

Allegheny College PERSONNEL POLICIES & BENEFITS HANDBOOK	400 POLICY NUMBER
	9/01/02 EFFECTIVE DATE
Subject: EMPLOYMENT POLICIES	

400 Employment Policies

Allegheny College is an equal opportunity employer that actively seeks to attract, hire, and retain a high caliber, diverse workforce comprised of employees whose talents and experiences best equip the College to accomplish its mission. Through this policy, the College affirms its commitment to a set of recruitment and selection procedures that are equitable, consistent, and in compliance with applicable laws and regulations. The aim of this policy is to articulate a set of strategies by which recruitment and selection at the College take into account the values of equal employment opportunity, a diverse and inclusive workforce, and upward mobility for staff.

400.1 Equal Employment Opportunity

It is the policy of Allegheny College to provide equal employment opportunity to all employees. The College does not discriminate, and will not tolerate discrimination, on the basis of race, color, religion, creed, national or ethnic origin, ancestry, sex, sexual orientation, age, or handicap or disability as those terms are defined under applicable law.

Harassment is also a form of discrimination. It includes verbal, physical, or visual conduct that has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive working environment. Our goal is to create a campus culture where diversity is valued, encouraged, and respected. We encourage everyone to take responsibility for being a positive role model to this end.

Allegheny's EEO policy applies to all employees and applicants for employment in connection with recruitment, hiring, transfer, promotion, training, discipline, termination, compensation, benefits, or other terms and conditions of employment.

Inquiries concerning compliance with this policy should be addressed to the Director of Human Resources.

400.2 Statement of Community – (Effective 4/20/07)

Allegheny students and employees are committed to creating an inclusive, respectful and safe residential learning community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. We encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, Allegheny affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms. This statement does not replace existing personnel policies and codes of conduct.

400.3 Sexual Harassment

Sexual harassment is any unwelcome direct or indirect verbal or physical conduct of a sexual nature that is made a condition of employment, is a basis for employment decisions, or creates an offensive or

intimidating work atmosphere. Such behavior at Allegheny College is not acceptable and will not be tolerated. It is important that employees be allowed to work in an environment free from this type of objectionable behavior.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following: the victim as well as the harasser may be a woman or a man; the victim does not have to be of the opposite sex; the harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-employee such as a vendor or customer; the victim does not have to be the person harassed but could be anyone affected by the offensive conduct; and sexual harassment may occur without economic injury to or discharge of the victim.

Examples of behaviors prohibited under the Discriminatory and Sexual Harassment Policy (Appendix E) include, but are not limited to (1) physical assaults of a sexual nature, including unwanted touching, (2) unwanted sexual advances, propositions or other sexual comments, (3) offensive displays or publications of a sexual nature anywhere in the workplace, and (4) retaliatory action taken against an employee for making a sexual harassment complaint.

Any employee who in good faith believes that he/she has been subjected to sexual harassment should tell, if feasible, the harasser that the conduct is unwelcome and must stop. If this course of action is not feasible or if it is unsuccessful, then you should report the incident promptly to the Director of Human Resources or to Allegheny's Sexual Harassment Officer (listed in the current Allegheny employee telephone directory). It is your responsibility to bring your complaints to our attention, so that we can help in resolving them.

In the event that any employee wants to file a formal complaint under the College's sexual harassment policy, s/he must submit the complaint in a written statement to the Director of Human Resources or the Sexual Harassment Officer. The written statement must be dated and include a description of the situation and inappropriate behavior, the name of the person being accused, the date of the occurrence and the signature of the person who is making the complaint. To the extent possible, the College will take measures to ensure confidentiality.

The Sexual Harassment Officer will coordinate the investigation of the formal complaint. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct complained of, and the context in which the alleged conduct or incident occurred will be considered. If it is determined that sexual harassment did occur, appropriate disciplinary action will be taken consistent with the degree of seriousness of the harassment.

Administrative decisions made regarding sexual harassment complaints may be appealed in writing to the President by either the person making the complaint or by the person against whom the complaint is being made.

400.4 Discriminatory Harassment

Allegheny College has a no-tolerance policy toward any type of racism, sexism, religious bigotry or other form of discrimination, such as discrimination based on sexual orientation. Allegheny is dedicated to furthering the potential of each member of its community through education and will confront and respond to all forms of hatred. We advocate a diverse community which is not hampered by intimidation, hostility, or other types of offensive behavior.

