation and consideration between smokers and nonsmokers are necessary to assure the successful implementation of this policy. All members of the Cabrini College community are responsible for observing the provisions of this policy on smoking.

For questions about signage, please contact Facilities. Questions related to policy enforcement should be directed to Student Development with regards to students and the area manager/supervisor or Human Resources with regards to employees.

Information regarding smoking cessation programs is available through the Office of Human Resources.

I. Workplace Violence Prevention Policy

Cabrini College is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Cabrini has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Cabrini College without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Cabrini will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Cabrini may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Cabrini encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. The College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

SECTION VII: LEAVE POLICIES

A. Bereavement Leave

Bereavement leave of five work days with pay will be granted immediately following the death of an immediate family member. Immediate family member is defined as husband, wife, mother, father, son, daughter, brother, sister, stepfather, stepmother, stepson or stepdaughter.

Bereavement leave of three work days with pay will be granted for the funeral of the following relatives: mother in law, father in law, daughter in law, son in law, brother in law, sister in law, grandmother, grandfather or grandchild.

Bereavement leave of one work day with pay will be granted for the funeral of the following relatives: uncle, aunt, nephew, niece or cousin.

One additional paid day of bereavement will be granted if funeral services for the family member are conducted beyond a 200-mile radius of the college.

If for some reason more time is needed, the employee may request additional time without pay. Such requests should be made through the employee's immediate supervisor to the area Vice President and Human Resources for approval.

B. Donation of Paid Leave Policy

Cabrini College recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available paid leave. To address this need, all eligible staff employees will be allowed to donate paid vacation leave from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility: Employees who donate paid vacation leave time must be employed with Cabrini College for a minimum of one (1) year.

Guidelines: Employees who would like to make a request to receive donated paid leave from their coworkers must have a situation that meets the criteria outlined in the Family and Medical Leave Act (See Policy 2.8.3).

Employees who donate paid vacation leave from their unused balance must adhere to the following requirements:

Donation minimum- 4 hours

Donation maximum- 40 hours. Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future leave time to donate.

Employees who are currently on an approved leave of absence cannot donate paid leave. Employees who receive donated paid leave may receive no more than 480 hours (12 weeks) within a rolling 12 month period.

<u>Procedure:</u> Employees who would like to make a request to receive donated paid leave are required to complete a Donation of Paid Leave Request Form which includes authorization to present their request to the employees of Cabrini College for the sole purpose of soliciting donations.

Employees who wish to donate paid leave to a co-worker in need must complete a Donation of Paid Leave Time Form.

All forms should be returned to the Human Resources Office.

<u>Approval</u>: Requests for donations of paid leave must be approved by Human Resources, the employee's immediate supervisor and area Vice President.

If the recipient employee has available paid leave in their balance, this time will be used prior to any donated paid leave. Donated leave may only be used for time off related to the approved request. Donated paid leave that is in excess of the time off needed will be returned to the donor. Donated paid leave will be used in date order of when it was received.

C. Family And Medical Leave Act

Pursuant to the Family and Medical Leave Act (FMLA) of 1993, Cabrini College is to provide up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons during a 12 month period. This leave does not have to be 12 consecutive weeks, although no more than 12 weeks can be taken during a 12-month period. Cabrini College defines this 12 month period as the first date of the absence in a 12 month period. Employees are eligible if they have worked for Cabrini College for at least one year and for 1,250 (specified by law) hours over the previous 12 months. Although the law only mandates unpaid leave, under certain circumstances, Cabrini College policies will allow for paid leave such as an employee's own personal, vacation, sick or short term disability leave. FMLA leave must be granted for any of the following reasons:

- to care for the employee's child after birth;
- to care for a child that has been placed with an employee for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent who has a serious health condition;
- for a serious health condition that makes the employee unable to perform his/her job, including work-relating injuries; or
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member.

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

The employee is required to provide advance leave notice of 30 days, if leave is foreseeable and medical certification before taking leave. Cabrini College requires a medical certification because of the definition of a serious health condition and may require second or third opinions (at Cabrini College's expense) and a fitness-for-duty report to return to work.

