PERSONNEL POLICIES AND BENEFITS

HANDBOOK

For Exempt Employees

12/1/02

Dear Members of the Allegheny College Community,

As you receive this Handbook with its very practical guidance on life at Allegheny College, we want to highlight two important Allegheny College beliefs that form the foundation for the Handbook.

One of our most fundamental beliefs at Allegheny College is our belief in the dignity of each person. This belief is at the heart of our educational philosophy and the way in which we deal with students, not just in the classroom but throughout the campus. But our profound conviction about the dignity of each person is also our most important guide in our policies and practices relative to employees at Allegheny College. Everything we do is meant to make this a community where individuals are treated with great respect and care.

The second central belief at Allegheny College is the one we entitle "community." In the simplest sense, our commitment to community is our commitment to work together for the good of students. The commitment to community presupposes great mutual respect for each person; it also presupposes a strong commitment to open communication.

We encourage you to take those opportunities in social and informal ways to participate in the life of Allegheny College. Those informal times together have been and will continue to be a great part of our success and a significant part of our satisfaction in working here.

We are delighted you are a member of the Allegheny College community.

Sincerely,
Office of Human Resources

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Allegheny College **PERSONNEL POLICIES & BENEFITS HANDBOOK**	**100** POLICY NUMBER
	9/01/02 EFFECTIVE DATE
Subject: INTRODUCTION	

100 Introduction

This Handbook is for the purpose of providing general information to employees of Allegheny College. Inherent in Allegheny's mission to provide excellence in education is the expectation of excellence in job performance. The administrative leadership of Allegheny College stands ready to assist all employees in achieving their highest potential.

In an effort to familiarize new employees with our community, this Handbook provides information about benefits and services. In addition, this Handbook outlines policies, procedures and performance expectations for employees so consistent treatment may be enjoyed by all. Employees are encouraged to take the time to become familiar with these programs and services, and to use this Handbook as one of the many resources available to you.

This Handbook covers the basic parts of many programs and benefit plans. It is written with as few legal and technical terms as possible. Every effort has been made to provide current and correct information. It is not intended to substitute for the full text of any program or plan. In the event of discrepancy between this Handbook and any benefit plan document, the plan provisions will govern. Full text of plans are available in the Office of Human Resources for your review at any time.

The Office of Human Resources is responsible for the interpretation of the policies in this Handbook. Any questions concerning these policies should be directed to the Director of Human Resources.

As with any document of this complexity, modifications will be necessary to clarify intent and to respond to growth and change. Requests for modification will generally originate in the Office of Human Resources, be reviewed by the Executive Vice President and be approved by the President and the Administrative Executive Committee (AEC). Following approval, the Handbook will be updated and distributed to employees. An on-line version of the Employee Handbook can also be accessed through the Human Resources page on the Allegheny College Web site.

This Handbook does not constitute either an expressed or implied contract of employment and should not be construed as evidencing any binding obligation of Allegheny College or as conferring any rights or compensation upon any employee.

Unless otherwise specified in a letter of appointment, your employment with Allegheny College is an "at will" relationship. That means your employment is for no specific length of time. Rather, you may discontinue your employment with Allegheny at any time for any or no reason, and the College retains the same right to discontinue the employment relationship with or without reason and at any time. Nothing in this Handbook creates or is intended to create a promise or representation of continued employment.

Because of the dynamic, continually changing nature of the College and of the legal and regulatory environments, the College necessarily reserves the right to change provisions in this handbook at any time.

100.1 Allegheny College Mission Statement

Allegheny's undergraduate residential education prepares young adults for successful, meaningful lives by promoting students' intellectual, moral, and social development and encouraging personal and civic responsibility. Allegheny's faculty and staff combine high academic standards and a commitment to the exchange of knowledge with a supportive approach to learning. Graduates are equipped to think critically and creatively, write clearly, speak persuasively, and meet challenges in a diverse, interconnected world.

100.2 History

Allegheny College was founded in 1815, and Timothy Alden, a Harvard graduate, was named its first president. Initially, classes were held in Meadville's log courthouse and in Alden's home. Within half a dozen years, however, Alden had succeeded in attracting sufficient funds to begin building a campus, having traveled throughout the eastern states seeking support for a planned library and classroom building. John Adams headed the subscription list of donors from New England.

The most significant donations were the fine private libraries of Dr. William Bentley, Judge James Winthrop, and Isaiah Thomas. The 1823 library catalogue lists some 8,000 titles, a number of them unique today, making this collection one of the finest held by any of the early colleges.

The need to properly house the library led to the construction of Bentley Hall in the 1820s, today a leading example of federalist architecture. Designed by Alden, this structure still crowns the hill on which the campus is located.

If you are interested in learning more about College history, you might find the following publications of interest. All are available in Pelletier Library.

1. Ernest Ashton Smith, Allegheny--A Century of Education 1815-1915 (1916)

2. Jonathan E. Helmreich, Allegheny College: A Tour of the Historic Campus. Sound recording Compact Disk (2000) [Circulation CD-ROM 378.748 A Wzh. or Faculty Shelf]

3. Jonathan E. Helmreich, Eternal Hope: The Life of Timothy Alden, Jr. (2001). [922 AL22 h or Faculty Shelf]

4. Laughter on the Hill: A Treasury of Allegheny College Humor, compiled and edited by Nels Juleus (1979) [817 J941 L]

5. Richard E. Hutcheson (Ed.), Something about a college; Commemorative Essays for the 150th Anniversary of Allegheny College. (1965) [378.748 AEa]

100.3 Allegheny Distinctions

Visitors to Allegheny College's northwestern Pennsylvania campus are impressed with its beautiful, historic setting, but its academic programs are where the College shines brightest. Allegheny has a long history of producing scientists, artists, educators, and entrepreneurs of the highest caliber, providing that

the truly successful liberal arts and sciences education prepares students for their careers. Small classes and an array of experiential learning opportunities ensure that students and faculty work as colleagues on research and community-development educational projects, and in some cases, the "communities" are as far away as China's Hebei Province! Allegheny promotes civic education and hones the leadership qualities students need to become engaged citizens and leaders in their professions and communities.

General

- Established in 1815, Allegheny is among the oldest 1% of colleges and universities in the country.
- The College is profiled as one of the "40 Colleges that Change Lives" in Loren Pope's legendary book of the same name.
- Allegheny is also recognized in Erlene Wilson's *100 Best Colleges for African-American Students.*
- Three distinctive Allegheny programs have been recognized in The Templeton Guide: *Colleges that Encourage Character Development*: the Student Honor Code, the Office of Religious Life and the Center for Economic and Environmental Development (CEED).

Academic Excellence

- Allegheny placed in the top 2% of all colleges surveyed for level of academic challenge, as ranked by its seniors, in the National Survey of Student Engagement (NSSE).
- Allegheny placed in the top 10% of all colleges surveyed for level of academic challenge and student/faculty interaction, as ranked by its first-year and senior students, in NSSE.
- Allegheny is featured in both Peterson's *Top Colleges for Science* and Peterson's *Education for the Earth: The College Guide for Careers in the Environment.*
- Four Allegheny professors (an unprecedented number) were selected to serve as Fulbright Scholars in 2001/2002.
- The College requires three preparatory seminars (two first-year and one sophomore) that focus on written and oral communication and academic/career advising.

Hands-On Learning

- Allegheny requires all students to complete a comprehensive senior research project. All seniors are provided with their own study and research spaces, including spaces in laboratories where appropriate.
- The Allegheny College Center for Experiential Learning (ACCEL) offers students opportunities for internships, study abroad, experiential learning terms and summers, community service opportunities and career opportunities.
- The Center for Economic and Environmental Development (CEED) works with community leaders on regional economic and environmental decisions to bring a new vitality to northwestern Pennsylvania. CEED also promotes active learning opportunities for students, tying its projects into the curriculum.
- Student/faculty research collaboration is the norm at Allegheny, with students regularly making presentations at both undergraduate and professional level conferences. (Current and past issues of *People & Places*, available at www.allegheny.edu/news1/, provide good examples.)
- The Allegheny College Center for Experiential Learning (ACCEL) was recognized as an exemplary program by the National Association of Student Personnel Administrators (NASPA), the leading association for the student affairs profession.
- Allegheny College is one of ten institutions of higher education to participate in Project Pericles, a national project committed to instilling in students an active and abiding sense of social responsibility and civic concern.

Active Environment

- More than 111 student organizations and activities ensure an active and involved community.
- More than 60% of the student body volunteer in the community each year, resulting in more than 25,000 hours of annual community service.
- Yahoo! Internet Life recently recognized Allegheny as one of the top 85 "most wired" colleges in the nation for the College's advancements in information technology.

Life After Allegheny

- Allegheny graduates experience acceptance rates of double the national average at medical/dental and law schools.
- Allegheny ranks in the top 7% of liberal arts colleges in the number of students who go on to earn Ph.D.s.
- Allegheny ranks in the top 4% of liberal arts colleges in producing U.S. business leaders.
- Our alumni are anxious to help fellow alumni find employment, locate a place to live in a new city, make connections and find meaningful service opportunities.
- Averaging over the last five years, 96% of the Allegheny graduates actively seeking employment have found it within eight months of graduation.
- Some of Allegheny's prominent alumni are profiled on: http://sites.allegheny.edu/alumni/alumni-profiles/.

100.4 Allegheny Organization

Allegheny College is organized into five divisions: Academic Affairs, Finance and Planning, Development, Student Affairs, and Admissions. Each division is headed by a Vice President, Dean, or Director. These officers report to the President of the College. An organizational chart of the College is attached as Appendix A to this Handbook.

200 General Information

In order to have a good working relationship, it is important for you to understand your role as a member of the Allegheny College community. The Handbook is designed to assist in defining the relationship between Allegheny College and each of its employees.

200.1 College-Wide Standing Committees **(revised October 1, 2009)**

Administrative Executive Committee (AEC)

The AEC is comprised of the President, Dean of the College, Executive Vice President, Vice President of Development, Dean of Students, Vice President for Enrollment & Communications, Chief Information Officer, and Secretary of the College. The Chair of the Faculty Council also participates in AEC meetings by invitation of the President. The AEC is the primary policy-making body of the College. The AEC reviews all major financial, administrative, academic, and programmatic issues.

Finance and Facilities Committee (FFC)

The Finance and Facilities Committee (FFC) makes recommendations of general financial and facilities planning policy for the College, and it serves as a liaison for the administration, faculty, staff and students on financial matters.

Staff Advisory Committee (SAC)

The Staff Advisory Committee (SAC) is elected to communicate the interests, opinions and concerns of the non-exempt (hourly) staff to the Administrative Executive Committee (AEC).

The SAC is comprised of eleven non-exempt employees who are elected by their peers to serve a two-year term of office.

SAC meets regularly and members of the campus community are welcome to attend. For meeting dates and times, please visit the SAC Web page. SAC by-laws and most recent minutes for the date and location of upcoming meetings can be found on the inside Allegheny Web site under "Committees."

Administrative Advisory Committee (AAC)

The Administrative Advisory Committee (AAC) is elected to communicate the interests, opinions, and concerns of exempt (salaried) employees and acts as a liaison to the Administrative Executive Committee (AEC).

The committee is comprised of eleven exempt employees. Representatives are elected by their peers to serve a two-year term of office. AAC meets regularly and members of the campus community are welcome to attend. AAC by-laws and most recent minutes can be found on the inside Allegheny Web site under "Committees."

Council on Diversity and Equity (CODE)

The principal functions of the Council on Diversity and Equity (CODE) are to recommend and promote policies, practices and programs that foster effective participation in a diverse and inclusive community; to examine formal and informal structures and processes that impede or facilitate progress toward diversity goals and recommend improvements; to identify strategies and approaches to raise awareness and sustain dialogue; to share diversity best practices; to engage in institutional diversity planning and assessment; to make policy recommendations to AEC, Faculty Council, and the Board of Trustees on issues related to diversity, equity and access within Allegheny; and to deliver findings and recommendations every other year as the "Biennial Report on the Status of Diversity and Equity."

Safety and Health Committee

It is the mission of the Safety and Health Committee to promote a safe working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace. The objective of the program is to ensure a safe and healthful work environment for all employees, students, visitors and the general public as well as to protect the buildings, equipment, grounds and other property.

200.2 Human Resources Office

The Office of Human Resources provides various support services to all departments of the College to enable supervisors to attract, develop, and retain the people needed to effectively accomplish departmental objectives, to carry out the programs and to support the mission of the College.

The office administers all employee-related benefit programs for the College; maintains both electronic and manual systems of personnel records; interprets College personnel policies and procedures; and carries out functional responsibilities related to Allegheny's human resources programs, including salary administration, benefits administration, employee orientation, payroll administration, equal opportunity, recruitment advertising, and employee relations activities.

In providing these services, the Office seeks to coordinate the human resource needs of the College with those of employees and is available to support departments in administrative issues, human resources and employment-related issues.

200.3 Beginning Work

U. S. Employment Authorization

The Immigration Reform and Control Act of 1986 requires all employees of Allegheny College to provide proof of identity and eligibility to work in the United States within three days of hire date by completing an "I-9" form.

Orientation

All new employees must meet with a representative of the Office of Human Resources to complete the necessary employment and benefit forms.

The Office of Human Resources will provide all new employees with a copy of the Allegheny College Personnel Policies and Benefits Handbook. The Handbook can also be accessed on the Allegheny College Web site at allegheny.edu.

New employees will receive information from their supervisors concerning their specific job duties, working schedules, performance expectations and materials with which to perform their jobs.

Parking

Employees are allowed to park on campus in "Gold" designated lots when displaying a parking sticker on their vehicles. These stickers are available in the Security Office, upon submission of a completed vehicle registration form.

Vehicles without Allegheny parking permits or vehicles parked in improper areas will be ticketed the current fee for a parking violation. Unpaid fees will result in the loss of parking privileges.

Keys

As a new employee, you may obtain keys required for your job by contacting the Physical Plant Office. To obtain keys, you will need to present an authorization form from your supervisor. Duplication of keys is prohibited and may result in discipline up to and including discharge. All keys must be surrendered to the Physical Plant Office prior to the last day of employment.

Employee Identification Cards

An Allegheny College identification (ID) card is issued to each new employee. You can get your ID card from the Security Office located in Newton Observatory. Arrangements can be made to have this done through the Office of Human Resources at the time of your new employee orientation. Your employee ID card will provide you with privileges at the Bookstore, Library and the Wise Center, Allegheny's recreation/sports facility.

Allegheny College also offers a meal plan that employees can purchase and have coded onto their ID card. Employees can purchase a "10" meal package, which is good at Brooks dining hall during their regular serving times. You and your colleagues can enjoy the atmosphere and options of Brooks: all you can eat service, daily specialty bars, wellness menus, etc. Just go to the Security Office to make arrangements to purchase the meal plan. This meal plan will be coded onto your campus ID (Insta-Gator) card. Then all you have to do is go to Brooks for breakfast, lunch or dinner, let the checker swipe your card and enjoy yourself. These meals have no expiration date so you can use them whenever you want.

You can also receive discounts at participating Meadville businesses when you present your ID card. A list of participating businesses can be found on the Allegheny Web site. Coupons are also available in the student telephone directory for additional savings.

200.4 Employee Categories

Employees of Allegheny College are assigned to one of the following categories:

Regular Full-Time

Employees regularly assigned to work a minimum of 33-3/4 hours per week for at least 9 months of the year in a position regularly budgeted as a full-time position.

Regular Part-Time

- A continuing part-time appointment is one that has been approved by AEC as a regularly budgeted position
- Employee may work over 1,000 hours/calendar year

- Eligible to participate in the College retirement plan with employer match if employee works over 1,000 hours per calendar year (hours are monitored annually); if employee fall under 1,000 hours, he/she cannot continue participation with employer match but may participate in supplemental retirement plan with no employer match
- Eligible to receive employer match on Social Security and covered under Workers' Compensation and Unemployment Insurance
- **Not** eligible for the following College benefits: vacation, sick or personal time accrual; medical (including opt-out), life insurance, long-term disability, or short-term disability

Temporary Part-Time or Full-Time

- Maximum appointment term up to one year in duration (requires AEC approval)
- May be eligible for renewal but would require AEC approval
- Maximum part-time appointment up to 1,000 hours per calendar year or may work on an as needed basis for a specific period of time, not to exceed six months in duration with AEC approval
- **Not** eligible to participate in College retirement plan with employer match; may participate in supplemental retirement plan with no employer match
- **Not** eligible for the following employee College benefits: vacation, sick or personal time accrual; medical (including opt-out), life insurance, long-term disability, or short-term disability
- Eligible to receive employer match on Social Security and covered under Workers' Compensation and Unemployment Insurance

Summer Employees (Revised March 1, 2012)

Each year, all summer student employment positions must be advertised exclusively for Allegheny students with the Office of Financial Aid. Positions should be advertised in March so that hire decisions can be made by the deadline posted by the Office of Residence Life for summer campus housing.

Only qualified Allegheny students are eligible for student employment. For the purposes of summer employment, an Allegheny student is defined as someone who will be enrolled at Allegheny College in the upcoming fall semester. Accepted applicants who have made a commitment to Allegheny for the fall are considered Allegheny students. Allegheny College seniors graduating in May are not considered Allegheny students for the purposes of summer employment.

Offices and departments must have sufficient funds available in student employment budget lines to hire a student summer worker, including non-Allegheny student summer workers. Please remember that the summer crosses fiscal years. Funds must be available in both fiscal years in order to hire a student worker for the entire summer. A summer student may work no more than thirty-five hours per week. Exceptions to the number of hours worked must be reviewed and approved by the respective AEC member. The actual number of hours assigned to the position is contingent upon the funds the department has available for the summer.