Discriminatory Harassment is defined as any verbal, physical, written or symbolic behavior that is directed at an identifiable individual or group and/or their property and is based on that individual or groups membership (or perceived membership) in a particular demographic group including, race, religion, class, color, age, gender or gender identity, national origin/ethnicity, mental or physical disability, or sexual orientation, and interferes with a reasonable persons academic or work performance, creates an intimidating, hostile or offensive situation or environment for a person or that subjects a person to unwanted and unsolicited attention. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes or derogatory stereotypes.

All forms of discriminatory harassment should be reported to the Safety and Security Department, Dean of Students Office, or Human Resources. Security will coordinate emergency response efforts if necessary. Procedures for filing informal and formal complaints are outlined in Part VI of the Discriminatory and Sexual Harassment Policy (Appendix E).

400.5 Diversity

It is the College's goal to offer a living, learning and working environment that is fully reflective of the richness of society, and which is welcoming of human differences. The College is committed to working to create an academic, co-curricular and social climate that educates about and celebrates people with diverse backgrounds, and to undertake outreach efforts toward students, faculty, and staff to increase diversity and inclusiveness in the community.

It is Allegheny College's policy to administer its various human resource programs—recruitment compensation, benefits, transfers, promotions, training, education, and social activities—so as to avoid practices which, directly or indirectly, prevent any staff members from gaining their full benefits.

The College is committed to implementing employment practices so that qualified minority group members, females, veterans of the Vietnam era, persons with disabilities, disabled veterans, and other protected groups are introduced into the workforce in an atmosphere that encourages them to aspire to opportunities for promotion. All such individuals will receive the same opportunities and privileges as any other applicant or staff member.

As stated in our Strategic Plan:

- We will provide students, faculty, and staff with a variety of opportunities to learn from others with diverse backgrounds, life experiences, and ideas;
- We will implement programs to increase the diversity of candidates for vacant positions, seeking to create an environment that more closely resembles the diversity found in America's workplaces and communities; and
- We will integrate diversity education throughout the curriculum and student life activities, creating a climate that welcomes variety in people and ideas.

400.6 Job Posting Policy – (Revised 3/1/12)

Consistent with Allegheny College's commitment to Equal Employment Opportunity, notice of position vacancies will be posted internally to the Allegheny College Web site under the "Positions Available" section. Position openings may be simultaneously advertised internally and externally. Internal candidates who meet the qualifications for the position will be considered along with external candidates. On occasion, however, circumstances may warrant filling a new or vacation position from among current

employees of the College without conducting a search. Please refer to Promotions, Transfers and Job Reclassification, Section 400.13.

Job postings provide current employees the opportunity to apply for positions that may enhance their career growth and contributions to the College. All inquiries will be kept confidential if you desire. To apply, you must have a minimum of one year in your current job to be eligible for consideration and not be on any form of progressive performance discipline.

During the posting period, an employee may express interest in the position by submitting a letter, resume, and three references to the Office of Human Resources. The hiring manager will be responsible for making the final selection of the individual to be hired.

400.7 Recruitment and Hiring Practices – (Revised 7/1/12)

The purpose for this Staffing Tool Kit is to provide all Allegheny administrative departments with search and selection guidelines for new or redefined staff positions. Your adherence to these guidelines will ensure that Allegheny's recruitment process is consistent and applied uniformly.

I. Initiating the Process

1. Pre-employment Process Meeting:

For all new or redefined staff position requests, the hiring manager/supervisor should arrange a meeting with the Human Resources Director to discuss the process, salary range, and address any questions or concerns. This meeting must take place before the hiring process. Departments who are hiring may attend a scheduled search and selection process workshop to waive this meeting requirement.

II. Requisition and Posting Process

1. Initiate the posting and obtaining approvals:

- If an existing position becomes vacant, the hiring manager/supervisor should consult with appropriate AEC and Human Resources for approval to fill vacancy.
- If a hiring manager/supervisor requests to reclassify or repurpose the vacant position, a *Position Review Request Form* must be completed and submitted to Human Resources for analysis using the FLSA (Fair Labor Standards Act) guidelines for exempt position classifications. The analysis and request will be forwarded to the Executive Vice President and the appropriate AEC member for final review and approval.
- Once all approvals have been obtained, the hiring manager will develop a job description and will send a copy to Human Resources for appropriate job classification and market analysis before being posted in representative publications and websites. All position advertising must be processed through Human Resources.
- When positions have been posted, the hiring manager/supervisor will receive an email from Human Resources.
- *Note: New positions should be requested during the annual budget development process (in the fall of academic year), and a detailed new position proposal must be submitted to the appropriate AEC member. All new position requests will then be reviewed by FFC and AEC along with all other competing requests for new positions.*

III. Screening of Applications/Interview Process

1. Receiving applications:

- When applications are submitted to Human Resources, they will be date-time stamped, and an acknowledgement of receipt of resume will be sent to each applicant.
- If requested by the hiring manager, the Director of Human Resources will review applications for minimum qualifications.
- After Human Resources processes the applications, documents will be forwarded to the hiring manager/supervisor for review and/or distribution to search committee members.