Intermittent Leave or a reduced work schedule may also be available through the Family and Medical Leave Act (FMLA). Only the amount of leave actually taken while on intermittent leave or a reduced schedule may be charged as FMLA leave. Employees who may require this type of FMLA leave must work with their

supervisor and the Human Resources Director to schedule the leave where it does not cause undue disruption to the departmental operations. In some cases, the employee may be temporarily transferred to an alternative position with equivalent pay and benefits. Please see the Human Resources Director for more information.

Job Benefits and Protection

For the duration of FMLA leave, Cabrini College will maintain the employee's health coverage under any group health plan. This means that the College and the employee continue current contributions to the group health plan to the same extent as before the leave was granted. If the employee pays into his/her own health insurance, these costs will accrue and then settle once the employee returns to active employment. Cabrini College will also continue other insurance plans in which the employee is currently enrolled (life, short or long term disability, etc.). Employees will not accrue sick or vacation hours while out on FMLA leave.

Upon return from FMLA leave, the employee must submit medical certification that he/she is medically able to return to work. In most cases, employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. FMLA makes it unlawful for any employer to: interfere with, restrain or deny the exercise of any right provided under FMLA; or, discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Any employee who must extend their leave beyond the approved leave request must submit the appropriate medical certification indicating the condition or circumstances for the extension. However, once the leave exceeds the requirements of the FMLA, the College may have to fill their position if business needs determine such action.

Any employee who does not return by the expected FMLA date of return or fails to contact his/her supervisor or the Human Resources Department prior to the date of return, will be considered to have abandoned his/her job which constitutes an automatic resignation and subsequent loss of benefits, seniority and employment rights.

This is an attempt to summarize the current legal requirements of FMLA. If there is a variance between what is required by FMLA at the time, and the summary above, the College will follow the requirements of FMLA.

A final rule effective on January 16, 2009, updates the FMLA regulations to implement new military family leave entitlements enacted under USERRA.

For detailed information or questions regarding FMLA, please contact the Director of Human Resources.

D. Holidays

Cabrini College recognizes certain days as paid holidays for eligible staff employees. Please see Section VI.F College Recognized Holidays.

Regular full-time and part-time staff employees are eligible for holiday pay (provided the holiday falls within the employee's regular work schedule). There is no waiting period for eligibility for new employees.

Additional holidays may be added at the discretion of the President. Children's School employees are not eligible for these additional holidays but follow a holiday schedule determined each year by the Director of the Children's School.

Pay for holiday is at the employee's base rate for the number of her/his regularly scheduled hours on that day.

Since the College is in operation during these holidays, employees who provide essential services may be asked by their supervisor to work on a holiday. Under these circumstances, non-exempt employees will receive their normal holiday pay plus their base rate of pay at the straight time rate for all hours actually worked on a holiday.

Holiday pay is treated as hours worked for calculating overtime pay for non-exempt employee. However, only College Recognized Holidays (See Section V.F) are considered hours worked for purposes of determining overtime eligibility for non-exempt public safety staff. Holidays added outside of the College Recognized Holidays are not counted as hours worked for calculating overtime for non-exempt Public Safety staff.

Holidays that fall during an employee's vacation will not be counted as a day of vacation.

If an employee has an unexcused absence (See Section V.H Attendance and Punctuality) on the work day before or after a holiday, the employee will not receive holiday pay unless the absence is documented in writing, i.e. physician's note and the supervisor approves the absence as excused.

Employees on an unpaid leave of absence will not be eligible for holiday pay.

Non-exempt employee report holiday hours to the Payroll Department on a bi-weekly basis.

E. Jury Duty And Legal Proceedings

Jury duty leave will be provided without loss of pay, for a maximum of two weeks. An employee required to serve on jury duty makes appropriate arrangements with his/her immediate supervisor.

If an employee is subpoenaed to appear as a court witness, the employee must submit proof of subpoena prior to such court duty in order to receive compensation for time spent away from work.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearances will not receive paid time-off.