Offices and departments may hire a non-Allegheny student after May 1st if every effort has been made to hire an Allegheny student and none is available. Departments should contact the Office of Financial Aid to see if Allegheny students are available for hire. If no students are available, a non-Allegheny student may be hired if approved by the respective AEC member.

No Allegheny student or non-Allegheny student shall be permitted to work under the direct or indirect supervision of a parent or other relative (as defined in Allegheny College Employment Policy 400.10 Nepotism). Any exceptions to this policy must be approved by the respective AEC member.

The Financial Aid Office will process summer employment paperwork and timecards for Allegheny students. Allegheny students will continue to submit time sheets electronically through Web Advisor on a monthly basis and will be paid on the 15th of each month. The Office of Human Resources will process summer employment paperwork and timecards for non-Allegheny students. Non-Allegheny students will submit paper time sheets on a monthly basis and will be paid on the 15th of each month.

Questions on Allegheny student employment should be directed to the Office of Financial Aid. Questions regarding non-Allegheny student employment should be directed to the Office of Human Resources.

200.5 Exempt/Non-Exempt Classification

The Fair Labor Standards Act (FLSA) stipulates specific tests to determine whether a job is nonexempt or exempt from its provisions. To be salaried under an FSLA exemption means an employee is paid a full salary for the workweek, regardless of the actual number of hours worked during the week. To determine exemption status, there are tests for four types of positions: executive, administrative, professional and outside sales. The FLSA guidelines are posted in the Office of Human Resources.

Exempt (Salaried)

Exempt employees are those employees whose compensation is based upon an established annualized salary. Exempt employees who work a partial month will be compensated on a pro-rated basis using the actual number of days worked in that month.

Exempt personnel include the executive, managerial, and professional positions, which, by the nature and scope of duties or educational requirements, meet the general and technical exemption requirements as established by the FLSA.

Non-Exempt (Hourly)

Non-exempt employees are those employees whose compensation is computed upon the basis of an hourly rate. The FLSA requires that hourly employees are paid overtime rate (time and one-half) for all hours worked over forty in the work week. The FLSA and Pa. State Statute prohibit the use of time off in lieu of overtime pay, except within the same work week. If additional hours are worked by a non-exempt employee, the supervisor may determine whether the employee takes times off in lieu of pay within the same work week.

Hourly employees include office support (e.g. clerical/secretarial), maintenance, trade/craft and security employees.

200.6 Work Week

The standard business hours of the College are generally from 8:00 a.m. to 5:00 p.m. with some flexibility, provided that the business needs of the office and College are met. There are situations where an exempt employee may work a different schedule and/or extra hours due to workload, special projects, or unexpected emergencies. The College recognizes this and therefore allows for some flexibility in an employee's work schedule, when appropriate, with supervisor approval and provided the production

needs of the department are met. Regular full-time and part-time exempt employees will be paid on a salary basis.

300 Compensation Policies/Procedures

Pay Days
Exempt employees are paid monthly, generally the last working day of each month, for the current month.

Pay Checks
Pay checks or direct deposit advices are delivered to the Post Office on pay day for distribution to department mail boxes. If you wish to have your check mailed to your home, you can request so by contacting the Payroll Manager.

If you lose your pay check, contact the Payroll Manager to make arrangements to have a stop payment placed on the check and a replacement check issued.

300.1 Direct Deposit

Automatic direct deposit of paychecks is available to all employees. By using direct deposit, you can save time and effort and have your pay available at the opening of business on payday. You may make arrangements for automatic direct deposit of your net pay to your checking and/or savings account or credit union. Funds may be deposited in up to three accounts. You may arrange for this benefit by completing the appropriate forms provided at the time of your new employee orientation with the Human Resources Office, or at a later date by contacting the Payroll Manager. Likewise, you can make account changes at any time by completing a new direct deposit form through the Payroll Manager.

300.2 Payroll Deductions

The College is required to deduct certain federal, state, local, and social security taxes from your paycheck. The College makes statutory contributions to the Social Security fund. You may also elect to have other deductions withheld from your pay. These may include, but are not limited to, the following:

Medical/Dental/Vision Premiums
Retirement Contributions
Section 125 Spending Accounts
Capital Campaign & Annual Fund
United Way
Payroll Savings Bonds

These deductions from your pay will be documented on your pay stub. The Payroll Manager is available to answer any questions you may have concerning these items.

300.3 Salary Increases

Generally, decisions regarding pay increases are made by AEC members on an annual basis, depending upon availability of funds. Employees are generally considered for pay adjustments effective July 1st, as a part of the Board of Trustees Annual budget approval. Factors used by AEC members in determining whether to award an increase may include prevailing rates for comparable positions in the relevant labor market, internal equity, cost of living, job performance or other relevant factors. To be eligible for a July 1st salary increase, you must be employed by the College for at least six months in advance of that date.

300.4 Holidays

The College observes the following national holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day*
Thanksgiving Day
Christmas Day

In addition to the above listed holidays, the College may grant additional days off, as determined annually by the AEC members.

*Many offices remain open on Labor Day since classes are in session. Check with your supervisor to determine the needs of your department.

If you are a regular full-time employee, you are eligible to observe these holidays at full pay. However, if the College remains open on any national holiday, or special programs are taking place, those employees required to work will not receive any additional holiday pay.

If you are a regular part-time employee, you are eligible for holiday pay if the holiday falls on one of your regularly scheduled workdays.

When a holiday falls on a Saturday or Sunday, it is observed on the proceeding Friday or the following Monday, respectively.

Closing offices early the day preceding a holiday requires approval from the President of the College. Supervisors do not have the discretion to close offices or allow employees to leave work early. Requests can be made through either the Office of Human Resources or the Vice-President, Finance and Administration.

300.5 Stipend Policy for Administrators – **(Effective 1/14/14)**

Administrative staff members almost always have 12-month, salaried positions where the expectation is that, while the minimum work-week is 40 hours, they will work more than that if the job requires it. They use their judgment on this, and there is no "comp time." Salaried administrators have latitude within broad constraints (e.g., support of supervisor, need to work closely or not with others, need for their office to be open and available during specified hours) regarding exactly when they will be in the office and when not.

In this model, twelve-month administrative staff members, and "less-than-12-month" administrators during their scheduled working months, do not receive stipends for taking on extra duties related to their jobs because the extra duties would, in consultation with a supervisor, necessarily either replace existing duties or would be duties the staff member would normally assume. When the extra duties represent activities that are clearly beyond the current scope of the job and when the new duties represent work that is normally compensated at a level greater than the salary of the administrator, the preference, on a case by case basis, is to consider building the new duties into the job description and adjusting salary accordingly to reflect expanded responsibility, not pay a special stipend.

In the case where the administrative staff person is asked by another department to perform duties that are unrelated to their job description but for which that person is particularly well-suited, and where, if the staff person is unable to perform the duty a person outside the College would be hired to do it, a stipend may be available. In this case, the staff person who is asked to perform the special duty must consult with the Provost and Dean of the College or the Executive Vice President who will ultimately decide if a stipend can be paid. The divisional vice president or dean responsible for the department paying the stipend must also formally approve it, in advance.

There are only limited exceptions to this policy. With prior approval, stipends may be awarded in the following limited circumstances:

1. Taking on a significant duty or project on a short-term basis due to a staff transition.
2. A project or duty that would be completed during a time when a staff member is not generally employed by the College, such as a summer stipend for a project completed by a 9-month employee.
3. A project or duty that would not normally be a part of this person's position or connected to the person's duties; is not within the person's department; and can only be done outside the person's normal working hours.
4. Participation in a program or project (e.g. a group study or teaching circle) that provides grant-funded stipends for participants and which does not replace or reduce the number of hours they would otherwise have spent on their job.

Stipends are not designed for work that is done during regular working hours or as part of a long-term compensation strategy. Whenever possible, work projects should be distributed to current employees to complete during their regular working hours, with a flexible attitude of working together for the good of the College.

Should a stipend be appropriate under one of the limited exceptions set forth above, advance approval from the Provost and Dean of the College or the Executive Vice President is necessary before the stipend can be paid. Approval for the stipend (even if it has been provided in the past) is necessary before any promises or assurances are made to the person doing the work. To gain approval, supervisors must follow these steps:

1. Complete the stipend request form, including details of the situation, proposed stipend amount, account to be charged, and duration of the stipend.

2. Sign the form and print it out for approval by your divisional AEC member who will forward it to the Provost and Dean of the College or the Executive Vice President for final approval.
3. Stipend requests must be approved before the employee is notified and/or the event in question takes place.
4. Once the Provost and Dean of the College or the Executive Vice President has approved the stipend, it will be forwarded to payroll for processing and included in the next scheduled and/or appropriate pay period.

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 with a strong commitment to diversity, inclusion, and equity. The College does not discriminate, and will not tolerate discrimination, on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, age, creed, national/ethnic origin, ancestry, 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 Title IX Coordinator, Deputy Title IX Coordinators, 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 though 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 or Other Employment -- (Rev. 01/14/2014)

It is recognized that limited consulting or other employment 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 and that the consulting or other employment does not interfere with or impede the employee's responsibilities at the College.

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 or other employment 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.

- If an employee engages in other employment outside of Allegheny, it cannot interfere with the employee's current job. Other employment does not require AEC approval, but such employment must be performed outside of the employee's regular work schedule at Allegheny College.

- Employees who are engaged in consulting arrangements or other employment cannot use personnel, supplies, materials, or equipment belonging to Allegheny College. With respect to consulting, employees cannot be out of the office for more than one day per month and may use vacation or personal time, or take the time without pay.

- 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 or while engaging in other employment. 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; nor impact the duties of their current job.

- Approval of consulting requests is not guaranteed.

- All approved consulting arrangements once approved, must be submitted to the Office of Human Resources to be filed in the employee's personnel file.

400.12 Performance Reviews

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.

400.20 Financial Disclosure Policy – **(Effective 01/01/2014)**

The Federal Government requires that the College establish and administer a financial disclosure policy and a training program for all investigators conducting research funded by federal grants. This is designed to ensure appropriate management of actual or potential conflicts of interest. All College personnel responsible for the design, conduct or reporting of research under the terms of a federal grant or contract (each, an "Investigator") are required to disclose to the College's Research Integrity Officer (the "RIO"), who is the Provost, all "Significant Financial Interests" of the Investigator and/or the Investigator's spouse, partner, and dependent children.

A Disclosure Statement must be completed by all senior personnel who are submitting proposals to a federal funder. The College will maintain records of all financial disclosures and of all actions taken to resolve Financial Conflicts of Interest for at least three years beyond the termination or completion of the grant to which they relate, or until the resolution of any federal action involving those records, whichever is longer. The full text of the Financial Disclosure Policy is attached as Appendix K.

500 Employee Benefits

While it is expected that the benefit plans described below will continue for the foreseeable future, the College reserves the right to modify or discontinue them at any time. The language generally summarizes some of the terms and conditions of participation in the programs. Please refer to the plan documents and brochures available in the Office of Human Resources for detailed guidance.

500.1 Introduction

This section contains information about certain benefit programs which the College currently offers to regular full-time employees. Eligible employees will receive printed summaries of the various insurance and retirement plans. However, the precise terms of those plans are set forth in the plan documents themselves, which are the controlling documents. The brief descriptions set forth below in this Handbook can neither expand nor contract the provisions of the plans themselves. Copies of the plan documents are available in the Office of Human Resources, and employees may make arrangements to review these documents during normal office hours. The plans may be changed from time to time or eliminated at the sole discretion of the College.

500.2 Group Insurances

The College currently offers life, medical, and disability insurances to eligible full-time regular employees.

Life Insurance

Group term life insurance coverage is provided to all regular full-time employees of Allegheny College. Regular full-time employees are eligible on the first day of the month following their hire date.

The life insurance coverage is 1-1/2 times the employee's annual base salary, subject to a maximum amount of insurance of $250,000. The amount of insurance will be rounded to the next higher multiple of $1,000, if not already an exact multiple.

The premiums are paid in full by the College. Federal tax law requires that the amount of group term life insurance coverage in excess of $50,000 is taxable and subject to social security withholding. If your amount of life insurance is over $50,000, the taxable amount will be added to your taxable income and will appear on your pay stub.

In the event of an approved paid leave of absence, the life insurance coverage will be continued by the College. A person on leave of absence without pay is not eligible for the insurance coverage pursuant to the terms of the life insurance plan.

You may designate the beneficiary of this insurance and should notify the Office of Human Resources of any change in beneficiary.

Medical Group Insurance (revised July 1, 2014)

The College offers basic and major medical coverage for full-time regular employees. Coverage will be effective on the first day of the month following hire date.

Medical coverage is provided by Highmark Blue Cross Blue Shield through PPO Blue, a Preferred Provider Organization (PPO) program or a Qualified High Deductible Health Plan (QHDHP). Both plans offer two levels of benefits. If you receive eligible services from a provider who is in the Blue Cross Blue Shield preferred-provider network of doctors, you will receive the highest level of benefits. You will also have coverage – at a lower level – if you choose to receive eligible services from out-of-network providers. In either case, you coordinate your own care. There is no requirement to select a Primary Care Physician (PCP) to coordinate your care.

Any Allegheny College employee who elects the Qualified High Deductible Health Plan is eligible to open an HSA account as long as you: are not covered by other health insurance, not enrolled in any type of Medicare (including Part A) or Tricare, and can't be claimed as a dependent on someone else's tax return. As a reminder, dependent children must be considered a tax-qualified dependent in order to receive medical reimbursements under the HSA.

Coverage requires an employee contribution of a percent of premium based upon salary. Detailed information on each plan and contribution rates can be found on the Human Resources Website at http://sites.allegheny.edu/hr/forms/#medical

Access to the Highmark Benefit Book, Summary of Benefits, and Summary Plan Description can also be found on the Human Resources Website at http://sites.allegheny.edu/hr/synopsis-of-benefits/

Please contact the Office of Human Resources for the most current premium amounts for the level of medical coverage that you have selected.

Employees who are already covered by an existing medical plan may elect not to participate in the Highmark Blue Cross/Blue Shield Medical Plan offered through Allegheny College and will receive $41.67 per month as an opt out benefit payment which will be treated as ordinary taxable income. In order to be eligible for this benefit payment, proof of other coverage must be provided to the Office of Human Resources. One of the following documents will satisfy as proof of coverage: 1) a letter from the insurance carrier, 2) a letter from the other employer, or 3) a copy of the insurance card.

It is extremely important that an employee advise the Office of Human Resources of any changes of family status (such as marriage, divorce, births, etc.) and of address changes within 30 days of the event so that the necessary forms can be completed to ensure ongoing coverage.

Long-Term Disability

Long-term disability (LTD) insurance coverage is provided to all full-time regular employees. Coverage becomes effective on the first day of the month following hire date. Additional information is available from the Office of Human Resources.

Short-Term Disability

The College's short-term disability program is administered by the Office of Human Resources and a designated third party administrator. The short-term disability program is self-funded by Allegheny College. A copy of the policy is attached as Appendix B.

If short-term disability leave is approved, 100% of salary may be continued for up to six months from the date disability begins.

To qualify for short-term disability benefits, the employee must submit application along with a written evaluation from a physician stating the reason for the employee's inability to work and the expected time of recovery. The College's designated third party administrator will recommend eligibility for benefits and reserves the right to recommend other medical opinions and to deny or terminate such benefits.

All full-time regular employees become eligible for the Short-Term Disability Insurance coverage upon completion of six months of full-time uninterrupted service with the College.

500.3 Voluntary Insurance Offerings

In addition to the health, life, and disability insurance funded by the College, the College has worked out an arrangement that permits employees to purchase other types of insurance through payroll deduction. Both dental and vision coverages are available for the employee, spouse, domestic partner, or children. Both are offered at group-discounted rates. Eligible employees may enroll when hired or annually during the open enrollment period held every June with coverage effective July 1st. A more detailed explanation of each program is available in the Office of Human Resources.

500.4 Section 125 Flexible Spending Accounts (FSA)

The College makes flexible spending accounts available to its regular full-time employees. Flexible spending accounts allow employees to pay for certain types of un-reimbursed medical expenses and dependent care expenses with pre-tax dollars. You can participate in either or both of these accounts. Administration of the FSA is handled through ADP FlexDirect. Therefore, payments for medical and dependent care expenses will be processed by ADP. Claims that have been processed are paid daily. Reimbursements can be either mailed directly to you or direct-deposited into a checking or savings account.

To obtain additional information on flexible spending accounts, please contact the Office of Human Resources or visit the Human Resources Web site, *Synopsis of Benefits, Section 125/Flexible Spending Accounts*. Eligible employees can enroll annually during the open enrollment period held each June with enrollment effective July 1st.

500.5 Eligibility for Benefits

In general, the date of employment for the purpose of determining eligibility for benefits will be the date the employee begins work as a regular full-time employee.

500.6 Retirement Plan

Regular employees who work at least 1000 hours per year are eligible to participate in the Section 403(b) retirement program administered by Teachers Insurance Annuity Association-College Retirement Equity Fund, known as TIAA-CREF. Within the TIAA-CREF plan, there are two annuity options to choose from The Retirement Annuity (referred to as the RA), and the Supplemental Retirement Annuity (referred to as the SRA).

The College provides a contribution towards an eligible employee's retirement annuity, provided the employee elects to participate in the RA. Participation in the retirement plan is voluntary.

Contributions by employees are made on a pre-tax basis through a salary reduction election. There is a maximum allowed by the IRS on the total amount saved for a retirement plan. You can contact either the Director of Human Resources or TIAA-CREF to determine your maximum deferral limit for your retirement contribution.

Eligible employees may join the RA on or after the first day of the month upon completion of one year of full-time continuous service with the College. The one-year waiting period is waived for those employees with one or more years of full-time, benefit-eligible service in another institution of higher education in the twelve months immediately preceding their joining Allegheny College. Written documentation from the previous employer is required to waive the one-year waiting period.

Eligible employees may join the SRA at any time.