2. Screening and Assessing Applicant Pool:

- Avoid evaluation bias (please refer to Cognitive Errors—*How to Rise Above Them* handout provided in recruitment and hiring practices resources). Become knowledgeable about research on bias and assumptions and how they can adversely impact the search and selection process; strive to minimize their influence.
- Review the applicant pool prior to beginning the selection process to determine whether diverse applicants are represented in the pool.
- Apply agreed-upon criteria and selection process. Agree in advance on the evaluation criteria and selection process, including how to handle disagreements during the process. Apply them consistently in the review process. You may consult with Human Resources or EEO Officer for sample instruments, recommendations or devise your own.
- Take sufficient time. Evaluate the entire application of each applicant who meets minimum standards.
- It is recommended that a search committee be created for administrative exempt positions of campus-wide significance and whose responsibilities will require interaction with the wider college community. The hiring manager in consultation with the respective AEC member will be responsible for selecting members to serve on the committee. For most positions, a committee of five or six should be adequate to provide for all necessary participation and expertise. A larger committee, seven to nine members, would be more appropriate for positions that will interact with varied constituencies (i.e. vice president level).
- For all other positions, exempt or non-exempt, wherein responsibilities do not affect the wider college community, it is recommended that the department create a trimmed down version of the search committee consisting of three or four members from within the department.
- Get different perspectives. Have at least two search committee members (where appropriate), colleagues, or staff members review all initial application materials. Ensure fair evaluation of all applicants.
- Don't rank order. Remember to assess each candidate using agreed-upon criteria. You may consider sorting candidates into categories such as:
 - Yes, No, Maybe
 - Acceptable, Unacceptable
- Strive for excellence, not pedigree. Do not de-select applicants solely on the basis of an affiliated institution; do not select applicants based primarily on who they know.
- Once the review process is complete, consult with your AEC member, Human Resources Director, and EEO Officer on four to six candidates you feel deserve an on-campus interview.

- The AEC member and the hiring manager/supervisor will decide on two to three applicants who will be invited for on-campus interviews.

3. Interviewing:

- A search committee is recommended for manager/professional searches.
- Ask only job-related questions and be consistent in your questions.
- The hiring manager/supervisor should conduct reference checks on the final applicants.

4. Hiring:

- Once the final applicant has been identified, the hiring manager/supervisor should consult with Human Resources on the selected applicant who is “recommend for hire.”
- The hiring proposal will then be submitted to the appropriate AEC member for approval.

IV. Offer/Completion of Hiring Process

1. Verbal Offer:

- Once the hiring proposal is approved by the AEC member, the hiring/manager will be notified to extend a verbal offer of employment to the finalist. This verbal offer should be given contingent upon receiving successful results from the background check.

2. Offer Packet:

- After the verbal offer has been given, the Office of Human Resources will mail an offer packet to the potential new hire including an offer letter (contingent upon results of the background check), background authorization form, new hire paperwork, a self-addressed envelope and other pertinent information related to the College.
- The potential new hire will be instructed to sign the offer letter, complete the background authorization form and new hire paperwork and mail them back to the Office of Human Resources.

3. Background Check:

- Once HR receives the signed *Background Authorization Form*, Human Resources will initiate the background check. This process usually takes 2 to 3 business days. The hiring manager will be notified when it is complete.

4. Search Materials

- After completion of the search, all documentation related to the search must be returned to Human Resources for legal compliance and will be retained for one year.
- Human Resources will send a letter to applicants notifying them that the position has been filled.

400.8 Background Check Policy – (Effective 11/1/10)

Purpose

Allegheny College desires to provide a safe, secure environment and reasonable protection for the campus community and the financial assets of the College and is committed to hiring and

retaining the most suitable candidates for college positions. In addition to the normal screening process for applicants (interviewing, checking references, contacting previous employers and verifying education records and professional licenses), College policy is to conduct criminal background checks on all new hires and volunteers. Employee background checks may also include credit history check, social security verification, or motor vehicle record search at the College's expense, dependent on the position.