F. Military Leave

Cabrini College will provide a leave of absence for those employees who are serving in the United States through military service in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

If an employee has military obligations, please contact the Director of Human Resources.

G. Personal Leave

One personal day is granted to regular full-time and part-time staff employees on July 1 each year.

Children School employees are not eligible for personal leave.

Personal days may be accumulated without limitation. However, employees will not be paid for earned but unused personal days upon termination of employment.

Employees are expected to give their immediate supervisor as much advance notice as possible of the intent to take a personal day. Personal days are granted at the supervisor's discretion. The supervisor will consider the reason for the request, the necessity of using work time and whether substantial difficulties in workload would be created.

Personal hours are reported to the Payroll Department by non-exempt employees on bi-weekly timesheets and by exempt employees on the Monthly Leave Reporting Form.

H. Sick Leave

All full-time, regular employees accrue sick leave from the date of hire at a rate of .462 days per pay (12 days annualized). Part-time, regular employees accrue sick leave from the date of hire, in a prorated amount using the full-time total of .462 days per pay and the average number of hours the part-time employee works per week.

10-month employees hired prior to July 1, 2004, will accrue sick leave on a per pay basis during the academic calendar based on the sick leave policy for all other full-time and part-time employees of the College. Full-time 10-month employees hired after July 1, 2004 will receive 10 sick days at the beginning of the academic year. Part-time 10-month employees hired after July 1, 2004, will receive a maximum of 2 days sick leave based on their scheduled hours of work at the beginning of the academic year.

New employees are not eligible to use accrued sick pay during the initial employment period.

Sick leave may be used for an employee's personal illness, well-care and sick medical and dental appointments, if those appointments cannot be scheduled during non-work hours. Sick leave may also be used for illness and well-care in an employee's immediate family (such as spouse, dependent children, mother, father, sister, brother). If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave (as well as vacation/personal leave) must be used initially as part of the FMLA leave.

Sick leave may be accrued to a maximum of 90 days. Sick leave may not be used prior to accrual. If sick leave is exhausted, other paid leave will be used in its place. An employee who has sick leave absence in excess of three consecutive working days must present medical documentation for the absence and notify the Human Resources Office. Employees are not paid for unused sick leave upon termination of employment.

If the employee is absent unexpectedly due to personal or a family member's illness, he/she must call his/her supervisor or Human Resources no later than the start of his/her scheduled work day.

Sick hours are reported to the Payroll Department by non-exempt employees on bi-weekly timesheets and by exempt employees on the Monthly Leave Reporting Form. If a scheduled Cabrini College holiday falls during an employee's approved sick leave, the employee will not be charged sick time for that holiday.

Leave of Absence: Sick leave is not accrued while an employee is on any type of unpaid leave of absence, except during worker's compensation leave. Sick leave accrual begins again with the first pay period after the employee returns to active employment.

I. Vacation Leave

All full-time, regular employees accrue vacation leave from the date of hire at a rate of .385 days per pay (10 days annualized).

Full-time, regular employees, who have completed 5 years of employment, will accrue vacation leave at a rate of .577 days per pay beginning the pay that includes the date of the employee's 6th year of employment (15 days annualized).

Full-time, regular employees, who have completed 10 years of employment, will accrue vacation leave at a rate of .769 days per pay beginning the pay that includes the date of the employee's 11th year of employment (20 days annualized).

Part-time, regular employees accrue vacation leave from the date of hire, in a prorated amount using the full-time rate per pay and the average number of hours the part-time employee works per week.

10-month employees hired prior to July 1, 2004, will accrue vacation leave on a per pay basis during the academic calendar based on the vacation leave policy for all other full-time and part-time employees of the College. Full-time 10-month employees hired after July 1, 2004 will receive 5 vacation days at the beginning of the academic year. Part-time 10-month employees hired after July 1, 2004, will receive a prorated amount of 5 days leave based on their scheduled hours of work at the beginning of the academic year.