The two primary differences between the RA and the SRA are: (1) the College's matching contributions are made to the RA, but not to the SRA; and (2) employees may borrow against accumulations in the SRA, but may not borrow against accumulations in the RA.

There are also other differences in these programs outlined in the Plan Documents and brochures available in the Office of Human Resources.

Retirement Plan Matching Contributions

Eligible employees must contribute a percentage of their salaries in order to participate in the Retirement Annuity (RA) plan. There are two levels of matching contributions available to employees:

1. If the employee contributes 6% of base salary to the RA, the College will then make a contribution of 9% of the employee's base salary; or
2. If the employee contributes 4% of base salary, the College will make a contribution of 7% of the employee's base salary.

Vesting

The total amount of both the individual and the College contributions will be 100% vested to the employee from the effective date of participation in the Retirement Plan.

500.7 Tuition Benefits – (Revised February 2014)

A. Tuition Remission

The College currently provides tuition remission to regular full-time employees, their spouses, domestic partners, and dependent children according to the following conditions and limitations:

There is no service requirement connected with tuition remission at Allegheny except that an employee must be a full-time regular employee when application is made and while enrolled in classes. All applicants must meet Allegheny's general admission requirements. Tuition remission is limited to tuition charges only.

An employee may take four credits per semester or eight credits per academic year with the approval of both the Admissions Office and his/her Supervisor and respective AEC member. Employees engaged in a degree program may take up to five credits in those semesters they are completing one of the Academic Planning (APL) units. Employees are required to make up the time they are away from their work.

A spouse, partner, or dependent of a full-time employee who attends Allegheny must apply for financial assistance from the Pennsylvania Higher Education Assistance Agency and any other gift/grant program requested by the Office of Financial Aid, or proves that he or she is not eligible. The Allegheny tuition remission may be reduced by an amount equal to any such state or federal monies received by the spouse, partner, or child to prevent an over award of funds by federal regulations.

The total tuition remission per dependent is limited to the equivalent of four academic years of undergraduate education, but they need not be consecutive years.

B. Tuition Exchange

The College provides tuition exchange to qualified dependents of regular full-time employees as well as employees, spouses, and partners enrolled in a graduate program at one of the participating institutions of the Tuition Exchange Program or Council of Independent Colleges' Tuition Exchange Program.

There is no service requirement connected with the Tuition Exchange programs except that an employee must be a regular full-time employee when application is made and while dependent is enrolled in classes. Tuition Exchange is contingent upon acceptance for admission and enrollment under the Tuition Exchange program or Council of Independent Colleges' Tuition Exchange Program at one of the participating institutions. A current list of participating Tuition Exchange institutions can be found at www.tuitionexchange.org and participating Council of Independent Colleges' Tuition Exchange Program institutions can be found at www.cic.edu.

C. Tuition Grant Program

The Tuition Grant Program is available only to dependents of regular full-time employees hired on or before July 1, 1998, or to full-time employees who received an offer of employment letter dated on or before July 1, 1998. A list of employees who qualify for the Tuition Grant benefit is maintained in the Office of Human Resources.

Employees hired or who received an employment letter prior to July 1, 1998, are eligible to apply for the tuition grant benefit. However, if the institution the student wants to attend participates in the tuition exchange program, application must be made through tuition exchange first, and only if the student is denied tuition exchange, will the employee be given the grant benefit.

The following provisions apply to the above-referenced tuition programs:

Service

Service requirements for the Tuition Exchange and Tuition Remission are immediate eligibility for active employees; at least 6 years of service if employee is deceased; at least 10 years of service if employee is retired or disabled.

Coverage

All programs cover tuition payments only. Tuition Exchange benefit amounts are determined by the importing institution; however the tuition benefit amount of institutions participating in the Council of Independent Colleges' Tuition Exchange Program is the full tuition of the importing institution. Therefore, the entire cost of tuition may not be covered. For more information about participating institution's tuition exchange benefit amounts, please visit the Tuition Exchange website at www.tuitionexchange.org.

Availability
Employees, spouses, partners, and dependent children may apply under the Tuition Remission and/or either Tuition Exchange Programs for undergraduate or graduate programs.

Degrees
Dependent child candidates must be accepted in a 2- or 4-year undergraduate degree program or a graduate degree program of one of the participating institutions in the Council of Independent Colleges' Tuition Exchange Program to be eligible for consideration under both programs. Only institutions issuing a diploma will be accepted. Certificate programs will not be considered.

Employee, spouse, and partner may be degree seeking or not, or already have a 4 year degree to participate in Tuition Remission at Allegheny College. If desiring credits for a degree, the individual must be accepted as a viable student by Allegheny College or one of the participating institutions in one of the Tuition Exchange programs.

Attendance
Employee may attend only on a part-time basis. Full time employees of Allegheny College may take up to four (4) credits per semester or eight (8) credits per academic year tuition-free. Full time employees engaged in a degree program may take up to 5 credits in those semesters they are completing one of the Academic Planning (APL) units. Missed work due to time spent in class must be made up without overtime compensation.

Spouse or partner may attend Allegheny or one of the participating institutions in the Tuition Exchange programs on a full- or part-time basis.

Dependent child may attend Allegheny on a full- or part-time basis; however, if participating in the Tuition Exchange or Council of Independent Colleges' Tuition Exchange Program, they must attend their chosen institution as a full-time student.

Eligibility
Employee must be a regular, full-time employee of Allegheny College. Eligibility is limited to the equivalent of eight (8) semesters of part-time (the equivalent of 4 credits) undergraduate or graduate enrollment in a Tuition Exchange program, or until completion of the degree, whichever comes first. Part-time enrollment (4 credits or 5 credits in a semester where the student is completing one of the Academic Planning (APL) units) at Allegheny College is not limited to a number of semesters. An Experiential Learning seminar through Allegheny College is included in the billable semester, so the tuition cost of the seminar may be covered by the tuition remission benefit and the seminar itself will not count against the eight semester limit of using tuition benefits.

Spouse must be married to a regular, full-time employee of Allegheny College. Eligibility is limited to the equivalent of eight (8) semesters of full- or part-time undergraduate or graduate enrollment in a Tuition Exchange program, or until completion of the degree, whichever comes first. Full- or part-time enrollment at Allegheny College is not limited to a number of semesters.

Partner must be in a committed relationship of at least one full year with a full-time regular employee and financially interdependent as defined in the Allegheny College Domestic Partner Benefits Policy. Eligibility is limited to the equivalent of eight (8) semesters of full- or part-time undergraduate or graduate enrollment in a Tuition Exchange program, or until completion of the degree, whichever

comes first. Full- or part-time enrollment at Allegheny College is not limited to a number of semesters.

Dependent child must be a dependent of a regular, full-time employee and be claimed as a dependent of the employee on his/her federal income tax return for 3 consecutive years prior to application for tuition. Legal documentation showing that the employee is the custodial parent for at least 50% of the time for tuition is acceptable proof of dependency. Eligibility is limited to the equivalent of eight (8) semesters of full-time undergraduate enrollment or eight (8) semesters of full-time graduate enrollment, or until completion of the degree, whichever comes first. The age limit for completion of benefits is 26 years of age.

Termination of Tuition Benefits
Tuition benefits for all of the above programs end upon termination of employment.

Administration
Applications for Tuition Remission and the Tuition Exchange as well as the Council of Independent Colleges' Tuition Exchange Program are available in the Financial Aid Office. A list of participating institutions in provided at each program's website. For an application or additional information, please call 814-332-2701.

A spouse, partner, or dependent student utilizing Tuition Remission must also complete the Free Application for Federal Student Aid (FAFSA) for each year they are receiving the benefit.

500.8 Retiree Benefits *(revised April 2015)*

Allegheny retirees are eligible for the following College benefits, provided they have completed at least ten (10) years of full-time continuous employment with the College immediately prior to retirement and have attained the age of 58:

- College paid group health insurance in lieu of COBRA Medical Coverage up to age 65. Retiree will continue to pay his/her portion of the premium as required of all other College employees. If employee has already attained age 65 at retirement date, COBRA will be offered for up to a maximum of 18 months.
- Tuition remission for dependent children.

Part-time employees who have completed the equivalent of 15 years of full-time continuous employment with the College immediately prior to retirement and have attained the age of 58 will be eligible to receive the additional benefits/services listed below.

Additional benefits/services available for Allegheny retirees include:
- Allegheny Chair
- Allegheny I.D. card
- Bookstore discount
- Pelletier Library privileges
- Computer lab privileges
- Wise Center facility pass
- Athletic event pass
- Employee rate for Playshop Theatre performances
- Early purchase privileges for Centerstage tickets

- Continuation of Allegheny Magazine
- Continuation of discounted telephone service.

500.9 Leave Time – (Revised 12-1-03)

A. Time Off for Religious Holidays

Employees wishing time off for observance of a religious holiday should request the time with sufficient advance notice to allow the supervisor to accommodate both the employee's and the department's needs. The time off may be taken from vacation or personal days or may be taken without pay.

B. Vacation and Personal Days

Vacation or personal time is intended to give employees an opportunity to rest and relax away from the job. Regular full-time exempt administrators are eligible to accrue vacation and personal time. Vacation and personal time is accrued at the rate of 1.8333 days per month for a total of 22 days per year (20 vacation days; 2 personal days). Employees who work full-time but less than 12 months will accrue vacation and personal time on a pro-rated basis proportionate to the number of months worked.

Employees begin accruing vacation and personal time upon hire. For the initial year of employment, the number of vacation and personal days granted would be prorated based on the number of months the employee is actually employed during the fiscal year. Employees are eligible to take vacation or personal time after three months of full-time employment up to the maximum number of days actually earned at the time the days are taken.

Vacation or personal time in one fiscal year may be carried over into the next fiscal year up to a maximum of 22 days. However, carry-over days must be used by the end of the fiscal year in which the days were carried over. If an employee cannot use vacation or personal time due to work demands, the unused time may be carried forward with approval by the supervisor and AEC member. Such documentation should be forwarded to the Director of Human Resources so that records may be adjusted appropriately.

Upon termination of employment for any reason, an employee who has completed three or more months of continuous full-time service will be paid for accrued unused vacation and personal days. In the year when employment ceases, the number of days granted would be prorated based on the number of months actually employed during the fiscal year. The Office of Human Resources is responsible for maintaining the official record of vacation and personal days remaining. Please see Section 900.4 of this Handbook for procedures on reporting days off to Human Resources.

An employee's immediate supervisor is responsible for approving all requests for time off. The College makes a determined effort to accommodate the requests of employees; however, employees should not expect that they would always be able to take time off when they request.

The supervisor may sometimes need to consider seasonal requirements, special events and staffing requirements when approving an employee's request. If any conflict arises, preference will generally be given to the employee with the greater length of service.

C. Sick Leave

Sick leave does not accrue for exempt positions. However, for periods of temporary absence due to non-occupational illnesses or injuries, exempt employees will receive their regular compensation, except as otherwise outlined in Appendix B, Leave Policies/FMLA, for short-term and long-term disability leaves.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of each workday. Tracking of sick days is at the discretion of the department manager/supervisor. Should an employee abuse absences due to illness, the supervisor should discuss the absences with the employee and the Director of Human Resources.

Before returning to work from a sick leave absence of three calendar days or more, an employee may be requested to provide a physician's verification that he or she may safely return to work. The College reserves the right to seek a medical notice from the employee and to require an exam by a College physician to verify the illness.

D. Bereavement Leave

In the event of the death of a member of an employee's immediate family, the employee is eligible for up to three days leave with pay. Additional working days with pay, not to exceed two days, may be granted where circumstances require travel out of the surrounding area or if it is demonstrated that an earlier return would cause a hardship for the employee. Any such requests for extended leave time require approval by the supervisor. Immediate family includes spouse, domestic partner, children, grandchildren, parents, parents-in-law, brothers and sisters, grandparents, grandparents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-children and step-parents.

With the supervisor's approval, an employee may attend a funeral for reasons other than death in the immediate family. For such absences, the employee may use earned vacation or personal days or may take the time off without pay.

Time off may be granted to attend the funeral of a fellow employee with approval by the supervisor. Such absence will be treated as leave with pay.

In the case of the death of an employee, the surviving spouse/partner or beneficiary will be paid through and including the last day worked, plus pay for any accrued vacation and personal time.

E. Leaves of Absence

Allegheny College currently offers a number of leave options to employees who are unable to work because of illness or disability, or whose family circumstances, such as childbirth or adoption, require time away from work. It is important to review the leave provisions completely to understand the full range of leave benefits and conditions that apply. The leave options available to employees, including short-term disability leave, child-bearing leave, and family leave, are included as Appendix B to this document.

500.10 Statutory Benefits

Statutory benefits are those benefits provided on behalf of each employee by Allegheny College as required by law. They include:

Social Security/Medicare

All employees are covered by the Federal Social Security Act. Social Security pays benefits when you retire, become disabled, or die, if eligibility requirements are met. Both you and the College share the

tax payments for social security benefits. Your social security tax is withheld from your paycheck, and the College matches dollar for dollar your contribution.

Workers' Compensation

Allegheny College covers all employees with workers compensation insurance as a protection for illness or injuries arising out of, or in the course of, their employment, which are compensatory under the Workers' Compensation and Occupational Disease Act. All work-related accidents, including minor ones, must be reported immediately to the supervisor and to the Office of Human Resources. An Accident Report form must also be completed and submitted to the Office of Human Resources within 24 hours of the occurrence, even though there is no loss of time or medical attention. Failure to report a work-related injury in a timely fashion may jeopardize eligibility for payment of benefits for medical bills or lost time.

In the event that an employee sustains a work-related injury which temporarily prevents the employee from performing his/her regular job duties, then he/she may be eligible for a temporary transitional work until the employee is able to return to work to fully perform his/her regular job. Transitional work assignments require a release from the treating physician stating the specific restrictions. Upon medical release to return to regular job duties, the employee is responsible to notify his supervisor and the Director of Human Resources and must provide a written release from the treating physician that he/she is fully released to work with no restrictions.

Our Workers' Comp provider recommends that follow-up doctor appointments or therapy sessions should be scheduled either after hours or at the end or beginning of the work day in order to cause the least amount of disruption to the department work schedule.

Unemployment Insurance

Allegheny College pays taxes on your behalf for benefits for which you may become eligible under Pennsylvania's Unemployment Compensation Law.

600 Facilities and Services

600.1 Recreational Facilities

The Wise Center includes weight machines, cardiovascular equipment, basketball courts, racquetball courts, a swimming pool and an indoor running track. Hours of operation are posted in the facility. An employee ID is required in order to use the Wise Center facilities.

600.2 Postal Services

A broad range of postal services is available through the Post Office and Mailroom located in Cochran Hall. This includes purchase of stamps, mailing of letters and parcels through the U.S. postal service, UPS, or other carriers, and other related services. These services are available to Allegheny employees.

Outgoing mail and interoffice communications (usually referred to as "campus mail") are generally picked up from and delivered to College offices on a regular schedule. Please check with the department secretary for the mail schedule and procedures in your respective department.

Outgoing College mail must be marked to identify the department or account to be charged for postage costs. Postage for College-related correspondence will be charged to the department.

Personal correspondence to be sent outside the College must be stamped before placing it in outgoing mail.

600.3 Bookstore Discounts

Upon presentation of the employee's ID card, employees are entitled to a 10% discount on most purchases in the College bookstore.

Allegheny College **PERSONNEL POLICIES & BENEFITS HANDBOOK**	**700** POLICY NUMBER
	9/01/02 EFFECTIVE DATE
Subject: COMMUNICATION	

700 Communication

700.1 Telephone System

The College telephone system provided by Windstream offers the opportunity to leave messages, transfer and save messages, along with many other options. Once you have received training, the message center will be installed on your office phone. A telephone directory of employee telephone extension numbers is distributed each fall to all employees by the Office of Human Resources.

Office telephones provide the user with the ability to receive and place calls on or off campus. A department authorization code is required for placing long-distance calls after 5 p.m. Questions can be directed to Telephone Services in the Physical Plant Department.

Telephone service is provided to each office or department for the conduct of College business. Therefore, personal calls should be kept to a minimum and made only when absolutely necessary and conversation should be as brief as possible. Employees are required to reimburse the College for personal long distance calls.

Windstream offers special telephone packages to all employees. This is an opportunity to take advantage of the buying power of Allegheny College and Windstream's latest technologies to greatly improve your communication service at home.

Windstream offers a special package of local dialing features called Centrex (this money saving package includes voice mail, caller ID, call waiting, call forwarding, three-way calling and much more) at a discounted price to Allegheny employees.

Windstream also offers Internet service for local, dial-up access at a discounted monthly rate. Windstream's direct connection to the Internet provides a full complement of Internet services and support.

To subscribe or to obtain additional information on these services, contact Telephone Services in the Physical Plant Department.

700.2 Electronic Mail and Internet Access

The College provides electronic mail and access to the Internet for College-related work, as a tool to improve communication between employees, to enhance research capabilities and to allow efficient access to work-related information.

The electronic mail system is the property of Allegheny College. Accordingly, all messages composed, sent, received, or stored on the electronic mail system are, and will remain, the property of the College. There should be no expectation of privacy or confidentiality for documents, web sites, and/or messages

sent, received or stored on the College-owned network or equipment. Users should be aware that even when a message or bookmarked web site is erased, it may still be possible to retrieve the message or bookmark.

Employees will be assigned an e-mail address and will have access to the Internet to facilitate their work for the College. Any text sent or posted via the Internet contains the user's address and the College name. Posting to the Internet should only include work-related materials. Sending unapproved materials over the Internet is not permitted, and may potentially harm, embarrass, or subject the College to potential liability. Users are cautioned against downloading any material, even from a reputable source, because of the possibility of computer virus exposures.