Policy

Criminal background checks and social security verification will be conducted for all new Faculty, Administration, and Support Staff, including adjunct, visiting, temporary employees, and volunteers. For employees hired into an executive-level position (AEC Member), a director-level position, or a position with significant financial responsibility, a credit history check will also be conducted. A motor vehicle record search will be conducted for employees, student workers, or independent contractors who will regularly transport students and/or drive college-owned or leased vehicles.

Background checks as described in the preceding paragraph may also be conducted where a current employee is a final candidate for a transfer or promotion into one of the above-listed groups. Departments may also identify student and/or independent contractor positions that may be subject to background checks as well.

Definition of Searches to be Conducted

- Criminal Search—this search includes all federal, state, local and criminal convictions or guilty pleas (including pleas of no contest) to a felony or misdemeanor, or where such charges are pending
- Credit History Check—this search will provide type of creditor, origination dates, current status, transaction amount, current balance, bankruptcy, and delinquent account information
- Social Security Verification—this search verifies and analyzes social security numbers to match previous address information and potential alias
- Motor Vehicle Record Search—this search will provide current license class, status, restrictions, and violations reported by the state's Department of Motor Vehicles

Procedures

A completed Authorization Form authorizing a background check will be obtained by the Director of Human Resources from the individual prior to conducting the background check.

The College will use Allegheny's Office of Security and/or a third-party vendor to conduct background checks and will comply with the Fair Credit Reporting Act (FRCA) where applicable.

Background check reports will be kept in a confidential file in the Office of Human Resources, separate from the employee's personnel file. Reports will be shared only on a strict need-to-know basis. If a report contains item(s) of potential concern for a staff position, the report will

be reviewed with the Executive Vice President, AEC member, and/or immediate supervisor. Where it pertains to a faculty position, the information will be reviewed with the Dean of the College and the Department Chair.

A prior conviction does not necessarily make an individual ineligible for employment, promotion to a significantly different position, or transfer. The record will be evaluated for relevance to the specific responsibilities of the position, and each situation will be reviewed on a case-by-case basis, considering, but not limited to, the following factors:

- Date of conviction(s) and time elapsed since conviction(s)
- The relevance of the conviction(s) to the position for which the employee has been hired or promoted to a significantly different position;
- Pattern of criminal activity for which the employee has been convicted
- Length of service and performance history at the College (for transfer or promotion to a significantly different position)
- Potential opportunity in the position to cause financial or property loss or to create a risk to the health, safety and welfare of Allegheny employees, students, and/or property
- Positive, credible references from former employers since the conviction
- Failure to disclose a conviction on employment application or on authorization forms to conduct a background check

The applicant/employee will be notified of the adverse information and given an opportunity to submit information disputing the accuracy or completeness of the report before a final decision is made regarding continued employment, promotion to a significantly different position, or transfer. If an adverse employment decision occurs, the applicant/employee will be notified in writing, provided a copy of the report and a summary of the FCRA dispute process.

The College may also periodically renew background checks for current employees with significant financial responsibility or who have unrestricted access to residence halls.

400.9 Personnel Files

The Office of Human Resources maintains personnel files for all current and former employees. The files are used for a variety of purposes, such as verifying employment and providing employees with a complete on-campus work history. We need your help to keep these important records current. Please notify the HR Office of any change which may affect your status, i.e. changes in name, address, marital or dependent status, withholding exemptions, education, beneficiary, etc.

Employees may review the contents of their personnel files during normal office hours by scheduling an appointment with the Director of Human Resources. If desired, you may make written comments to be placed in your file to supplement existing information.

The information in the personnel files is the property of Allegheny College and may not be removed from the College.

400.10 Nepotism – (Revised 9/30/05)

The College permits the employment of spouses, domestic partners, or other relatives provided that no employee participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, evaluation, salary or working conditions of their spouse, domestic partner, or other relatives.

In a case where the employment of a spouse, domestic partner, or other relative results in a conflict of interest as described above, the relative who serves as supervisor must notify the appropriate member of the AEC of this conflict. The AEC member, or other persons appointed by the AEC member, will be responsible for making all decisions that affect the working conditions of the relative being supervised.