New employees are not eligible to use accrued vacation leave during the IEP except under special circumstances and with supervisor approval.

Children School employees are not eligible for vacation leave.

Because the College believes that vacation time away from work is necessary to improve morale and enhance productivity, pay in lieu of vacation is not permitted. Also, an employee may only receive pay for vacation that has been earned. In other words, borrowing against future earned vacation is not allowed.

Scheduling of vacations is subject to supervisory approval and may be affected by department and College work requirements. Employees are asked to make their vacation requests as far in advance as possible. (Leave Request Form is available through Human Resources) Departments that experience slack periods may require that vacations be taken during these times. Some personnel may be required to take vacation during the periods of the academic year when classes are not in session.

An employee who works only during the academic year must take vacation during the designated term of employment and not during the first two weeks or the last two weeks of that term of employment.

Vacation hours are reported to the Payroll Department by non-exempt employees on bi-weekly timesheets and by exempt employees on the Monthly Leave Reporting Form. If a scheduled Cabrini College holiday falls during an employee's vacation, the employee will not be charged vacation time for that day.

Vacation leave that has been accrued but unused will be paid out at resignation or termination of employment. Accrued but unused vacation leave will not be paid out to employees who do not provide their supervisors at least two weeks advance notice of resignation.

Vacation Carry Over: Full-time and part-time regular employees may carry over a maximum of one year's vacation leave entitlement into the next fiscal year (July 1). Any vacation leave over this amount at the end of the fiscal year (June 30) will be forfeited.

Leave of Absence: Vacation is not accrued while an employee is on any type of unpaid leave of absence, except during worker's compensation leave. Vacation accrual begins again with the first pay period after the employee returns to active employment.

SECTION VIII: OTHER GENERAL POLICIES

A. Acceptable Use Policy

Rapid changes in technology and technology threats require flexibility from both the users and providers of technology. The Department of Information, Technology and Resources (ITR) supports and maintains email, Internet and other electronic systems on campus. Current acceptable use policy, maintained by ITR, can be found online at http://www.cabrini.edu/itr/pol-ls.htm

The Administrative Services Department supports and maintains all telecommunication and voice mail systems on campus.

B. Cell Phone Use Policy

Cell phones shall be turned off or set to silent or vibrate mode during class times, meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

C. Children in the Workplace Policy

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

D. College Sponsored Events

When authorized by the College, alcoholic beverages may be served at College-sponsored events. Only those individuals legally permitted to consume alcoholic beverages may be served at such functions. However, no employee is obligated to consume alcohol at such events. At College functions, no employee should feel pressured to consume alcoholic beverages. If an employee chooses to drink alcohol during College events, the employee does so at his or her own risk. All employees are expected to maintain a high standard of professional and personal conduct at any College event.

The College reserves the right to arrange transportation for any employee suspected of being intoxicated at a College social event. The College reserves the right to cease allowing alcoholic beverages to be served to any employee whom it suspects is intoxicated or who behaves inappropriately at such functions. Supervisors should remember that even at College social events, they should set the standard for acceptable, responsible behavior.

E. Confidential Information

Many employees come into contact with confidential information about the College, its employees, students, alumni and contributors. Examples of confidential information include, but are not limited to: salaries, performance evaluations, home addresses, phone numbers and social security numbers, and charitable donations to the College. Supervisors should emphasize to employees in their department what is considered confidential. Employees are expected to respect this confidentiality and to refrain from disclosing information of a confidential nature to inappropriate people, including other employees of the College or family members. Confidential information will only be released to the individual for whom it is necessary. Unauthorized disclosure of confidential information relating to the College is considered a serious offense and may be cause for corrective action up to and including termination of employment.