The College reserves the right to troubleshoot hardware and software problems, prevent unauthorized access or misuse, investigate reports of violations of College policies, and local, state or federal laws, and to take other actions as necessary. Electronic mail and communications are subject to disclosure to law enforcement or government officials. Prohibited uses of electronic mail and Internet access include, but are not limited to, the following:

a) excessive non-work related use of e-mail and Internet access;

b) displaying or transmitting distasteful or offensive images, slurs, epithets, or anything else that harasses, intimidates or disparages another person on the basis of such factors as sex, race, sexual orientation, color, age, religion, disability, or national origin;

c) viewing, sending, downloading, storing or knowingly receiving pornographic materials;

d) using information in violation of copyright laws;

e) intercepting and opening electronic mail, except by those authorized to diagnose and to correct technical problems;

f) using electronic communications in any way that is prohibited by laws and regulations; and

g) creating web sites on College servers or networks which are linked to College web sites and/or using College domain or URL addresses, to sell products or services.

If an employee is abusing this privilege, or using e-mail, web sites and other electronic communication devices to conduct personal business or in an inappropriate manner, the College reserves the right to take appropriate disciplinary actions, up to and including discharge and legal prosecution. The employee acknowledges that by using the College computer he/she agrees that the College may maintain and enforce the policies set forth in this Handbook.

700.3 Access to Administrative Computing System Information

The privacy of student educational records is protected by federal law (*Family Educational Rights and Privacy Act of 1974 as amended*) and Allegheny College policy (*Policy on the Privacy of Student Records, 1997*). The attached *Guidelines Regarding Access to the Administrative Computing System*, outlines the privacy policies and your responsibilities as you access this data (Appendix C). These guidelines are intended to inform employees of these policies, and to protect our students, employees, and the College from any unintentional misuse of students' information.

800 Employee Safety

800.1 On-Campus Emergencies

The Security Office, the unit responsible for safety, security and coordination of emergency services at the College, is located in the Newton Observatory. Security may be reached twenty-four hours a day by dialing ext. 3357 from any on-campus phone or by dialing 332-3357 from a private phone. A switchboard operator will relay your request to a Security Officer. Officers are available to respond to service calls and patrol the campus seven days per week, 24 hours per day.

In the event of a life-threatening situation, call 911 directly, and then notify Security afterward. There are four emergency Call Boxes located on campus for emergency use. The locations of the four Call Boxes are as follows:

- Sidewalk on the West side of Reis Hall
- Brooks Walk East, behind the Campus Center
- Ravine Parking Lot #1, base of stairs from Edwards
- Robertson Field, Tennis Court parking lot on building

In addition, there are public call boxes with one-button emergency access to security on the front doors of all residence halls.

800.2 Accident Reporting

Any employee injured in the course of employment is required to report the accident to his/her supervisor immediately, and to complete and deliver to the Human Resources Office an Accident Report within 24 hours, if possible. Accident reports should be completed even if there is no injury in the event complications arise at a later date. Timely reports of workplace accidents are necessary to ensure eligibility for workers compensation benefits. Accident report forms are available from the Office of Human Resources. If you witness an accident or an injury, please report it to the Campus Security Office.

800.3 Substance Abuse Policy

Allegheny College is committed to providing a drug-free, healthful, safe, and secure work environment. Use or abuse of alcohol or any other drug in a manner that affects or impairs an individual's ability to carry out his or her job responsibilities is prohibited. In addition, the Drug-Free Workplace Act requires that federal grant recipients take several very specific steps to ensure a drug-free workplace.

Allegheny's Drug-Free Workplace Policy is attached as Appendix D.

800.4 Smoke-Free Workplace

Allegheny College is a smoke-free workplace. In consideration for others, and consistent with the College's commitment to providing a healthy working, living, and learning environment, smoking is prohibited in all College buildings or College vehicles, and at all formal outdoor assemblies where people are in close proximity, including athletic events, commencement, and concerts. There are no designated smoking areas within campus buildings.

800.5 Children in the Workplace – (Revised 3/12/10)

Allegheny College values family life and has worked to develop employment policies and benefits that are supportive of families. The College recognizes that from time-to-time and especially in cases of emergency, children are brought into the workplace. This practice, however, should be the exception to the rule and, in these exceptional cases, children should be under adult supervision at all times when present on campus. This policy in not intended to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit.

There are safety, health, and environmental concerns for children in the workplace. Children should not be allowed in areas where dangerous equipment is operated and/or chemicals are stored or used. There are also potential workplace atmosphere issues when children are at work. Common sense should be used and if questions arise, either from the parents or from their colleagues who may have concerns, they should be addressed to the department chair or Associate Dean of the College for faculty, or to the immediate supervisor or AEC officer for staff.

800.6 Pets on Campus – (Revised 12/1/11)

To maintain an environment that shows respect and courtesy for the entire community, and reduces the potential of health risk and facility damage, pets are not allowed in campus buildings with the exception of service animals that have been individually trained and certified to do work or perform tasks for the benefit of an individual with a disability. Owners of service animals are responsible for the safe conduct of their pets regarding members of the college community and for cleaning up after their pets. For the safety of the college community, the service animal must be under the handler's control at all times.

900 Standards of Conduct

900.1 Employee Conduct

Employee conduct has a direct bearing on the general public opinion of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional and businesslike manner.

The following conduct is prohibited and will not be tolerated by Allegheny College. Written standards, however, can be guidelines only; they cannot be all inclusive. Hence, the list of prohibited conduct below is not intended to be all-inclusive. Rather, each employee is expected to conform to common and accepted standards of behavior and job performance as well as to written standards. Questions regarding acceptable standards of behavior within a department should also be addressed with the supervisor.

- Falsification of College records, including employment applications, time or medical records, or the recording of anyone's time but your own, or granting permission to another employee to record your time.
- Insubordination.
- Deliberate destruction or defacing of College property, a student's property or the property of a fellow employee.
- Fighting or provoking a fight while on College premises or while conducting College business.
- Assaulting, threatening, intimidating, coercing or interfering with supervisors, employees, students, or visitors.
- Possession of weapons while on College premises.
- Unauthorized removal or alteration of College records or release of confidential information.
- Theft or misappropriation of College property.
- Illegal, immoral or indecent conduct.
- Gross negligence.
- Unauthorized absence for three (3) consecutive days.

- Excessive absenteeism or tardiness.
- Harassment.
- Use of abusive language on College property or while conducting College business.
- Poor performance and willful misconduct.
- Violation of any College policy.
- Unauthorized use or possession of College-owned property.

This list of prohibited conduct does not alter the College's policy of at-will employment. Either you or the College remains free to terminate the employment relationship at any time with or without reason or advance notice.

900.2 Problem Resolution Procedures

Any exempt employee who feels that he or she is experiencing difficulties in the performance of his or her job should feel free to discuss the matter with his/her supervisor. If the employee is unable to discuss the problem with his/her supervisor, the employee may contact the respective AEC member or the Director of Human Resources.

When an employee feels that a condition affecting him/her is unjust, inequitable, or a hindrance to performance, the following procedures should be followed:

Step 1: The employee should first bring the situation to the attention of his/her immediate supervisor. This is to encourage open discussion of the problem and facilitate a solution.

Step 2: If an employee feels the problem has not been resolved in Step 1, or if the employee is unable to discuss the problem with his/her supervisor, the employee may then bring the matter to the appropriate AEC member for resolution.

Step 3: If the employee still feels that the problem has not been resolved in Steps 1 and 2, the employee may then consult the Director of Human Resources who may require a written summary of the problem and proposed solution from any party involved previously in the problem resolution process. The Director may consult with the Executive Vice President to review the information and attempt to find a solution to the complaint. The decision of the Director of Human Resources on any grievance matter shall be final and no further appeal will be available.

900.3 Disciplinary Process

The following disciplinary process applies to exempt employees. Discipline should be designed to correct problems in behavior or performance, where appropriate. Employees who are on progressive discipline may not apply for another position within the College.

The immediate supervisor must decide, based upon the circumstances in each case, what is the appropriate level and nature of discipline. If any employee objects to the discipline imposed, the employee may ask for a meeting with the department manager. If the situation is not resolved at this

level, the employee may request a meeting with the respective AEC member or with the Director of Human Resources.

The various types of disciplinary action, which may be used include (but are not limited to) the following, and do not necessarily have to follow in sequence:

- Employee counseling or oral reprimand is a discussion between the employee and the supervisor to determine if the employee understands the standards expected; to resolve whether any special circumstances were involved; to identify what is expected in the future from the employee; and to understand the employee's perspective of or response to the problem under discussion.

- Written warning is a formal action by the supervisor, which includes a description of the extent of the problem, suggested courses of action, and the time period for resolution. It should be discussed with the employee by the supervisor. This written warning will be included in the employee's personnel file.

- Demotion or transfer to another position may be an alternative short of termination. The employee will be given notice in writing describing the nature of the offense and the disciplinary action proposed.

- Termination of employment may result immediately for the commission of a serious offense, or it may be the final step in the progressive disciplinary process.

This disciplinary process does not alter the College's policy of at-will employment.

900.4 Attendance

Regular attendance is expected of all employees of the College and is essential to the proper functioning of the College. If an illness or emergency prevents an employee from reporting at his/her scheduled starting time, the employee is responsible for notifying his/her supervisor before the scheduled starting time.

The supervisor has the responsibility for approving authorized absences. The Human Resources Office will maintain the official record of vacation and personal days. Since exempt employees do not follow a rigid time schedule, and work demands vary among offices and seasons, exempt employees are only requested to submit on a quarterly basis a summary of vacation and personal days taken. Since there is no specific form for this purpose, you can simply submit a summary of days taken to the Office of Human Resources on a quarterly basis, i.e. March 30, June 30, September 30, and December 31. Department managers/supervisors may establish other reporting requirements within their respective departments for the tracking of vacation, personal, and sick days.

If an employee is absent without notice for more than three consecutive days, it will be considered an abandonment of position. In addition, an employee is considered to have abandoned his/her position if the employee fails to report without notice for work at his/her scheduled starting time on the first scheduled work day following an authorized leave of absence, vacation or disability leave.

Abandonment of position will be considered a voluntary resignation from employment at the College. The supervisor must notify the Director of Human Resources in writing as soon as it is determined that a position has been abandoned. The notification will become part of the employee's personnel file and

may adversely affect his/her eligibility for rehire. Repeated absenteeism or lateness, even if reported in advance, will not be tolerated and may be considered as grounds for dismissal.

900.5 Handling Confidential Information

Employees of the College may come in contact with information which, if released without authorization or carelessly handled, can have critical consequences. It is important to handle all confidential information with discretion, labeling it "confidential," safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a need to know for a legitimate business reason. All medical or personnel information will be treated as confidential.

900.6 Confidentiality of Student Records

The privacy of student educational records is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) and by Allegheny College Policy on the Privacy of Student Records (Appendix F). The attached policy on the privacy of student records outlines your responsibilities under FERPA and Allegheny College Policy. These guidelines are intended to protect our students and the College from any unintentional misuse of student information. Employees should seek guidance from the Registrar or from the Dean of Students before releasing, accessing, or discussing information about students.

900.7 Personal Dress and Appearance

Personal neatness and appropriate attire are essential in maintaining a professional work environment. Employees are expected to dress in a manner appropriate to their work environment and the function they are performing.

900.8 Commencement

Formal Commencement exercises are held once each year in May, although degrees are conferred on three separate occasions during the academic year. All administrators are expected to participate in the commencement exercises unless excused in advance by the President; individuals are responsible for procuring appropriate academic costume. Academic attire can be ordered through the College Bookstore.

900.9 Financial Internal Controls – **(Effective 4/1/06; revised 10/20/09)**

Allegheny College has a responsibility for the stewardship of College resources and the private support that enables it to pursue its mission. The College is committed to compliance with the laws and regulations to which it is subject and to promulgating College policies and procedures to interpret and apply these laws and regulations in the College setting.

The College's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute improper activities. The College has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the College.

The Audit and Evaluation Committee of the Board of Trustees shall address all reported concerns or complaints regarding College accounting practices, finances, internal controls, auditing or standards of conduct relative thereto.

It is the responsibility of all College employees, students, parents, alumni, and other individuals to report violations or suspected violations in accordance with this "whistle-blower policy." No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment or academic or educational consequence. Additionally, the American Recovery and Reinvestment Act's (ARRA) statutory provisions prohibit non-Federal employers receiving covered funds from taking actions against employees in reprisal for whistle blowing. The ARRA notice of rights and remedies is posted in the Office of Human Resources.

Individuals wishing to report violations or suspected violations may do so in writing by sending a sealed envelope addressed to the Chair of the Audit and Evaluation Committee, Allegheny College Board of Trustees. This report should be sent to the Office of the Executive Vice President or to the President's Office (sealed envelopes sent to the College are to be delivered intact to the Chair of the Audit and Evaluation Committee for review), or directly to the Chair of the Audit and Evaluation Committee.

The Chair of the Audit and Evaluation Committee will inform and consult with the Executive Vice President or the President as is prudent concerning these matters brought to the Committee so that an internal investigation can begin and a report be rendered expeditiously to the Committee concerning remedial action that has been or will be taken to ameliorate the situation. The Executive Vice President will subsequently write in confidence to the reporting party the explanation for or the resolution of the violations or suspected violations.

Anonymous reports will be handled in the same manner as signed reports, however, no response will be sent. The Executive Vice President will maintain a file for the purpose of documenting resolution to reported violations or suspected violations.

At all times names of persons involved and the situations will remain confidential and a professional, no-threatening procedure to resolve these matters will be adhered to by all concerned.

900.10 Employee Conflict of Interest Policy – (Effective 7/1/07)

All employees who as a part of their duties must negotiate or secure contracts or hire employees on behalf of the College shall abide by Allegheny College's Conflict of Interest Policy. This policy applies to employees who hold senior executive positions in the College, Director level positions, and any other position that is deemed by the President to have some delegated autonomy of authority. Such designated employees will be asked to sign a conflict of interest disclosure statement.

Each designated employee shall perform his or her respective duties in those positions so as to avoid encountering a conflict of interest, or the appearance of a conflict of interest. In addition, the employee agrees to manage the College's resources reasonably, ethically, and in the best interest of the College in all business affairs.

An employee is considered to have a conflict of interest when the employee or any of his or her family or associates either (1) has an existing or potential financial or other material interest which impairs or might reasonably appear to impair the individual's independent, unbiased judgment in the discharge of responsibilities to the College, and (2) may receive a financial or other material benefit from knowledge of information confidential to the College. Any employee who is uncertain whether a conflict or interest may exist in any matter may request of the Executive Vice President or President to make a determination whether a conflict of interest exists.

900.11 Record Retention – **(Effective 6/1/08)**

In the event of a pending legal matter, any files, documents, and electronic correspondence, including e-mail correspondence, pertinent to the legal matter must be retained until the matter has been concluded. Therefore, employees should not destroy any documents that are pertinent to such matters as identified by the College as having reasonable potential of being connected to a pending legal matter. This policy supersedes any internal policy-driven time for destruction of documents.

Allegheny College **PERSONNEL POLICIES & BENEFITS HANDBOOK**	**1000** POLICY NUMBER
	9/01/02 EFFECTIVE DATE
Subject: **LEAVING EMPLOYMENT**	

1000 Leaving Employment

1000 .1 Termination of Employment

Allegheny College recognizes that conditions may develop resulting in voluntary employee or management-initiated termination of employment. The College recognizes the mutual right of the employer or employee to terminate the at-will employment relationship between the parties.

Employees who resign from the College should submit a letter to their immediate supervisor with a copy to the Director of Human Resources. Although employees have a right to terminate their employment without advance notice, the College requests that employees provide at least two weeks' notice. For involuntary terminations, the College will provide two weeks' pay in lieu of notice.

The final paycheck will include salary up to the effective date of termination and payment for any unused earned vacation days. Any terminated employee who has direct deposit should note that direct deposit will cease and the final paycheck will be mailed or may be picked up by the employee in the Office of Human Resources. Employees will be paid their final pay and accrued vacation on the next regularly scheduled pay date following their last day of employment.

1000.2 Exit Interview

Before leaving employment at the College, employees should make an appointment with the Office of Human Resources for an exit interview.

At this interview the employee will be given information regarding continuation of medical coverage, retirement plan procedures, eligibility for payment of accrued vacation, if applicable, and briefed about the College's information release policy regarding employment references.

All College property not previously returned to the College (e.g. office/building keys, credit cards, telephone cards, studies and reports, equipment, and employee I.D. cards) must be returned to the Office of Human Resources at this time. All debts owed to the College, (e.g. telephone bills, computer loans, etc.), must be satisfied. If there are questions about whether items or information belong to the individual or to the institution, the individual's manager shall be the final decision-maker.

1000.3 Continuation of Health Insurance (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) generally allows employees to continue their health coverage on the College's group medical insurance plan for a certain period of time after they leave employment, at their own expense. Employees will receive detailed information from the Office of Human Resources regarding cost and procedures to continue their health coverage.

1100 Travel Policy

1100.1 Automobile Usage Policy

The College maintains a limited number of vehicles for use by its employees while they are engaged in College business. In addition, an employee may use his/her own car for College business, if necessary, in accordance with the guidelines below.

1100.2 Automobile Usage Guidelines

A limited number of vehicles will be maintained in a motor pool for use by individual employees as needed. When no College vehicles are available, or other circumstances warrant it, an employee may use his/her own car for business purposes.

Employees are not permitted to use College vehicles for non-business purposes under normal circumstances.

Every employee who drives a vehicle on College business must be at least 18 years of age, possess a valid driver's license and, where applicable, maintain at least the minimum amount of insurance required by law. In addition, no employee is permitted, under any circumstances, to operate a College vehicle (or a personal vehicle for College business) when any physical or mental impairment because of illness, medication, or intoxication causes the employee to be unable to operate a vehicle safely or legally. Additionally, all motor pool vehicles are non-smoking.