For purposes of this policy, a relative is defined as spouse, parent, siblings and their spouses/partners, children, stepparent, stepchildren, domestic partner, grandparent, grandchildren, aunts, uncles, first cousins, nephews, nieces and their spouses/partners, and in-laws. Relatives also include roommates and other persons with whom the employee may have economic and emotional ties. For safety, security, supervision and ethical reasons, except in extreme cases, these individuals will not normally be hired, transferred or otherwise placed into positions where they directly or indirectly supervise or are supervised by another family member.

400.11 Employee Consulting

It is recognized that limited consulting can be a valuable way in which an employee can supplement his or her salary and develop professionally. However, it is necessary to ensure that both the College's and employee's needs and interests can be met.

This policy is not intended to impede an employee's professional development. For instance, if an employee is offered a stipend for speaking at a professional conference, this will not be considered a "consulting" arrangement. Also, if an employee performs a service that is typically expected in his or her profession (i.e. a coach serving as a referee, an employee teaching in a summer camp), such activity will not be considered a consulting arrangement. In order to strike an appropriate balance between the College's needs and the employee's needs, the following guidelines will govern consulting arrangements:

- If an Allegheny employee wants to enter into or to continue a consulting arrangement related to his or her professional role at the College, he or she must seek prior approval from the respective AEC member. The AEC member must report such arrangements to the Executive Vice President.
- A written request should be submitted to the relevant AEC member with the following information: the number of days of consulting work; the dates when the employee expects to be away from campus; who the clients are or will be; confirmation that the client institution is not a competitor of Allegheny College; and that the consulting will occur on his/her own time or during his/her vacation days.
- Employees who are engaged in consulting arrangements cannot use personnel, supplies, materials, or equipment belonging to Allegheny College in their consulting roles, and cannot be out of the office for more than one day per month.
- In a limited number of cases, the College may ask employees to consult with or contract for the College. Employees with special skills or those who are asked to engage in tasks that go far beyond their job descriptions may have their pay supplemented for these special, one-time tasks.

- Employees may not represent themselves as acting in the capacity of a College employee when conducting consulting or other paid professional activities. The College bears no responsibility for any actual or implied obligation or liabilities incurred by the employee resulting from a consulting or other paid professional activity.
- No outside obligation should result in any conflict of interest involving the individual's responsibilities to the College or to its programs, policies, and objectives.
- Approval of requests is not guaranteed.
- All approved consulting arrangements must be submitted to the Office of Human Resources to be filed in the employee's personnel file.

400.12 Performance Reviews

Purpose

Allegheny College strives to promote excellence in all aspects of its stated mission. The way each employee performs his/her job is very important. Performance reviews are intended to stimulate the morale and effectiveness of employees through joint planning of objectives with supervisors. Although supervisors have an ongoing responsibility to monitor each employee's performance and provide feedback, a written performance review should be completed at least annually. Certainly, any time you have questions about your work assignments or need assistance in reaching your work goals, you should feel free to discuss your concerns with your supervisor.

The performance review is intended to be a continuous process of communication between employees and supervisors and to serve several purposes:

- To evaluate each employee's effectiveness in performing assigned duties and responsibilities;
- To motivate and to guide employees toward greater development and improved performance;
- To evaluate how well goals and objectives have been met during the period being evaluated and to set goals and objectives for the upcoming year.

400.13 Promotions, Transfers, and Job Reclassification - (Revised 3/1/12)

Allegheny's policy on promotion and transfer of employees exists in the context of its general hiring policies. The College seeks to hire the best-qualified individuals for all positions and, where appropriate, may do so without conducting a search due to a current employee's promotion, transfer, or job reclassification.

It may be appropriate in some cases to reclassify and upgrade a position to recognize significant increases in responsibilities (promotion) or to downgrade a position if there is a significant decrease in the level of responsibilities (demotion). A reclassification is not the appropriate remedy for recognizing employees who have acquired additional academic or professional credentials, or whose background, skills, and work experience qualify them for a higher level position.

Should a supervisor believe that circumstances warrant a reclassification of a position within the supervisor's area of responsibility due to an increase or decrease in responsibilities, the supervisor must

consult with the Director of Human Resources to determine through job analysis that the duties and responsibilities of the position have changed significantly to warrant a reclassification. Any promotion, transfer, or job reclassification must be reviewed by the Director of Human Resources and approved by the respective AEC member and Executive Vice President.

An employee's indication of interest in a job opening will not affect the current position of the employee. If a current employee is selected for a vacancy, the supervisors involved will determine the effective date of the move to the new position.

Employees with less than one year of service in their current position at the College will not qualify for transfer or promotion. Please refer to Job Posting Policy, Section 400.6.