F. Crime Reporting

A federal law known as the "Clery Act" requires colleges and universities to annually compile and publish crime statistics for their campus and other designated areas in an Annual Security Report. Under the terms of the act, individuals who have significant responsibility for student and campus activities are defined as "Campus Security Authorities," who are obligated to report incidents for inclusion in the annual campus

crime statistics. Generally, all administrators, full-time faculty members, advisors to student organizations, athletic coaches and Public Safety officers are considered to be "Campus Security Authorities." Categories of reportable offenses under the Clery Act and the College's campus crime statistics can be found on the Cabrini website at: http://www.cabrini.edu/default.aspx?pageid=295

Employees who observe or who learn of a crime from a victim or perpetrator should immediately contact the Director of Public Safety or the Director of Residence Life to report the incident. While the complainant of a crime may wish to keep the matter confidential, employees still have an obligation to report it, but may do so without identifying the victim or, if necessary to keep the matter confidential to the extent possible, the alleged perpetrator. Proper reporting of any crime requires, at minimum, the date, time, location and a description of what occurred.

If doubt exists as to whether or not a crime is reportable, employees are asked to err on the side of reporting the incident.

G. Dress Policy

Responsible administrators shall have the right to prescribe certain reasonable standards of dress and appearance of their employees. These standards may be established to assure the safety of employees, to maintain an appearance of neatness and cleanliness among employees, or to further other purposes related to the conduct of business.

H. Fundraising

Fund raising is centralized through the Office of Institutional Advancement. All fund raising efforts for the College must be coordinated through this office.

I. General College Insurance

Employees of the College are, in most cases, covered by the general insurance policies of the College while they are engaged in their assigned duties, subject to the terms and conditions of the policy. If at any time an employee is named in a work related lawsuit, the employee should immediately notify the Vice President of Finance and Administration and the Director of Human Resources. For covered claims, the insurance carriers will normally provide legal counsel and indemnification within the terms of the policy.

Personal Property - An employee's personal property, whether or not used in performing assigned duties, is not covered under College insurance policies. Theft or damage to such personal items is the sole responsibility of the employee.

Use of personal vehicles to conduct College business - Employees engaged in College business while operating a personally owned vehicle or a vehicle leased in the employee's name ('personal vehicle') are required to carry automobile insurance at employees' expense. The College does not provide physical damage coverage for employees' personal vehicles, however the College does provide liability coverage on an excess basis for employees using personal vehicles while engaged in College business

Rental vehicles - Employees renting vehicles in the College's name for the sole purpose of conducting College business should not purchase the insurance offered by the rental company. The College will not reimburse for this insurance. Liability and physical damage for rental vehicles are covered under the College's business auto policy.

Any employee involved in an accident while operating a vehicle owned by or leased in the name of Cabrini College must report the accident immediately to Public Safety and to the employee's supervisor.

J. Gifts From Vendors

Employees of Cabrini College are not permitted to accept personal gifts from vendors. If such a gift is received, other than items of nominal value that serve as advertising such as pens, magnets, etc., it must be returned to the vendor with an explanation of College policy.

K. HIPAA Portability Rights

For Individuals covered under Cabrini College's Health Insurance Plans:

If you should terminate health plan coverage, you may need to provide evidence of prior coverage in order to enroll in another group health plan, to reduce a waiting period in another group health plan, or to get certain types of individual coverage. This policy describes certain protections available to you under the Health Insurance Portability and Accountability Act (HIPAA) when changing your health insurance coverage. If you should have any questions regarding your HIPAA portability rights, please contact the Human Resources.