Any employee driving on College business may claim reimbursement for parking fees and tolls actually incurred, and employees driving College vehicles may claim reimbursement for gasoline and other vehicle expenses directly incurred for business purposes. When using College vehicles, employees are to use the College gasoline credit card. An employee who uses his/her personal car for business purposes will receive a mileage allowance for such usage to cover the cost of gasoline, oil, depreciation, maintenance and insurance. Mileage driven between home and work is not reimbursable. The current IRS allowance will determine payment. Claims for mileage allowance and other travel expenses must be approved by the employee's supervisor and submitted to the Financial Services Office for payment.

Employees using College vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to the supervisor of the motor pool. Permanently assigned vehicles must be returned to the motor pool for maintenance as scheduled. Additionally, each employee is responsible for removing personal possessions and any trash from the vehicle prior to turning the car back to the motor pool.

Employees must report to the supervisor of the motor pool any accident involving College vehicles or personal vehicles used on College business regardless of the extent of damage or injuries. Such reports must be made as soon as possible but no later than within forty-eight hours of the accident. Employees are expected to cooperate fully with the authorities in the event of an accident.

1100.3 Travel Expense Policy – (Revised 3/22/06)

College employees are frequently called upon to travel or entertain guests on College business. Travel and entertainment budgets have been established for these purposes and we encourage faculty and staff to use them in accord with their professional judgment. The purpose of these guidelines is to ensure consistent use of funds across campus departments.

The College reserves the right to reject and deny any reimbursement requests which are unreasonable, excessive, or not properly documented.

The following guidelines show the maximum reimbursable amounts. Actual reimbursement may be less if departmental budget funds are not available. Travel expense reporting forms are available in the Financial Services Office.

1100.4 Travel Expense Guidelines

A. Allowable Expenses – (Revised 4/1/09)

Airfare: Coach travel only. Utilize discount fares whenever possible and practical. Avoid using services that charge an excessive (above $25) booking fee (such as travel agents); comparison shopping is encouraged. Include one copy of ticket and airline itinerary/receipt with expense report.

Auto Rental: When justified by economic or business purpose. Standard-size vehicles for individuals or an appropriate size for a group are covered expenses. Luxury and/or sports vehicles are not permitted. Include one copy of signed rental agreement with expense report. Prior to leaving Meadville or signing rental agreement, employee should obtain a College insurance card from the Purchasing Office (ext. 4799, Schultz: Kathy). Decline insurance coverage offered by rental companies. *NOTE*: If a rental car will be your primary means of transportation, check with the College Security department on the availability of a College motor pool car prior to renting a vehicle from an outside vendor.

Gasoline: Gasoline reimbursement is available for rental vehicles only. Submit receipts for any gasoline purchase made that is not included in rental agreement. Gasoline reimbursement for personal vehicle is included in the mileage reimbursement.

Taxi: Utilize free or discounted airport/hotel shuttles whenever practical. Include taxi, shuttle, or limousine service receipts with expense report.

Mileage, Parking, Bridge and Road Tolls: Mileage for College business is reimbursable in accord with federal guidelines. The Financial Services Office will publish the current reimbursement rate. Include parking and toll receipts with expense report.

Frequent Flyer Bonuses: Miles accrued through College business travel may be used for College or personal travel, as preferred by the employee.

Lodging: College business only. Detailed receipt is mandatory and must be attached to the employee expense report.

Meals: Reasonable expense based on current costs in area of travel. Include detailed, itemized receipts with expense report. When meal expenses include individuals other than the employee, a *Report of*

Business Entertainment Expenses form must be completed and submitted with the expense report. *NOTE*: 1) Snacks are allowable only if consumed in place of a meal.

Business meals or other business entertainment: Reasonable expenses based upon the location of travel/entertainment. Detailed receipts are required and must accompany expense report. In addition, a *Report of Business Entertainment Expenses* must be completed and must include the following details: date, name and location of establishment where business entertainment took place, purpose and duration of business conducted, names and business relationship of guests to the College. Attach additional explanation where necessary. Omission of these details as required by the IRS will delay approval and reimbursement (where applicable) and could result in taxable income charged to the individual.

Room Service: Allowable when justified by location or time constraints.

Business Postage, telephone, fax transmission, office supplies and other miscellaneous expenses: As required to conduct College business. Receipts must accompany expense report. Good judgment is your guide.

Tips: Percentage considered reasonable for the location and quality of service provided; not to exceed 20%.

Traveler's Checks: Cost of purchase. Receipt must be provided and accompany expense report.

Credit Cards: Personal credit card bills will not be paid directly by the College, even if charges are for College business. The employee must submit a request for reimbursement for business expenses charged on personal credit cards, and payment to the credit card company is the responsibility of the employee.

Travel Insurance: The College carries travel (death and dismemberment) accident insurance for all College employees while traveling on behalf of the College. Additional coverage purchased by the employee is not an allowable expense.

Personal Telephone Calls: The College will reimburse employees for 2 personal calls home, of up to 10 minutes each, for each 3-day College business trip away from home.

Employee Entertainment: College- or department-wide activities may be held from time to time to recognize employees for their work. AEC members should approve all such expenditures.

Expenditures without supporting receipts: Receipts are required for all expenses. If receipts are missing, please attach an explanation to the expense report. The College reserves the right to reject expenses not documented by a receipt.

Travel Advances: Travel advances need to be cleared with a report of expenses prior to receiving the next travel advance, whenever possible. Students will not receive an advance except through an employee who is responsible for obtaining itemized receipts or student signatures, where meal allowances are given by the advisor-employee or coach.

Approvals: All expense reimbursement and payment requests must include approval signatures of immediate supervisors as well as the individual employee along with the account(s) to be charged.

B. Non-Allowable Expenses

Personal entertainment and other personal expenses: examples include movies, headset rental, personal reading materials, laundry or dry cleaning services, shoe shining, medications, between-meal snacks/beverages, water dispenser refills (except as allowable as noted above under "Business meals or other business entertainment"*).*

Airline or other trip insurance (including automobile rental)

Employee Spouse/Partner or other non-employee expenses: Generally not acceptable. Exceptions must be approved by the employee's supervisor or department head prior to travel or event. A brief explanation, signed by the employee and supervisor/department head must accompany the expense report.

Theft, loss, or damage to any personal effects or luggage

Traffic and parking fines

Employee gifts: Examples include (but are not limited to) employee thank-you gifts, birthday or holiday celebrations/gifts, Administrative Professional Day gifts/meals, gifts for retiring or departing employees, flowers or plants given in acknowledgement of the death or illness of an employee or employee's family member, and mileage to attend a funeral or visit an ill employee. Employees generally use personal funds for non-business matters. Exceptional circumstances should be discussed with the supervisor or department head in advance.

Clothing: In general, employees should not use College funds to purchase clothing, unless Allegheny clothing is required as part of the employee's position (e.g. Security Officers, coaches).

C. Travel Arrangements

The College does not have an in-house travel department. An employee planning a trip will need to make his or her own arrangements including airline, hotel and rental car arrangements. Some local travel agents may be willing to bill the College directly for airline tickets, etc. Advance payment or deposits on hotel rooms may be made by requesting a check from the Financial Services Office (allow 7-10 days for processing).

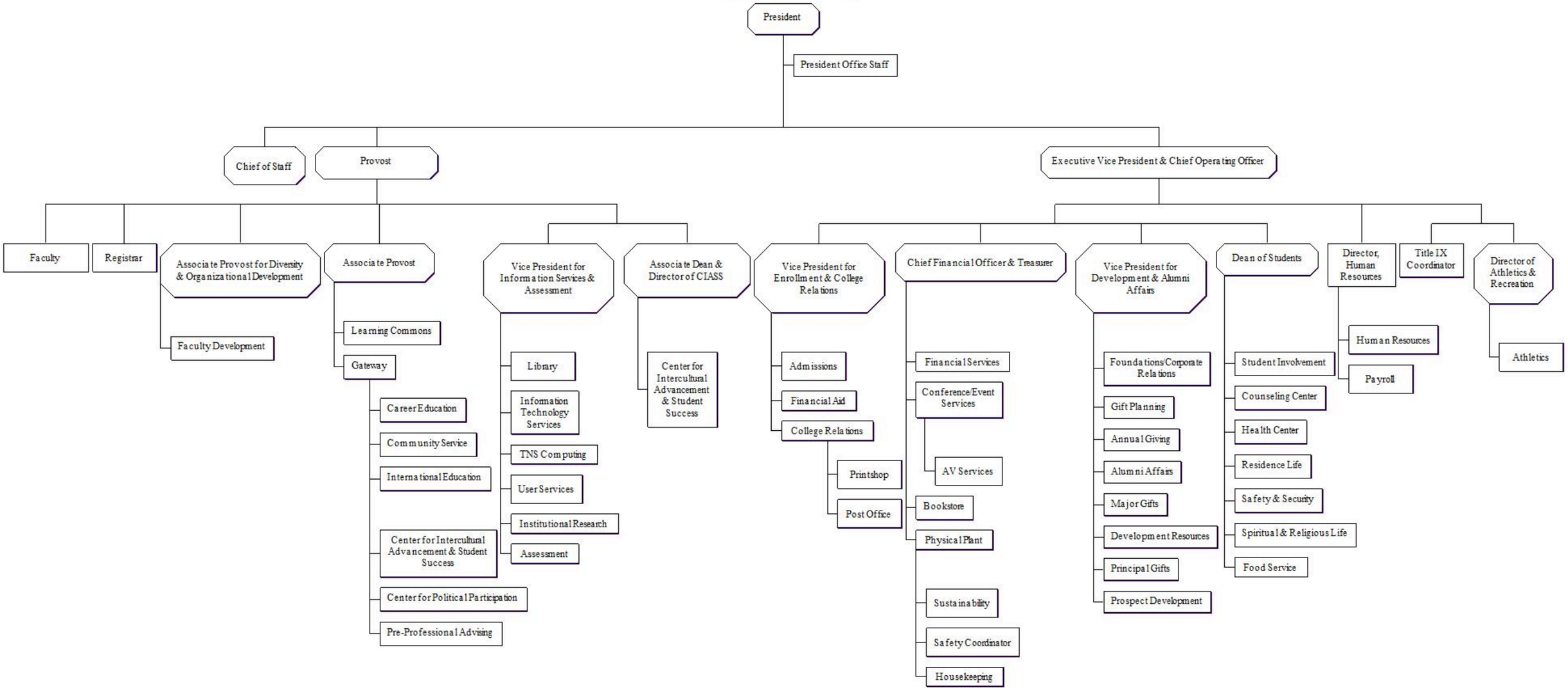
D. Travel Advances

An employee may request a travel advance check from the Financial Services Office if needed. Please request travel advance checks 7-10 days in advance of date of the business trip. A maximum advance of $500 is allowed. All prior advances and travel expenses must be cleared before a new travel advance can be obtained. Special exceptions will be made for frequent travelers.

A regular travel expense report needs to be completed at the end of each trip even if an advance has been made to cover the travel expenses. Excess funds advanced must be repaid to the College when the travel expense report is submitted.

All outstanding advances must be cleared or refunded to the College before December 31st of each year to avoid the outstanding advance from being included in the employee's taxable income.

Allegheny College
Organizational Chart



Octagon Box =
AEC Member

LEAVE POLICIES

A. Salary Continuation and Short-Term Disability Leave Policy

Full-time employees who are medically disabled and unable to perform their duties due to a non-occupational illness or injury may be eligible for up to six months of paid leave and benefits within any rolling 12-month period measured back from the start date of the disability leave. If a disability leave is approved, 100% of salary will be continued for up to six (6) months from the date disability was approved.

All regular full-time employees with at least six months' service with the College are eligible for salary continuation under the Short-Term Disability Leave Policy if they are unable to work due to disability.

Qualification for paid leave and benefits under this policy is subject to written medical certification by a licensed physician and authorization by the College's designated third party administrator who will recommend eligibility for benefits and reserves the right to recommend other medical opinions and to deny or terminate such benefits.

Employees with anticipated disabilities should promptly notify the College of the anticipated date of disability in order to plan staffing during the disability leave.

The College will continue salary and benefits pursuant to the short-term disability policy. During the disability leave, employees will continue to pay for any elected benefits requiring a contribution (i.e. medical, dental, vision). FMLA and disability leave run concurrently so that the total amount of leave cannot exceed 12 or 26 weeks. Vacation leave will not accrue during the period of FMLA or disability leave.

If an employee is unable to return to work after six consecutive months of absence due to disability, employment with the College will end at that time. The employee will have the option to apply for LTD (long-term disability) leave benefits through our LTD carrier. Application for LTD benefits should be made during the fourth or fifth month of disability in order to allow adequate processing time. For further information on the Long-Term Disability Plan, please refer to Section E below. For extended illnesses beyond six months, an employee may be able to apply for ongoing unpaid disability leave and/or a reduced work schedule to transition a return to full-time employment status. Such requests are to be made to the Director of Human Resources and will require approval from the respective AEC member and Executive Vice President.

Disability Leave Due to Childbearing

Periods of disability related to pregnancy and/or childbirth are treated like any other disability. Generally, an employee who gives birth without complications

would be eligible for at least six weeks of paid disability leave with benefits and salary continuation at 100%.

Once the College is notified of the employee's pregnancy, the College will request an indication of when the employee expects to go on disability leave in order to plan staffing during the leave. Should medical complications arise before or after the birth, the employee would be eligible for additional paid disability leave under the Short-Term Disability Leave Policy for reasons of medical necessity as determined by a licensed physician, not to exceed six consecutive months. In determining disability due to pregnancy and/or childbirth, the employee's doctor's medical opinion will govern both before and after delivery.

B. **Other Paid Leaves of Absence**

In addition to the Short-Term Disability Leave program described above, Allegheny College provides eligible employees with the following leaves of absence without the loss of pay or benefits:

1. *Childcare Leave* (***November 1, 2011)*** – An employee whose spouse or partner gives birth is entitled to five work days of leave immediately following the birth with no loss of pay or benefits. An employee may request additional unpaid time off beyond the five work days under the College's Family and Medical Leave Act Policy in Section F below.

2. *Jury Duty* – Allegheny College will pay each eligible employee's regular salary when an employee must and does serve as a juror. This will apply no matter how long the trial lasts. Proof of service will be required. To qualify for jury duty pay and leave, an employee must immediately notify the College after receiving initial notice that he or she is to serve as juror. The employee must also return to work no later than the day following termination of service as a juror.

3. *Military Reserve Leave* – Members of the National Guard or a reserve branch of the U.S. Military Service will be given a leave of absence with pay, not to exceed fifteen (15) days in one calendar year, to attend authorized training.

4. *Bereavement Leave* – The College grants full-time regular employees a maximum of up to three consecutive days of paid leave when death occurs in an employee's immediate family. Immediate family includes spouse, domestic partner, children, grandchildren, parents, parents-in-law, brothers and sisters, grandparents, grandparents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-children, or step-parents. Vacation time, personal time, or time off without pay may be arranged to attend the funeral of a close friend or relative not specified.

C. **Unpaid Leaves of Absence**

Allegheny College provides full-time employees with the following leaves of absence without loss or interruption of continuous service but without pay or benefits or continued benefit accrual (unless otherwise required by law):

1. *Personal Leave* – At the sole discretion of the College, employees may be granted an unpaid leave of absence to attend to personal matters as provided in the respective employee handbook for faculty, administrative or staff employees. Benefits will be maintained at the employee rate for unpaid leaves less than one month's duration under the same terms and conditions of active employees. Benefits may be continued for unpaid leaves in excess of one month, but the employee will be responsible for 100% of the premium for each benefit. Employees are eligible for a personal leave after completion of one year of employment with Allegheny. **(Revised 4/1/2013)**

2. *Military* Leave – A full-time regular employee who leaves the College to enter active duty in any of the armed forces of the United States for a period of not more than five (5) years will receive military leave without pay and reinstatement to the same or similar position upon satisfactory completion of military service. The application for reinstatement to College employment must be made within ninety (90) days following separation from active military duty. Allegheny College will continue to comply with all applicable laws regarding the reemployment of veterans.

3. *FMLA Leave* – The College will comply with the provisions of the federal Family and Medical Leave Act (FMLA). The College's FMLA Policy is included in Section F to this policy.

D. **Occupational Illness/Injuries – Workers Compensation**

For work-related illnesses or injuries, Allegheny College, at its expense, provides coverage to employees pursuant to the Pennsylvania Workers' Compensation Law. The amount of benefits is determined by state law. All employees are covered from date of hire, including part-time and temporary employees.

To the extent that an employee suffers a job related accident or illness, he/she must notify the Human Resources Office as soon as possible so that necessary reports and claim forms may be completed and submitted to the insurance company on the employee's behalf.

E. **Long-Term Disability Insurance Benefit (*revised October 1, 2009*)**

The College provides Long-Term Disability Insurance for eligible full-time employees. Full-time employees will be enrolled in the Long-Term Disability Insurance Plan on the 1st of the month following hire date.

Eligibility for benefit payments are determined by the insurance carrier. Please view your Certificate of Coverage for more detailed information.

Medical continuation coverage under COBRA will be offered to the disabled employee effective the date of permanent disability. The College will continue to pay its portion of the premiums for the disabled employee's health insurance coverage during the period of COBRA coverage, and the employee will be responsible for his/her portion of the premium under the same terms as offered to Allegheny employees.

F. **Family and Medical Leave Policy (*revised February 2009*)**

This policy is intended to comply with the Family and Medical Leave Act of 1993 (FMLA) and shall be construed consistently with the Act and any applicable regulations.

Eligibility

Employees are eligible for unpaid family and medical leave ("FMLA leave") under this Policy if they have been employed by Allegheny College for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave, measured back from the date the leave commences.