400.14 Reference Policy- Former Employees

Written or oral requests for information about a current, retired, or terminated non-student employee of Allegheny College are to be referred to the Director of Human Resources. Written consent of the individual must be received before releasing any information contained in a current or former employee's personnel file to an external source, except for the following situations:

1. Disclosure of dates of employment, title of position, and verification of a stated salary; or,
2. Disclosure of information in response to duly authorized and served requests from law enforcement agencies, including investigations, summons, subpoenas, and judicial orders.

Salary information generally is not released unless the employee has given written permission or the request is for verification of a salary already provided by the employee. Normally, information about the quality of work or reason for separation will not be released without the employee's written consent.

Those approached for reference information should coordinate with the Office of Human Resources to determine whether the employee has a signed authorization on file, and what information may be appropriately released.

400.15 Solicitations

Neither the employee of Allegheny College nor other individuals will be permitted to approach employees in work areas either in person, by phone, or by electronic mail for solicitation for any purposes or to sell goods or services.

Monetary donations may be solicited from the College personnel through a campus fund-raising effort only for activities that have been approved by the Executive Vice President.

Individuals or parties requesting permission to solicit sales, contributions, or memberships are to be referred to the Executive Vice President.

400.16 Consensual Relationships – (Effective 9/1/05)

Allegheny College does not interfere with choices regarding personal relationships when these relationships do not conflict or interfere with the goals, policies, or mission of the College. However, even consensual relationships in which one party retains a supervisory or evaluative role over the other party hazard a basic violation of professional ethics and responsibility.

Therefore, Allegheny College strongly discourages such relationships and requires employees to disclose immediately, to the appropriate administrative supervisor, any romantic or sexual relationship with a person over whom he/she holds supervisory or evaluative power. Furthermore, decisions and evaluations concerning the person of lesser authority must be conducted by someone other than the employee so involved.

In addition, Allegheny College prohibits romantic or sexual relationships between non-student employees and students, unless the relationship existed prior to the employee's date of hire or an adult student's matriculation. Non-student employees who violate this policy will be subject to disciplinary action that will be determined on a case-by-case basis. Violation of this policy may result in suspension or termination.

400.17 Domestic Partner Benefits – (Revised 7/1/07)

Allegheny College benefits are an important part of your total compensation. They help you access affordable services for many routine needs, and they also give you vital financial protection against a variety of unexpected circumstances. To help meet the wide-ranging needs of as many Allegheny employees as possible, the benefits program provides numerous choices for plans and levels of coverage.

The availability of benefits coverage for domestic partners and their children is an extension of the College's efforts to maximize the effectiveness and value of its benefits programs.

All regular full-time faculty, administrators, and staff employees, who work at least 9 months per year and 33 ¾ hours per week and can satisfy the criteria for a domestic partner relationship, are eligible to enroll for domestic partner benefits. Please review the Domestic Partner Benefits Policy, Appendix G, to get more information on eligibility requirements and documentation required to apply for domestic partner benefits.

400.18 Intellectual Property – (Effective 1/21/2008)

Allegheny College has adopted a policy regarding the ownership of intellectual property created while working at the College. The policy is attached at the end of this Handbook and addresses ownership of copyright works created by faculty, ownership of patented materials pursued by faculty using College resources, works produced by non-faculty employees, works created by students, and procedures for disclosure of copyrightable works and patent applications. Please review the full text of the Intellectual Property Policy, Appendix H, for more detailed information regarding ownership of works created at Allegheny College.

400.19 Telecommuting Policy & Guidelines – (Effective 11/1/10)

Telecommuting may be an option under one of two conditions: 1) for a job where the responsibilities are primarily located in another region or 2) for a limited short-term arrangement based on an extraordinary circumstance.

AEC will review each request on a case by case basis. AEC will focus primarily on how the institution can benefit from an arrangement and if the employee's characteristics are suited to accomplishing the College's objectives where the employee is working in a location other than the College's premises.

For long-term arrangements such as regional representatives, AEC will review each request on a case by case basis. AEC will ensure that the College benefits from an arrangement where the employee works from a home office and that the employee's characteristics are suited to working from home. This type of

employment arrangement will be evaluated annually by AEC and the supervisor for renewal and will be included as part of the annual salary letter if renewed.

When granted for reasons other than regional, each case will be temporary and reviewed on six month intervals and may be terminated at any time if determined by AEC and the supervisor that the arrangement is no longer in the best interests of the College.