Pre-existing condition exclusions: Some group health plans restrict coverage for medical conditions present before an individual's enrollment. These restrictions are known as "preexisting condition exclusions." A preexisting condition exclusion can apply only to conditions for which medical advice, diagnosis, care, or treatment was recommended or received within the 6 months before your "enrollment date." Your enrollment date is your first day of coverage under the plan, or, if there is a waiting period, the first day of your waiting period (typically, your first day of work). In addition, a pre-existing condition exclusion cannot last for more than 12 months after your enrollment date (18 months if you are a late enrollee). Finally, a preexisting condition exclusion cannot apply to pregnancy and cannot apply to a child who is enrolled in health coverage within 30 days after birth, adoption, or placement for adoption. If a plan imposes a pre-existing condition exclusion, the length of the exclusion must be reduced by the amount of your prior creditable coverage. Most health coverage is creditable coverage, including group health plan coverage, COBRA continuation coverage, coverage under an individual health policy, Medicare, Medicaid, State Children's Health Insurance Program (SCHIP), and coverage through high-risk pools and the Peace Corps. Not all forms of creditable coverage are required to provide Certificates of Group Health Plan Coverage. If you do not receive a certificate for past coverage, talk to your new plan administrator. You can add up any creditable coverage you have, including the coverage shown on your Certificate of Group Health Plan Coverage. However, if at any time you went for 63 days or more without any coverage (called a break in coverage) a plan may not have to count the coverage you had before the break. Therefore, once your coverage ends, you should try to obtain alternative coverage as soon as possible to avoid a 63-day break. You may use your Certificate of Group Health Plan Coverage as evidence of your creditable coverage to reduce the length of any preexisting condition exclusion if you enroll in another plan.

Right to get special enrollment in another plan: Under HIPAA, if you lose your group health plan coverage, you may be able to get into another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within 30 days. (Additional special enrollment rights are triggered by marriage, birth, adoption, and placement for adoption). Therefore, once your coverage ends, if you are eligible for coverage in another plan (such as a spouse's plan), you should request special enrollment as soon as possible.

Prohibition against discrimination based on a health factor: Under HIPAA, a group health plan may not keep you (or your dependents) out of the plan based on anything related to your health. Also, a group health plan may not charge you (or your dependents) more for coverage, based on health, than the amount charged a similarly situated individual.

Right to individual health coverage: Under HIPAA, if you are an "eligible individual," you have a right to buy certain individual health policies (or in some states, to buy coverage through a high-risk pool) without a preexisting condition exclusion. To be an eligible individual, you must meet the following requirements: 1) you have had coverage for at least 18 months without a break in coverage of 63 days or more. 2) Your most recent coverage was under a group health plan (which can be shown by your Certificate of Group Health

Plan Coverage). 3) Your group coverage was not terminated because of fraud or nonpayment of premiums. 4) You are not eligible for COBRA continuation coverage or you have exhausted your COBRA benefits (or continuation coverage under a similar state provision). 5) You are not eligible for another group health plan, Medicare, or Medicaid, and do not have any other health insurance coverage. The right to buy individual coverage is the same whether you are laid off, fired, or quit your job. Therefore, if you are interested in obtaining individual coverage and you meet the other criteria to be an eligible individual, you should apply for this coverage as soon as possible to avoid losing your eligible individual status due to a 63-day break.

State flexibility: This policy describes minimum HIPAA protections under federal law. States may require insurers and HMOs to provide additional protections to individuals in that state.

For more information: If you have questions about your HIPAA rights, you may contact your state insurance department or the U.S. Department of Labor, Employee Benefits Security Administration (EBSA) toll-free at 1-866-444-3272 (for free HIPAA publications ask for publications concerning changes in health care laws). You may also contact the CMS publication hotline at 1-800-633-4227 (ask for "Protecting Your Health Insurance Coverage"). These publications and other useful information are also available on the Internet at: http://www.dol.gov/ebsa., the DOL's interactive web pages - Health Elaws, or http://www.cms.hhs.gov/hipaa1.

L. HIPPA Privacy and Security Compliance

It is the intent of Cabrini College to safeguard and protect the privacy and security of its applicants and employees' "protected health information" as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

"Protected health information" includes individually identifiable information, maintained or transmitted through any medium, relating to an individual's past, present, or future physical or mental health or healthcare. Health information is considered "individually identifiable" if it either identifies a person by name or creates a reasonable basis to believe the individual could be identified (through identifiers such as address, social security number, dates of service, telephone number, email address, or vehicle identification number).