Coverage- When Leave Can be Taken

The Act provides to eligible employees up to twelve (12) workweeks of **unpaid** leave within a twelve-month period for reasons #1 to 4 below and up to twenty-six (26) workweeks of **unpaid** leave for reason #5 below:

1. The birth or adoption of a child, or the foster care placement of a child;
2. To attend to the serious health condition of a spouse/partner, child or parent;
3. To attend to employee's own serious health condition;
4. To attend to a qualifying exigency arising out of the employee's spouse, child or parent's active duty or impending call to active duty status in the Reserves or National Guard in support of a contingency operation (an action or operation against an opposing military force); or
5. To attend to the care of a spouse, child, parent, or next of kin (nearest blood relative) of a covered service member (current member of the Armed Forces, National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty (Caregiver Leave******).

A "serious health condition' is defined as an illness, injury, impairment, or physical or mental condition that involves either: 1) inpatient care in a hospital, hospice, or residential care facility, or 2) continuing treatment by a health care

provider. A health care provider is defined as a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or any other person determined by the Secretary of Labor to be capable of providing health care services.

Duration of Timing of Leave

The College will grant an eligible employee unpaid FMLA leave up to 12 weeks for reasons 1 – 4 above and up to 26 weeks for reason 5 above in any 12-month period measured backward over the prior year from the date in which the FMLA leave is to commence. This is known as the "rolling look back year" leave basis.

Caregiver Leave (#5 above), when combined with other FMLA qualifying leave, may not exceed 26 weeks in any 12-month period noted above.

Because leave under the Family and Medical Leave Act is an entitlement by Federal Law, the Human Resources Office will be responsible for tracking of family leave for all employees.

The right to such a leave for reasons of the birth or adoption of a son or daughter expires at the end of 12 months following the birth or placement. In case of leave to care for a sick family member or a leave necessitated by a serious health condition, the leave may be taken intermittently or on a reduced leave schedule when medically necessary subject to the above limit of 12 workweeks and to the certification requirements of this Policy.

Spouse Working for the College

In the event that an employee and spouse/partner are both employed by the College, the leave available for birth, adoption, foster child placement, care for a family member, or family member's call to active duty will be limited to a combined 12-week period of time; and is limited to a combined 26-week period of time for Caregiver Leave or Caregiver Leave taken in combination with the other forms of eligible FMLA leave previously noted in this paragraph.

Caregiver Leave

For purposes of Caregiver Leave, next of kin is the nearest blood relative, other than the covered service member's spouse, parent, son or daughter, in the following order of priority:

1. Blood relatives who have been granted legal custody of the service member by court decree or statutory provisions.
2. Brothers and sisters.
3. Grandparents.
4. Aunts and Uncles.
5. First cousins.

If the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Caregiver Leave, that family member will be deemed next of kin. In such circumstances, only that designated next of kin may take FMLA leave to care for the covered service member. When a covered service member does not make such a designation, and there are multiple family members with the same level or relationship to the covered service member, all such family members shall be considered the covered service member's next of kin. The College requires the employee to provide reasonable documentation of the family relationship.

Intermittent Leave

Intermittent or reduced schedule FMLA leave will be granted if medically necessary for a serious health condition of an employee, or employee's spouse/partner, child, or parent. FMLA leave may also be taken intermittently or on a reduced hour's basis for reasons relating to a family member's military active duty or when an employee needs to care for a family member who has incurred an injury or illness while on active duty. The following certifications will be required for intermittent or reduced schedule FMLA leave:

- Where the leave is for planned medical treatment, the College will require certification from the attending health care provider of the medical necessity for an intermittent or reduced schedule leave and of the treatment's anticipated duration;

- Where the leave is for ill family members, a physician's statement that this type of leave is necessary for the care of the family member, or will assist in a family member's recovery, and the expected duration and schedule of the intermittent or reduced schedule leave will be required.

- When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the College's operations.

- Where intermittent or reduce schedule FMLA leave is requested, and is based on a foreseeable schedule of planned medical treatment, the College reserves the right to temporarily transfer an employee to an available alternate job which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

Compensation During FMLA Leave

FMLA leave is without pay except as set forth in this paragraph. Where permitted by the Act, employees may use available vacation and personal days to

which he or she is entitled for all or any portion of the FMLA leave, provided that the eligibility requirements for such paid days off are satisfied. Whatever paid leave is taken will count against the 12 or 26 weeks of the allowable FMLA so that an employee will be eligible for up to a total of 12 or 26 weeks of FMLA leave, including both paid and unpaid leave time, as applicable. Vacation leave does not accrue during the period of FMLA leave.

Continuation of Benefits

Allegheny College will maintain group health insurance coverage, life insurance, and long-term disability insurance for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Any employee required contributions to benefits must be maintained by the employee during the leave time. This may be accomplished in one of several ways:

a. The employee may pay monthly; or
b. The employee may authorize the College to pre-deduct the contributions from the last paycheck prior to the scheduled leave.

If option (a) is selected, payment will be due on the 1st of the month and must be received within 30 days of the due date in order to avoid cancellation of coverage.

Allegheny College may recover premiums it paid to maintain health insurance, life insurance, and long-term disability coverage for an employee who fails to return to work from FMLA leave for reasons other than continuation, reoccurrence, or onset of a serious health condition, or any circumstance beyond the control of the employee.

Job Restoration

Upon return from FMLA leave, an employee will be restored to the position held when FMLA leave began, or to an equivalent job with equivalent pay, benefits, seniority, and other terms and conditions of employment. However, Allegheny College reserves the right to withhold restoration of employment when allowed by law. This may occur when, for example, an employee would not otherwise have been employed at the time reinstatement is requested or, for salaried employees who are among the highest paid 10% of employees, when restoration to employment will cause substantial and grievous economic injury to the College's operations.

In all cases where the employee's FMLA leave is for personal medical reasons, the employee may return to work only after providing a medical certification stating that the serious health condition which necessitated the FMLA leave no longer renders the employee unable to work.

Failure to return to work at the end of an approved leave of absence may be considered a voluntary resignation.

Procedure for Requesting Family and Medical Leave

Leave request forms are available in the Office of Human Resources. Failure to comply with the provisions may result in the delay of leave or denial of leave.

- ***Foreseeable Leave***. Where leave is foreseeable, you must make a request for leave at least 30 days in advance. Where the leave is for reasons relating to a family member's military active duty and such leave is foreseeable, the employee must give notice as soon as is reasonable and practicable and provide a copy of the family member's active duty orders or other reasonable documentation.

- ***Unforeseeable Leave***. Where advance notice of the need to leave is not possible (such as where there is an emergency need for medical treatment), then notice must be provided as soon as reasonably practicable with written documentation to follow.

- ***Scheduling Leave*.** Leave must be scheduled in such a fashion that it does not unduly disrupt the College's operations.

- ***Medical Certification and Examinations***. Where leave involves a serious health condition for an employee's own health condition or for a family member, including a covered service member, the College requires a medical certification from the health care provider on a timely basis and on the form provided from the U.S. Department of Labor. The certification form is available in the Office of Human Resources or on the Human Resources Web site. Failure to provide the certification in a timely manner may result in denial of the leave until the certification is received.

  The College reserves the right to require a second opinion. If requested, the College will pay for the examination. If the two opinions conflict, a third opinion by a mutually agreed upon health care provider will be considered. This opinion will be final and binding and paid for by the College.

- ***Qualifying Exigency Certification:*** Each time an employee first requests leave for one of the qualifying exigencies, certification by the employee is required. The certification process will include, but may not be limited to, providing a copy of the covered military member's active duty orders or other military documentation showing active duty status or notification of an impending call to active duty.

- ***Reporting While on Leave***. While you are on leave, the College may require you to report periodically on your status and intent to return to work.

- ***Fitness for Duty Report*.** If you have taken medical leave of more than 5 consecutive days as a result of your own serious health condition, then you must provide a fitness for duty certificate before returning to work.

- ***Designation of Leave*.** If you apply for FMLA leave, the College will notify you in writing as soon as possible whether the leave qualifies as FMLA leave. If the leave does qualify as FMLA leave, you will also receive a Notice of Eligibility and Rights & Responsibilities as required by the U.S. Department of Labor.

  There may be times when you are absent under circumstances that would qualify as FMLA leave, and you have not specifically applied for FMLA leave. The College has the right to designate such absences as FMLA leave.

  FMLA leave will run concurrently with all FMLA qualifying leaves, including but not limited to, workers' compensation and short-term disability.

Administration

The College is the sole administrator of this policy and, as such, is the exclusive interpreter of its terms. All provisions of this policy will be consistent with the Family and Medical Leave Act of 1993. The College reserves the right to amend or change this policy at any time consistent with the rules and regulations of the Family and Medical Leave Act of 1993. This policy does not grant or create any employment rights to any individual other than that which is stated in this policy or subject to interpretation from the Family and Medical Leave Act of 1993.

Guidelines Regarding Access to the Administrative Computing System

The following procedures to obtain access to the administrative computing system are in compliance with federal laws (*Family Educational Rights and Privacy Act of 1974 as amended*) and Allegheny College policy (*Policy on the Privacy of Student Records, 1997*).

What is the Administrative Computing System?

The Administrative Computing System is actually a collection of several systems located around the campus. These systems include, but are not limited to, the following: the main information system (Colleague), the Development Office system (Benefactor), the historical archives (Data Warehouse), the library tracking system, and the Physical Plant workorder system. For more information on systems included in this definition, contact Administrative Computing Services.

What is Inquiry access?

Inquiry access is a tool by which certain information stored on computer files at Administrative Computing Services may be viewed on a computer workstation but not changed. On-line access allows an authorized user the opportunity to view information about specific individuals. In addition, some data may be updated by authorized individuals who are given "Update" access.

What is Query access?

Query access provides an avenue by which institutional data stored in current and historical files at Administrative Computing Services may be retrieved. Query access allows an authorized user the opportunity to select populations and retrieve summary information for evaluative and planning purposes and detailed reports for operational purposes.

Who may request access?

All data contained in the Allegheny College Administrative Computing System is the property of the College, and security of confidential computer data is a matter of major College concern. Administrative Computing Services, in conjunction with other offices, maintains records of and controls the process of access to such data. Approval for access will be evaluated by examining the person's need to know based upon "legitimate educational interest" as outlined in the *Policy on the Privacy of Student Records.*

What is the access request and approval process for regular and temporary employees and consultants?

Access to general student information (as defined by the *Datatel Ongoing Implementation Team*) is available to employees with approval from their supervisor. This type of access usually is limited to inquiry access only. Each person with access to the Administrative Computing System must read and sign an *Agreement Regarding Access* form which acknowledges the person's responsibilities for system security and confidentiality of information.

For access to additional data, the College requires that a *Request for Additional Access* form be submitted to Administrative Computing Services for each individual who is to have access. Each request for access is individually evaluated by Administrative Computing Services in conjunction with the offices that are responsible for the maintenance of the data to which access is being sought. It is expected that only those persons identified on request forms will have access to the system; therefore, access must be requested for each person in order to maintain system security.

Access is issued to a person, not a position or a workstation. This approval should be reviewed each year by the appropriate supervisor in conjunction with Administrative Computing Services.

The *Agreement Regarding Access* form and the *Request for Additional Access* form (if applicable) will be kept on file by the Human Resources Department and by Administrative Computing Services. Additionally, potential users may be asked to participate in appropriate training before access is granted.

What is the access request procedure and approval process for student employees?
Before students can have access to the Administrative Computing System, the College requires that a Student Employee Account be created for the requesting office by Administrative Computing Services. The type of access available via the Student Employee Account will be determined by the supervisor of the requesting office, Administrative Computing Services, and the offices that are responsible for the maintenance of the data to which access is being sought. This approval should be reviewed each year by the office supervisor in conjunction with Administrative Computing Services.

Before a student employee can be given access to the account, s/he must read and sign the Agreement Regarding Access acknowledging an understanding of the person's responsibilities for password security and maintaining the confidentially of the data that s/he accesses. This signed agreement is kept on file by the supervisor. Additionally, student users must participate in appropriate training before access will be granted.

What are the responsibilities of persons with access?
Each person approved for access is responsible for security of his/her password and protection of information. The authority to access is linked to a person's user ID and password on the system. At no time should any individual share his/her password with another person or display the password in public view. Each person approved for access is responsible for logging off the system when finished with access.

It is the expressed understanding of the College that information available to an individual via access to the Administrative Computing System will be used only for the purposes for which it was intended and will not be released to others without approval. Users having access to individual records should be aware that there are possible criminal and civil sanctions and College disciplinary actions (up to and including termination) for violating records privacy agreements.

Users are responsible for knowledge of and compliance with the Allegheny College *Policy on the Privacy of Student Records* as information gained via access to the computer system is used.

Confidential information about individuals must be handled in a secure fashion, such that it cannot be viewed by unauthorized individuals by screen access, file access, or in printed form. Although it is allowable to print a report or screen of confidential information for authorized record keeping or advising purposes, the user should not release the printed information to others without permission. Any personally identifiable confidential data contained in print form which is no longer needed should be destroyed in such a way that individual identification is not possible.

What happens when a user terminates employment?
As a personnel change occurs, the supervisor must notify Administrative Computing Services in order to initiate access deletion when a user terminates employment or transfers to another department. A new request for access must be submitted for the person's replacement.

What happens if a security violation is detected?
The user should immediately change his/her password (or have Administrative Computing Services reset it) and notify his/her supervisor. The supervisor is responsible for contacting Administrative Computing Services when a password security violation has been detected.

Who does a user contact with questions about access?
Questions regarding equipment, hook-up, or access should be directed to Administrative Computing Services. Questions about data found in student records should be directed to the office responsible for the maintenance of that information.

To All Employees of the Allegheny College Community,

In 1989, Congress passed the Drug-Free Schools and Communities Act Amendments (P.L. 101-226) to the higher Education Act of 1965. Those amendments require that -- as a condition of receiving funds or any other form of financial assistance under any Federal program after October 1, 1990 -- all institutions of higher learning must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This notice is provided to all members of the Allegheny College community in compliance with that law.

Federal regulations require that this notice include a description of:

- The standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Allegheny College property or as part of any of its activities;

- The applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

- The health risks associated with the use of illicit drugs and the abuse of alcohol;

- The drug and alcohol counseling, treatment, rehabilitation, and re-entry programs available to Allegheny community members; and

- The College sanctions for violation of the standards of conduct.

If you have any questions about this law or related matters, please feel free to call the Human Resources Department. All inquiries will be handled confidentially unless otherwise directed.

Patricia A. Ferrey
Director, Human Resources

Standards of Conduct
Related to Drugs and Alcohol

It is the policy of Allegheny College that the unlawful manufacture, dispensation, use, possession, consumption or distribution of illicit drugs and alcohol by employees on College property or as part of any of its activities is strictly prohibited.

The College will impose disciplinary sanctions on employees for violations of this Policy, based on the severity of the violation, up to and including termination of employment and referral for prosecution consistent with local, state and federal law.

As a condition of employment or continued employment with the College, all employees will be required to: (a) abide by the terms of Allegheny College's policy statement and (b) notify Allegheny College in writing within five calendar days after receiving notice of any criminal drug statute conviction for a violation occurring in a workplace.

Allegheny College is committed to the education of students, faculty, and staff regarding the dangers of alcohol and other drug abuse.

Legal Sanctions

Alcohol

Allegheny College adheres to the laws and the regulations that the state has mandated through the Pennsylvania Crimes Code and Act 31 (enacted March, 1988). The College does not tolerate or condone the misuse or abuse of alcoholic beverages. Any person violating the specific offenses outlined in the Pennsylvania Crimes Code is subject to external prosecution through the criminal justice system.

The specific criminal offenses and penalties include:

6309 Representing that a minor is of age. Misdemeanor of the third degree and carries a minimum of $300 fine for a first time violation.

6310 Inducement of minors to buy liquor or malt or brewed beverages. Misdemeanor of the third degree and carries a minimum of $300 fine for a first time violation.

6310.1 Selling or furnishing liquor or malt or brewed beverages to minors. Misdemeanor of the third degree and carries a minimum $1,000 fine and a $2,500 fine for a second offense. These fines are levied on a per person basis. Ten underage drinkers at a party could result in $10,000 in fines for each person listed on the lease.

6310.2 Manufacture or sale of false identification cards. Misdemeanor of the second degree and carries a minimum of $1,000 fine and $2,500 for subsequent offenses. Maximum Penalties are $5,000 in fines and two years in prison.

Other Penalties

- Drunk driving is a serious crime that results in serious penalties. A first offense is $300 - $5,000 in fines, 48 hours - 2 years in prison, and a mandatory 12-month license suspension.
- Public drunkenness may result in a maximum fine of $300 and 90 days in prison.
- Other violations may include bringing alcoholic beverages into the state without paying Pennsylvania taxes and selling or offering for sale alcoholic beverages without a liquor license. Violations of these laws can result in fines, imprisonment and confiscation of vehicles.

Drugs and Controlled Substances

Allegheny College supports Act No. 64 (effective June 13, 1972) from the Pennsylvania Crimes Code which states that an individual(s) is in violation of the law if he/she manufactures, uses, sells, delivers, possesses and/or transfer controlled substances. Any employee in violation of any part of this Act is subject to prosecution.

Controlled substances include:

Schedule I - Drugs that have a high potential for abuse and no medical use in the U.S., such as LSD, Heroin, Mescaline, Quaaludes, and Marijuana.

Schedule II - Drugs having a high potential for abuse, but which are used medically and cause moderate dependency.

Schedule III - Drugs with less potential for abuse than those in Schedules I and II. These drugs are used as medicine and are said to cause moderate dependency.

Schedule IV - Drugs with less potential for abuse than those in Schedules I, II and III, which are also used medically and are said to cause limited dependency.

Schedule V - Drugs with a potential for abuse which are also used medically.

