

TABLE OF CONTENTS

100	Introduction	1
100.1	Allegheny College Mission Statement	2
100.2	History	2
100.3	Allegheny Distinctions	2
	General	3
	Academic Excellence	3
	Hands-On Learning	3
	Active Environment	3
	Life After Allegheny	4
100.4	Allegheny Organization	4
200	General Information	
200.1	College-Wide Standing Committees	1
	Administrative Executive Committee	1
	Finance and Facilities Committee	1
	Staff Advisory Committee	1
	Administrative Advisory Committee	1
	Committee on Discriminatory and Sexual Harassment	2
200.2	Human Resources Office	2
200.3	Beginning Work	2
	U.S. Employment Authorization	2
	Orientation	2
	Parking	2
	Keys	3
	Employee Identification Cards	3
200.4	Employee Categories	3
	Regular Full-Time	3
	Regular Part-Time	3
	Temporary Part-Time	4
	Summer Employees	4
200.5	Exempt/Non-Exempt Classification	4
	Exempt (Salaried)	5
	Non-Exempt (Hourly)	5
200.6	Work Week	5
300	Compensation Policies/Procedures	
	Time Sheets	1
	Pay Days	1

contents continued.....

Pay Checks 1
300.1 Direct Deposit 1
300.2 Payroll Deductions 1
300.3 Salary Increases 2
300.4 Overtime Eligibility 2
300.5 Pay for Committee Meetings and Special Events 2
300.6 Holiday Pay 3

400 Employment Policies

400.1 Equal Employment Opportunity 1
400.2 Statement of Community 1
400.3 Sexual Harassment 1
400.4 Discriminatory Harassment 2
400.5 Diversity 3
400.6 Job Posting Policy 3
400.7 Employee Recruitment & Hiring Practices..... 4
400.8 Background Check Policy 6
400.9 Personnel Files 8
400.10 Nepotism 8
400.11 Employee Consulting 9
400.12 Performance Reviews 10
 Purpose 10
400.13 Promotions, Transfers, & Job Reclassification..... 10
400.14 Reference Policy-Former Employees 11
400.15 Solicitations 11
400.16 Consensual Relationships..... 11
400.17 Domestic Partner Benefits..... 12
400.18 Intellectual Property..... 12
400.19 Telecommuting Policy & Guidelines 12

500 Employee Benefits

500.1 Introduction 1
500.2 Group Insurances 1
 Life Insurance 1
 Medical Group Insurance 2
 Long-Term Disability 2
 Short-Term Disability 2
500.3 Voluntary Insurance Offerings 3
500.4 Section 125 Flexible Spending Accounts (FSA) 3
500.5 Eligibility for Benefits 3
500.6 Retirement Plan 3

	Retirement Plan Matching Contributions	4
	Vesting	4
500.7	Tuition Benefits	4
	Tuition Remission	4

contents continued.....

	Tuition Exchange	5
	Tuition Grant Program	5
	Service	5
	Coverage	5
	Availability	5
	Degrees	5
	Eligibility	5
	Termination of Tuition Benefits	6
	Administration	6
500.8	Retiree Benefits	6
500.9	Leave Time	6
	Time Off for Religious Holidays	6
	Vacation Days	6
	Sick Leave	7
	Personal Days	8
	Bereavement Leave	8
	Leaves of Absence	8
500.10	Statutory Benefits	8
	Social Security/Medicare	9
	Workers Compensation	9
	Unemployment Insurance	9

600 Facilities and Services

600.1	Recreational Facilities	1
600.2	Postal Services	1
600.3	Bookstore Discounts	1

700 Communication

700.1	Telephone System	1
700.2	Electronic Mail and Internet Access	1
700.3	Access to Administrative Computing System Information	2
700.4	Inside News Weekly	3
700.5	Cellular Telephone Policy	3

800	Employee Safety	
800.1	On-Campus Emergencies	1
800.2	Accident Reporting	1
	<i>contents continued.....</i>	
800.3	Substance Abuse Policy	1
800.4	Smoke-Free Workplace	2
800.5	Visitors in the Workplace	2
800.6	Pets on Campus	2
900	Standards of Conduct	
900.1	Employee Conduct	1
900.2	Problem Resolution Procedures	2
900.3	Disciplinary Process	2
900.4	Appeals Procedure	3
900.5	Attendance	3
900.6	Handling Confidential Information	4
900.7	Confidentiality of Student Records	4
900.8	Personal Dress and Appearance	4
900.9	Financial Internal Controls	4
900.10	Employee Conflict of Interest Policy.....	5
900.11	Record Retention.....	6
1000	Leaving Employment	
1000.1	Termination of Employment	1
1000.2	Exit Interview	1
1000.3	Continuation of Health Insurance (COBRA)	1
1100	Travel Policy	
1100.1	Automobile Usage Policy	1
1100.2	Automobile Usage Guidelines	1
1100.3	Travel Expense Policy	2
1100.4	Travel Expense Guidelines	2
	Allowable Expenses	2
	Non-Allowable Expenses	4
	Travel Arrangements	4
	Travel Advances	5

Acknowledgment Receipt

Appendix A	Organizational Chart
Appendix B	Leave Policies/FMLA
Appendix C	Guidelines Regarding Access to the Administrative Computing System
Appendix D	Drug-Free Policy
Appendix E	Sexual Harassment and Sexual Assault Policy
Appendix F	Policy on Privacy of Student Records
Appendix G	Domestic Partner Policy
Appendix H	Intellectual Property
Appendix I	Cellular Telephone Policy
Appendix J	Discriminatory Harassment and Hate Crimes Policy