It is the policy of Cabrini College to ensure the confidentiality, integrity, and availability of protected health information entrusted to the College by its applicants and employees by protecting those assets from unauthorized access, alteration, deletion, or unauthorized transmission and to ensure their physical security. Employees and supervisors of Cabrini College shall not at any time access, use, or disclose to any person or entity, any protected health information of the College's applicants or employees, except as necessary and authorized in the course of their duties and responsibilities with the College. Similarly, employees and supervisors are prohibited from making any unauthorized transmission, alteration, deletion, or unauthorized access of protected health information. Such unauthorized transmission includes, but is not limited to, removing and/or transferring protected health information in the College's computer system to an unauthorized location.

These privacy and security obligations apply regardless of the manner in which the employee or supervisor acquires the protected health information, whether it was communicated verbally, in writing, electronically, or in any format, and regardless of whether it was communicated directly to the individual or intended for his/her access.

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject you to disciplinary action up to and including termination of employment.

M. Media/Marketing/Communications Information

If an employee is contacted by anyone from the media concerning the College, the employee should not comment but should instead refer the call to the Office of Marketing and Communications. It is the responsibility of the Office of Marketing and Communications to manage any such requests.

N. Personal Use of Telephones, Fax Machines, Computers and Photocopiers

Necessary personal telephone calls, faxes or copies may be made using College machines. It is expected that personal calls, faxes, computer use or copies will be brief and will be kept to a minimum. Whenever charges are made for personal long-distance calls, faxes, computer use or copies, employees are required to reimburse the College through the Business Office.

O. Political Activity

Employees are free to engage in political activities outside of work hours. However, employees should not purport to speak for the College in political matters.

P. Staff Intellectual Property Rights

Materials written, created, produced or otherwise generated "for hire" under the Copyright Act are defined as inventions, creations, manuscripts, or other works or things of commercial value which are written, created, produced or otherwise generated by staff members, who are engaged by the College specifically to write, create, produce or otherwise generate such materials or to conduct the research or other activity which produced anything included in the material(s); or are released from other College responsibilities in order to write, create, produce or otherwise generate materials at the initiative of the College. Works for hire as described in this paragraph are the exclusive property of the College. Notwithstanding the foregoing, staff members may retain and reuse materials (other than materials that include confidential information about the college or its faculty, staff or students) in connection with subsequent employment.

As professionals, staff members are fully responsible for the intellectual property that they create and use in their capacity as employees of Cabrini College, including but not limited to making certain that they have the rights necessary from third party intellectual property owners in connection with their responsibilities at Cabrini College. Should a third party claim that a staff member has infringed any intellectual property rights in connection with his or her employment at Cabrini College, the staff member shall indemnify and hold Cabrini College harmless from and against any such claim, including but not limited to claims related to plagiarism, posting of materials on the Internet or any website, and illegal duplication of copyrighted material.

Staff members may also produce works that are covered by the Faculty Intellectual Property Statement (Section 2.7.7 Faculty Handbook, ed. 2007).

Q. Solicitations and Personal Business

A College employee may not solicit another College employee for any purpose while either is working or in work areas unless it has been authorized by the area Vice President. Likewise, non-employees are not permitted to distribute any material or solicit employees on College property. Employees are expected to refrain from conducting personal business with salespeople or others on College property during business hours unless authorized by the area Vice President.

R. Use of College Property

College Name and Seal

The College's name and seal are the exclusive property of the College and, consequently, may not be used in connection with goods or services offered by an outside organization without the prior permission of the Office of Marketing and Communications. Similarly, official stationery may not be used in connection with outside activities, except with respect to academic and scholarly activities.

Other College Property

Employees may not take College property off campus without the explicit permission of the employee's department head. Supervisors should keep a written record of College property that has been taken off campus by an employee.

SECTION IX: STUDENT EMPLOYMENT POLICIES

Students are eligible to work on campus to meet the needs of the departments. If a department requests a student employee, positions will first be filled by those students with work study. Each year, the Financial Aid Office holds a work-study fair to recruit work-study students for available positions. Only those departments with budgeted student positions may hire non-work study students. This procedure is necessary in order to spend the monies that are awarded to Cabrini College for work study.

For the full policy and procedure in hiring student workers, please contact the Human Resources Office.