Schedule I drugs may not be dispensed, possessed or used legally under any circumstances. These are all contraband. Schedule II drugs may be used in an emergency when prescribed by a physician. Schedule III, IV and V drugs may be dispensed on a written or oral order of a physician and may be refilled a maximum of 5 times within 6 months of issue.

The penalties for the manufacture, delivery, possession with intent to manufacture or deliver any controlled substance by an unlicensed person are as follows:

Schedule I and II drugs (defined as narcotics) - Felony; up to 15 years and/or $250,000 fine.

Schedule I, II or III drugs (other than narcotics) - Felony; up to 5 years and/or $15,000 fine.

Schedule IV drugs - Felony; 3 years and/or $10,000 fine.

Schedule V drugs - Misdemeanor; 1 year and/or $5,000 fine.

Health Risks Associated with Alcohol and Other Drugs

Alcohol

Although many people do not think of it as such, alcohol is a powerful, mood-altering drug. It is a central nervous system depressant that falls into a class of drugs known as sedative-hypnotics.

Like all drugs, alcohol's effects depend upon dosage. With alcohol, dosage is measured in terms of standardized drinks or "drink equivalents". A "drink" is defined as a 12 ounce beer, a 5 ounce glass of wine, a standard-sized mixed drink, or one shot of hard liquor. All these contain approximately the same amount of alcohol. The following two tables describe the effects of varying dosages of alcohol.

Blood Alcohol Levels (BAC) and Effects

Approximate Blood Alcohol Levels

Body Weight

# of Drinks	100	120	140	160	180	200	220	2
1	0.04%	0.03%	0.03%	0.03%	0.02%	0.02%	0.01%	0.0
2	0.08	0.05	0.05	0.05	0.05	0.03	0.03	0.
3	0.11	0.1	0.08	0.08	0.06	0.05	0.05	0.
4	0.14	0.13	0.11	0.1	0.08	0.07	0.07	0.
5	0.18	0.15	0.14	0.13	0.1	0.09	0.08	0.
6	0.22	0.18	0.16	0.15	0.13	0.11	0.1	0
7	0.25	0.21	0.19	0.18	0.15	0.15	0.13	0.
8	0.29	0.25	0.21	0.2	0.18	0.16	0.15	0.
9	0.33	0.28	0.24	0.22	0.2	0.18	0.17	0.
10	0.37	0.3	0.26	0.24	0.22	0.2	0.19	0.
11	0.39	0.33	0.29	0.27	0.23	0.22	0.2	0.
12	0.43	0.36	0.31	0.29	0.25	0.23	0.22	0.
13	0.47	0.39	0.34	0.32	0.28	0.25	0.24	0.
14	0.5	0.42	0.37	0.35	0.3	0.28	0.26	0.
15	0.54	0.45	0.4	0.38	0.33	0.3	0.28	0.

Note: This table assumes that all drinks are consumed in 1 hour. If drinking takes place over a longer period, subtract .02 from the chart for each additional hour. For example, if a person were drinking over a 3-hour period, subtract .04 from the chart reading to correct for additional two hours.

BAC	Predictable Effects on Behavior and Mental State
0.02 - 0.03%	Few obvious effects; possible mild lightheadedness; mild relaxation; slight loosening of inhibitions; slight loss of shyness, mild intensification of existing mood.
0.05 - 0.06%	Slight sedation; feelings of warmth and relaxation; mild euphoria; loss of shyness; emotion and behavior may become exaggerated; deficits in fine motor skills and increased reaction times begin to appear at this level; there may or may not be recognition of these deficits. Driving is risky. (A commonly used term for this condition is "a little buzzed.")
0.08 - 0.09%	Feeling of euphoria; motor skills are clearly impaired; mild speech impairment may become noticeable; balance may be affected; sight and hearing acuity are reduced; judgment is impaired and decisions about further drinking are problematic; ability to evaluate or respond to sexual situations is similarly impaired ***(warning-legally, impaired consent is the same as no consent)***; recognition of cognitive and

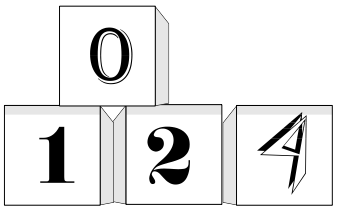
	motor deficits is lost, and the drinker believes he/she is functioning better than he/she actually is; depression, if present, may become more pronounced. Driving is dangerous - in Great Britain, 0.8% is the level at which a driver can be cited for "driving while intoxicated." (Common terms: "pretty buzzed," "feeling no pain.")
0.1 - 0.12%	Euphoria; motor skills are markedly impaired; lack of coordination and balance; memory and judgment are markedly impaired; recognition of impairment is lost; people often forget how many drinks they have had; inhibitions are gone; impotence can occur; emotions are exaggerated; increasing belligerence in some; "play" becomes increasingly louder. Driving is extremely dangerous - at 0.10% and beyond, a driver in Pennsylvania can be cited for "driving while intoxicated" (Common term: "faced.")
0.14 - 0.17%	Major impairment of all mental and physical functions; euphoric (pleasant) feelings are beginning to give way to dysphoric (unpleasant) feelings; difficulties in walking, talking, and standing; severe deficits in judgment and perception; "play" becomes increasingly violent; risk of accidental injury to self and others increased; impotence is likely; blackouts (periods of amnesia for all or part of a drinking episode) occur for some at this level; significant loss of control over behavior. (Common term: "hammered.")
0.20%	Dysphoria predominates; the individual feels confused and dazed; movement requires assistance from others; physical harm to self often goes unnoticed or is ignored; the person has the appearance of a "sloppy drunk"; nausea and vomiting may occur; gag reflex is affected and choking can occur if the individual vomits; blackouts are likely; standing upright is difficult. (Common terms: "blotto," "trashed.")
0.30%	Stuporous; little comprehension of the environment; loss of consciousness can occur; difficult to arouse.
0.35%	This is the level of surgical anesthesia; death due to respiratory arrest can occur in a few cases at this level.
0.40%	Comatose; absence of perception; death due to respiratory arrest is more likely.
> 0.40%	Deep coma and death due to anesthesia of nerve centers controlling respiration and heartbeat.

NOTE: The effects on an uninitiated drinker may be somewhat greater than those listed in the chart. Conversely, the effects on a heavy drinker will be modified somewhat by the drinker's tolerance level.

Long-Term Health Risks and Other Medical Problems

Other medical problems and long-term effects of excessive alcohol consumption can include elevated blood pressure, increased risk of heart attack, pancreatitis, cancer of the mouth and throat, cancer of the digestive system, and cirrhosis of the liver. In males, chronic heavy usage is associated with testicular atrophy and breast enlargement. Women should be aware that consumption of as little as one drink per day sharply increases the risk of breast cancer. Women who drink while pregnant risk the occurrence of fetal alcohol syndrome (FAS) in their unborn children. Fetal alcohol syndrome is associated with birth defects and mental retardation. Another side effect of alcohol consumption is unwanted weight gain. A standard service of alcohol has between 75-150 calories, depending on the type of drink, and merely adding one glass of wine a day to one's diet can result in a weight gain of ten pounds in a year.

"By the Numbers"



David Hunnicutt, Ph.D.
Robert C. Schroeder, M.A.
Maggie Mann, B.S.

Setting Limits

How do you know when enough is enough? How can you reduce your risks for experiencing alcohol-related problems? The decision to drink should never be made without first considering your history with alcohol, your family history, and the current situation. In addition to figuring your BAC, you can use the following formula to determine how you can reduce your risks for alcohol-related accidents.

- No more than **one** drink per hour.
- No more than **two** drinks per day for men; **one** for women.
- No more than **four** days per week.

Research indicates that if you exceed these recommendations, you increase the likelihood for experiencing an immediate impairment-related problem, a longer term health problem, or both.

Other Drugs

Mood-Altering Substances - One of the major problems with the use of mood-altering substances is that tolerance and/or dependence may develop. Tolerance means that a drug becomes less effective with repeated use, and higher doses are needed to achieve its pleasurable effects. Use of the higher doses may have serious or catastrophic consequences. Dependence may be psychological or physiological. Dependent persons cannot, or feel that they cannot, function without the drug. When individuals are physiologically dependent, they experience withdrawal symptoms when they do not take the drug. All of the following substances, except LSD, have the potential for development of tolerance and dependence.

Marijuana

Methods of Use	Smoked in joints or eaten
Short-Term Effects	A "high" or happy feeling; faster pulse rate; reddened eyes; quietness; sleepiness
With Larger Doses and Longer Use	Distorts time; sharpens or distorts senses; impairs short-term memory, thinking, ability to perform complex tasks; combining with alcohol increases effects on thinking, behavior, muscle control
Long-Term Effects	Loss of energy; ambition; risk of bronchitis, lung cancer; reduced sex hormones; impaired judgement; decrease in immunity; psychological dependence and moderate tolerance
Withdrawal Symptoms	Possible insomnia; irritability; appetite loss; anxiety

Ecstasy

Methods of Use	Oral; inhaled; injected
Short-Term Effects	Increased alertness, heart rate; dilated pupils; dry mouth; nervousness; muscle tension
With Larger Doses and Longer Use	Possible overdose; hyperthermia; liver damage; exhaustion; anxiety; delusions; paranoia

Stimulants
Amphetamines, Cocaine, Benzedrine, Nicotine, Caffeine

Methods of Use	Oral; smoked; injected
Short-Term Effects	Enhanced mood; increased energy; talkativeness; alertness; restlessness; reduced appetite; rise in heart rate and blood pressure; dilated pupils
With Larger Doses and Longer Use	Excitability; sense of power; aggression; delusions and hallucinations; violence; high blood pressure; dry mouth; fever; sweating
Long-Term Effects	Malnutrition; emaciation; susceptibility to infections; kidney damage; lung problems; strokes; tolerance; and psychological dependence
Withdrawal Symptoms	Long, troubled sleep; ravenous hunger; depression; sometimes suicidal

Depressants
Barbiturates, Tranquilizers, Methaqualone

Methods of Use	Oral; sometimes injected
Short-Term Effects	Small dose produces mild “high”; dizziness; lethargy; drowsiness; impaired short-term memory; nausea; abdominal pain; with large doses effects similar to alcohol; mood swings; risk taking; bad judgement; lower blood pressure, heart rate, and breathing
With Larger Doses and Longer Use	Unpredictable; extreme behavior; severely impaired thinking, coordination; distorted perceptions; sleep or unconsciousness; extremely dangerous when combined with other depressants; possible death from overdose
Long-Term Effects	Impaired memory, thinking; hostility, depression; mood swings; impotence; chronic fatigue; menstrual irregularities; rapid tolerance and dependence
Withdrawal Symptoms	Temporary sleep disturbances; trembling; anxiety; weakness; seizures; delirium; hallucinations; high temperature

LSD and Other Hallucinogens

Methods of Use	Oral; sniffed; injected
Short-Term Effects	Rapid pulse; dilated pupils; arousal; raised temperature; distortions of perception; exhilaration, or anxiety, panic; sense of power; violent behavior; occasionally convulsions
With Larger Doses and Longer Use	Anxiety; panic; paranoid delusions; occasional psychosis; injury or accidents due to delusions; tolerance develops rapidly/disappears quickly
Long-Term Effects	May include muscle tenseness; "flashbacks" (brief, spontaneous recurrence of prior hallucinations); panic; profound depression
Withdrawal Symptoms	possible flashbacks; anxiety

Narcotics - (opiates) are drugs which relieve pain and induce sleep. Some examples of narcotics are heroine, morphine, opium, codeine, meperidine, and methadone. The effects of narcotics use include shallow breathing, a reduction of appetite, thirst and sex drive; and drowsiness; brief euphoria; lethargy; heaviness of limbs; apathy; loss of ability to concentrate; and loss of judgment and self control. Some hazards of abuse include tolerance and physical and psychological dependence. Withdrawal is very painful. Overdose can cause coma, convulsions, respiratory arrest, and death. Risks from long-term use include malnutrition, infection, and hepatitis. Sharing of needles increases the risk of contracting AIDS.

Performance-Enhancing Drugs - The use of performance-enhancing drugs (e.g. anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also threatens the health of others because of the pressure it may put on them to experiment with dangerous substances.

The Abuse of Prescription and Over-the-Counter Drugs - Individuals should follow the instruction of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

Bomb Squad: Use with Booze and Lose

Drug Class/Trade Name(s)	Effects with Alcohol
Anti-Alcohol **Antabuse**	Severe reactions to even small amounts
Anti-Depressants **Elavil, Prozac, Tofranil, Nardil**	Increased central nervous system (CNS) depression, blood pressure changes. Combination use of alcohol with MAO inhibitors can trigger massive increase in blood pressure, resulting in brain hemorrhage and death.
Depressants **Valium, Ativan, Halcion**	Dangerous CNS depression, loss of coordination, coma. High risk of overdose and death.
Narcotics **Heroin, Codeine, Darvon**	Serious CNS depression. Possible respiratory arrest and death.
Stimulants **Amphetamine, Cocaine**	Masks depressant action of alcohol. May increase blood pressure, physical tension. Increases risk of overdose.

Where To Go For Help or More Information

Several resources exist, both on and off campus, for students and employees to receive counseling, consultation, information, and programming resources related to alcohol and other drug use.

Area	Location	Phone #
Counseling Center*	Reis Hall	332-4368
Dean of Students Office	Reis Hall	332-4356
Residence Life	Reis Hall	332-3865
Student Athlete Mentors	Athletics	332-3351
Crawford County Drug and Alcohol Commission	898 Park Avenue	724-4100
Crisis Line		724-2732
Alcoholics Anonymous		337-4019
Stepping Stones	Meadville Medical Ctr.	333-5810
Emergency Numbers		
Security	Newton Observatory	332-3357
Meadville Medical Center	Emergency Room	333-5500
Winslow Health Center	Schultz Hall	332-4355

*The Counseling Center is a service primarily available to students, but on rare occasions may be utilized for crisis intervention and/or employee referrals.

Policy Against Discriminatory and Sexual Harassment
Including:
Sexual Assault and Other Forms of Sexual Violence, Dating Violence, Domestic Violence and Stalking

No member of the Allegheny College community should tolerate discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence or stalking. Allegheny College prohibits all such forms of conduct (defined more specifically below) in its community by any member of the Allegheny College community or by any guest or visitor to Allegheny. Individuals experiencing, observing, or otherwise having information regarding any of these types of misconduct are urged to report the information immediately to one of the persons listed in Part IV below. The College takes all such reports seriously and will respond promptly.

PART I: STATEMENT OF POLICY

Allegheny College prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, disability and other criteria protected by applicable law. Allegheny also prohibits discriminatory and sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. The College is dedicated to furthering the potential of each member of its community through education and advocates a diverse community that is not hampered by intimidation, hostility, violence or other types of injurious or offensive behavior. As affirmed in the *Statement of Community*, members of the College community will respectfully confront and proactively seek to prevent all forms of discriminatory and sexual harassment and sexual violence in the Allegheny College community.

In establishing this policy, the College's purposes include: (1) to make clear that no member of our College community shall be subject to any harassment, abuse or violence based on the individual's race, color, national origin, ethnicity, sex, sexual orientation, gender, gender identity, gender expression, age, religion, or disability; (2) to provide a means by which the entire College community can be made aware of the deep-seated, corrosive and sometimes hidden nature of racism, sexism, religious bigotry and other forms of group hatred; and (3) to set forth the processes available for reporting, investigating and resolving alleged instances of discriminatory and sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking. The College will respond promptly and appropriately to any form of alleged misconduct under this policy occurring in the College community.

Allegheny also affirms its commitment to the principles of free speech and inquiry. The legitimate exercise of these freedoms in our community does not include either the right to engage in abusive behavior toward others or to curtail the freedom of others to participate in a shared learning experience. Promoting a diverse environment free of discrimination, discriminatory harassment, and sexual harassment while supporting freedom of speech is not to be viewed as mutually exclusive; these values are to be considered in tandem when addressing incidents of alleged discriminatory harassment or sexual harassment.

PART II: DEFINITIONS

A. Discriminatory Harassment: 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's or group's membership (or perceived membership) in a particular demographic group, including race, color, religion, age, gender, gender identity, gender expression, national origin or ethnicity, mental or physical disability, or sexual orientation, and interferes with a reasonable person's 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, name-calling, gestures, demeaning jokes, derogatory stereotypes, bullying, or conduct that may be physically threatening, harmful or humiliating or cause a person to feel unsafe. Examples of forms of discriminatory harassment are included in Appendix A of this policy.

B. Sexual Harassment: For purposes of this policy, sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature. Sexual harassment may be found in a single episode as well as in persistent behavior. Sexual harassment also includes unwelcome sexual conduct when:

- such conduct has the purpose or effect of interfering with an individual's academic and/or work performance or of creating an intimidating, hostile, or offensive living, learning or working environment; or

- submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's employment or education; or submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

C. Sexual Violence: Sexual violence is a form of sexual harassment and it includes rape, sexual assault, sexual battery, and sexual coercion. Sexual coercion is the act of using pressure or force to have sexual contact with someone who has already refused.

D. Sexual Assault: Sexual assault is also a form of sexual harassment, and it includes any type of sexual activity perpetrated against a person's will, where that person does not give clear and voluntary consent or where the person is incapable of giving consent due to drug or alcohol use or due to intellectual or other disabilities.

Examples of sexual assault, sexual violence and other forms of sexual harassment are included in Appendix A.

E. Dating Violence: Dating violence is violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

F. Domestic Violence: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state.

G. Stalking: The term “stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or to suffer substantial emotional distress.

H. Consent: Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

I. Responsible Employee: A “responsible employee” for purposes of this policy includes ***all*** Allegheny College employees except the professional counselors in the College Counseling Center, professional staff in the Winslow Health Center, and the College Chaplain and Catholic Campus Minister. Responsible employees have an obligation to promptly report incidents of sexual violence or other types of misconduct prohibited by this policy to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed in Part IV below. The report should include all relevant details about the alleged incident that a student or another person has shared with the responsible

employee, including the name of the alleged perpetrator (if known), the student or other member of the campus community who experienced the alleged misconduct, others involved in the incident as well as the date, time and location of the incident. Before a student reveals this type of information to a responsible employee, the responsible employee should make every effort to ensure that the student understands the employee's reporting obligation and the student's option to request that the College maintain his or her confidentiality (which request would be considered by the Title IX Coordinator), and the student's ability to share the information confidentially with certain individuals on campus or with off-campus sexual assault resource centers, advocates, and health care providers.

PART III: RIGHTS AND RESPONSIBILITIES UNDER THIS POLICY

Members of the College community who are aware of conduct that violates this policy, whether they observe the conduct directly or otherwise learn about it, should report it to the Title IX Coordinator or one of the Deputy Title IX Coordinators listed in Part IV below. Responsible employees (as defined in Part II above) are obligated by this policy to report such conduct to assure that the matter is handled promptly and appropriately by trained personnel and that appropriate corrective and remedial actions may be taken as warranted, including interim measures.

Violations of this policy can occur between members of opposite sexes and/or members of the same sex. Although sexual harassment often involves a supervisory employment relationship or faculty/student relationship, it can also be committed by a student against a faculty member, by an employee against a supervisor, by a member of one's peer group(such as by a student against another student), or by a contractor, vendor or other visitor to the College. A hostile environment can also be created by the actions of more than one person or a group. Every member of the Allegheny College Community has both rights and responsibilities under this policy.

Since an educational institution depends on the free and open exchange of information and views, some of which may be controversial or even offensive, this policy is not intended to limit readings, discussions, or assignments in appropriate educational settings.

Student Requests for Confidentiality: Students reporting incidents of alleged sexual violence sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. In such cases, the Title IX Coordinator will inform the student that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator, and will explain that this policy and the law include protections against retaliation. If the student still requests that his or her name not be disclosed to the alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator will determine whether or not the

College can honor such a request while still providing a safe and nondiscriminatory environment for all students, including the student who reported the incident of alleged sexual violence.

PART IV: TITLE IX COORDINATOR AND DEPUTY COORDINATORS

The Title IX Coordinator and Deputy Coordinators listed below are responsible for, among other things, overseeing reports and complaints brought forward under this policy to assure that these matters are handled appropriately and effectively, and for identifying and addressing patterns of misconduct and systemic problems. They also serve as resources available to anyone seeking additional information about the processes and procedures under this policy, about other resources that may be available to victims of misconduct covered by this policy, or who wish to file a complaint of an alleged violation of this policy.

Catherine (Katie) Pope serves as Title IX Coordinator /EO Officer for Allegheny. Ms. Pope's contact information is as follows:

Email: kpope@allegheny.edu
Phone: (814) 332-3085
Office Address: Bentley Hall

The following individuals serve as Deputy Title IX/EO Coordinators for purposes of this policy:

- Patricia Ferrey, Director of Human Resources and EEO Officer
  Email: pferrey@allegheny.edu
  Phone: (814) 332-2312
  Office Address**:** Bentley Hall

- Mandy Prusia, Associate Athletics Director, Compliance and Internal Operations
  Email: mprusia@allegheny.edu
  Phone: (814) 332-3367
  Office Address: Wise Center

- Ande Diaz, Associate Provost for Diversity and Organizational Development
  Email: adiaz@allegheny.edu
  Phone: (814) 332-2724
  Office Address: Bentley Hall

- Jacquie Kondrot, Associate Dean of Students for Wellness Education
  Email: jkondrot@allegheny.edu
  Phone: (814) 332-4356
  Office Address: Reis Hall

- Armenta Hinton, Associate Dean of the College, Director of the CIASS
  Email: ahinton@allegheny.edu
  Phone: (814) 332-3353
  Office Address: Campus Center

- Gilly Ford, Chief of Staff, President's Office
  Email: gford@allegheny.edu
  Phone: (814) 332-2155
  Office Address: Bentley Hall

- Angelo Panzetta, Men's Soccer Coach
  Email: apanzett@allegheny.edu
  Phone: (814) 332-5208
  Office Address: Wise Center

The Title IX Coordinator and Deputy Coordinators listed above also coordinate the College's compliance efforts and carry out the College's responsibilities under this policy and under Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, as well as various other federal and state non-discrimination laws and regulations.

Inquiries may also be directed to the Office for Civil Rights of the U.S. Department of Education at (800) 421-3481 or by email at OCR@ed.gov.

PART V: OPTIONS AND PROCESSES FOR RESOLUTION

Any student, prospective student, employee, applicant for employment, or campus visitor who believes that he/she has been subjected to conduct in violation of this policy or who has observed, knows of, or suspects an occurrence of discriminatory or sexual harassment, sexual assault or other forms of sexual violence, dating violence, domestic violence, or stalking should immediately contact the Title IX Coordinator or one of the Deputy Title IX Coordinators listed above.

Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the College to take prompt and appropriate action regarding a complaint or report, including the ability to undertake appropriate interim measures. Although the College does not impose a limitations period for reviewing internal complaints of alleged violations of this policy, the College recognizes that to conduct a meaningful investigation and take prompt remedial action as appropriate, a timely report or complaint is important.

Individuals who believe they have been subjected to alleged violations of this policy will be informed about options for resolving potential violations. Those options include informal dispute resolution, referral to other college offices (where appropriate), and formal resolution pursuant to this policy.

Certain forms of misconduct under this policy may constitute criminal conduct. Whether or not someone who has been subjected to such conduct chooses to pursue criminal charges externally, they have the right to pursue an internal complaint under this policy, regardless of the status of any external proceedings. Further, the College may have an obligation to pursue an investigation, make a complaint, and take corrective action directly even if a victim chooses not to pursue the matter internally at the College. See also Part III above, under the subheading "Students Requests for Confidentiality." For more information about reporting a matter to law enforcement, see Part VI – A, below.

A. INITIATION OF THE PROCESS

The Title IX Coordinator (or designee) will initiate the process under this policy by notifying the accused party ("respondent") that a complaint has been filed against him/her and inform the respondent of the nature of the complaint, providing a written copy or a summary of the complaint to the respondent.

The Title IX Coordinator (or Deputy Coordinator) shall explain to both parties the avenues for informal and formal action, including a description of the process and the relevant avenues of redress to the complainant and the respondent and provide each of them with a copy of this policy.

Interim Measures. During the pendency of an investigation or other proceedings under this policy, the College may be required to take reasonable and prudent interim measures to ensure equal access to its education programs and activities, to protect the parties, and/or to safeguard the College community, including interim disciplinary measures if necessary and appropriate. In cases of alleged sexual violence, sexual assault, dating violence, domestic violence or other forms of sexual misconduct, the Title IX Coordinator will notify the complainant of his/her options to avoid contact with the alleged perpetrator and allow the complainant to change academic and extracurricular activities or his/her living, transportation, dining, and working situation as appropriate. In such cases, the Title IX Coordinator will also notify the complainant of available resources (such as counseling services, medical and mental health services, victim advocacy services) and of the right to report a crime to local law enforcement

Confidentiality. The College will respect the wishes of the victim to maintain confidentiality to the greatest degree possible consistent with the College's legal obligations to take all reasonable steps to protect the welfare of the campus community and to otherwise comply with applicable law. See also Part III above under the subheading "Student Requests for Confidentiality."

B. INFORMAL RESOLUTION PROCESS

The College provides an informal resolution process when the parties desire to resolve the situation cooperatively. Informal resolution may include inquiries into the facts, but does not typically rise to the level of a formal investigation. The informal process, which is overseen by the Title IX Coordinator or a Deputy Coordinator, is designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where

circumstances allow, the informal process will be initiated as soon as possible after the filing of the complaint or receipt of a report of an alleged violation, absent any unusual circumstances.

Informal resolution may include, but is not limited to, options such as meeting informally with the complainant and the respondent (individual or group representative) with the intent of bringing about resolution, meeting privately with the respondent and acting as intercessor, separation of the parties, referral of the parties to counseling programs, conducting educational and/or training programs, or other remedial measures. In cases where groups are involved, the Title IX Coordinator may require that one or two members of the group be authorized in writing to act on behalf of the group in the informal process; all members of the group would be bound by the terms of the informal process.

Situations that are resolved through informal resolution are usually subject to follow up after a period of time. Steps taken by the Title IX Coordinator or a Deputy Title IX Coordinator to help the parties achieve informal resolution will be documented.

Some reports of alleged violations of this policy may not be appropriate for informal resolution but may require a formal investigation at the discretion of the Title IX Coordinator. The Office for Civil Rights of the U. S. Department of Education has taken the position that mediation is not an appropriate mechanism for resolution in cases of alleged sexual assault/sexual violence.

Both the complainant and the respondent have the right to bypass or end the informal complaint process at any time in order to begin the formal complaint process.

C. PROCEDURES FOR FORMAL COMPLAINT PROCESS

If the allegation of a violation of this policy has not been resolved as a result of the informal process or is not suited for informal efforts, or if either the complainant or the respondent request to invoke the formal complaint process, the following process will be initiated. (The lodging and processing of a formal complaint does not preclude, however, the possibility of an informal or mediated resolution of the matter.)

In such cases, unless a written complaint has already been submitted, the individual making the complaint (the “complainant”) shall file a written, signed complaint containing the name(s) and relevant allegations against a person (the “respondent”). Where the individual against whom an allegation is made is a student of Allegheny, cases will be handled through the process described for non-academic conduct in Article IV of *The Compass,* which can be found at the following link: http://sites.allegheny.edu/deanofstudents/student-conduct-system/**.** In addition, the general principles described in numbered paragraphs 1-7 and 10-12 below shall also apply to student cases, as will the “preponderance of evidence” standard in numbered paragraph 8 below. Where the respondent is a faculty member or staff member, cases are handled through the process described below. Where the respondent has dual status or where there are multiple respondents with varying statuses, the College has discretion to determine whether to pursue the matter under the Code of Student Conduct or under the process described below. Where the respondent is a vendor/contractor or visitor, the College is not required to follow either the process

described below or in the Code of Student Conduct. In such cases, the College reserves the right to take summary action.

The following general principles and procedures shall govern this process, to the extent consistent with the College's legal obligations:

1. All persons concerned are to be treated with respect and impartiality.

2. Procedures are to be fair, both in substance and in perception, to all persons concerned and to the College community.

3. The Title IX Coordinator (or Deputy Coordinator) shall provide the respondent with a copy of the written complaint.

4. The investigation of all formal complaints generally includes interviews of (i) the complainant, (ii) the respondent, and (iii) any witnesses as needed; and (iv) review of relevant documents as appropriate. Disclosure of facts to non-party witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

5. Both the complainant and respondent will be given an opportunity to be heard, to provide documentation and other evidence, and to suggest the names of other persons who they believe might have relevant information. The complainant and respondent will be provided equal access to relevant information and documents.

6. At any time during the investigation, the Title IX Coordinator may recommend interim protections or remedies be provided by College officials. These protections and remedies may include (but are not limited to) separating the parties, placing limitations on contact between the parties, or making alternative workplace, housing, extracurricular or academic arrangements where reasonable and feasible. See also Section V, Part A regarding interim measures. Failure to comply with the terms of interim protections or remedies may be considered a separate violation of this policy.

7. The investigation shall be completed as promptly as possible and in most cases in less than 60 working days from receipt of the original complaint. However, some investigations may not be completed in this timeframe due to the nature and extent of the allegations or other extenuating circumstances. In the event the investigation cannot be completed within 60 days, the parties would be notified in writing.

8. After concluding his/her investigation, the Title IX Coordinator/Deputy Coordinator (or designee) will record findings and recommendations in a written report. In making findings, the "preponderance of the evidence" standard (i.e., more likely than not) will be used. The complainant and respondent will be informed that the investigation has been completed and will receive a copy of the written report.

9. Following completion and/or receipt of the written report described in paragraph 8, the Title IX Coordinator shall recommend appropriate action in accordance with the provisions of this policy and other applicable College policies and procedures. The written report of findings and the Title IX Coordinator's recommendations shall be

submitted to the appropriate AEC member(s) for the department or unit where the complainant and respondent are located. Final decisions in cases where a staff employee is the respondent shall be made by the Executive Vice President. In cases where a faculty member or other instructional employee is the respondent, final decisions shall be made by the Provost. If the proposed action by the Provost includes dismissal of a faculty member, the matter will be referred to the process described in the Faculty Handbook under Termination for Cause. The decisions and recommended actions of the Executive Vice President and the Provost will be communicated in writing to the Title IX Coordinator and to the complainant and the respondent.

10. Sanctions and corrective actions will be implemented on a case-by-case basis for violations of this policy, and they will be appropriate to the circumstances and gravity of the violation, and may range from personal coaching/counseling to an official warning, suspension, termination or expulsion. Possible sanctions for students include all of those listed in Article IV of *The Compass*. The College will take appropriate steps to prevent recurrence of any violations of this policy and to remediate the effects on the complainant and the campus community, if appropriate**.**

11. No person shall make an allegation that he/she knows to be untrue or knowingly provide false information during the course of an investigation or other proceedings under this policy. Making a false complaint or knowingly giving false information is a violation of this policy and may be a basis for discipline.

12. To the extent that appeals are provided for in any existing College processes that might come into play in connection with findings or the imposition of a recommended disciplinary sanction under this policy, it is understood that both the complainant and the respondent would have the right to appeal.

D. RECORDKEEPING

Official records regarding all complaints filed under this policy will be securely and confidentially maintained by the Title IX Coordinator.

E. RETALIATION IS PROHIBITED

It is a violation of this policy for anyone (individual or group) to retaliate against anyone who makes a report or brings a complaint under this policy or who cooperates with or otherwise participates in the investigation or resolution of a complaint under this policy. Allegheny College will take steps to prevent retaliation and will also take strong responsive action if the College finds that retaliation has occurred.

PART VI: OTHER AVAILABLE ACTIONS AND RESOURCES

A. CONTACTING LAW ENFORCEMENT

Certain forms of misconduct covered by this policy would also be a violation of criminal law. An individual has the option of filing a criminal complaint, and may do so with the Office of Campus Safety & Security, which is located in the Newton Observatory and can be reached by telephone at (814) 332-3357. The Office of Campus Safety & Security is open seven days per week, and 24 hours per day. A criminal complaint may also be lodged with the Meadville City Police, (814) 724-6100 or 911 (emergency).

Telling your experience to the Title IX Coordinator does not obligate you to report it to the police, nor does reporting it to the police obligate you to file a formal complaint under this policy —these are separate processes. College process and criminal process can occur simultaneously and occur independently.

After filing a report with criminal law enforcement, the complaining party will meet with a representative of the District Attorney's Office who will explain the criminal process and help the complainant decide whether to pursue criminal charges against the assailant. The District Attorney's office will also make the decision on whether there is enough evidence to pursue criminal charges against the assailant.

B. OTHER CAMPUS RESOURCES

A number of on-campus and off-campus resources (some of which are listed below) are available to assist individuals who have been the victim of conduct prohibited by the policy.

1. If the incident caused physical injury, the victim should seek medical attention immediately, and should also preserve any evidence of the incident and injuries as the evidence may assist with the investigation and/or serve as proof of a crime. The following resources are available locally to assist victims of the types of misconduct encompassed by this policy:

    - College Counseling Center, 304 Reis Hall, (814) 332-4368
    - Winslow Health Center, Schultz Hall, (814) 332-4355
    - Center for Intercultural Advancement and Student Success (CIASS), 308 Henderson Campus Center, (814) 332-2718
    - Emergency Room-Meadville Medical Center, 751 Liberty Street, (814) 333-5500
    - Meadville Crisis Line, (814) 724-2732

2. For assistance after regular business hours, Campus Safety and Security will coordinate emergency response efforts with on-call Student Life staff members and other campus personnel. See also the College's Campus Security Report, available on-line at http://sites.allegheny.edu/security/**.**

3. In addition to reporting the misconduct to the Title IX Coordinator or to one of the Deputy Title IX Coordinators as described in Part IV above (and/or to law enforcement), victims are also encouraged to take the following actions:

- **Get to a safe place**. This may mean simply getting *away* from the location of the incident, or seeking support from a friend, Residence Life staff member, or person with whom the victim is comfortable.

- **Seek medical attention.** The victim's well-being is of primary concern. If the incident caused physical harm, the victim should seek medical attention immediately. See the list of local healthcare facilities above.

- **Preserve evidence.** If the incident was a form of oral/verbal harassment, write the actual slur, joke, or comment on a sheet of paper. If it was written (for example, a flier or email message), preserve the written evidence. An individual who has been sexually or physically assaulted should do everything possible to preserve any evidence of the incident and injuries.

- **Seek support**. The local rape crisis center is provided by Women's Services, Inc. [24 hour hotline: (814) 333-9766]. The victim can also speak to a counselor at a national center by calling the RAINN hotline [800-656-HOPE]. Telling someone is the first step to healing and will help the victim re-establish control of the situation. The Meadville Crisis Line (814) 724-2732 is an additional resource for support.

- If the sexual misconduct involved any type of physical contact, especially in the case of non-consensual sexual contact and/or non-consensual sexual intercourse, the victim should also consider the steps described in **Appendix B** to this policy.

PART VII. AWARENESS EDUCATION AND PREVENTION

This policy will be published and disseminated to the entire College community, included in orientation materials for all new students, faculty, staff, and administrators, and made available through appropriate campus offices.

The Dean of Students Office in conjunction with other campus offices including but not limited to the Counseling Center, the Health Center, the Office of Residence Life, and the Office of Campus Safety & Security, provides education, awareness and prevention programs for the campus on relevant topics such as date/acquaintance rape, sexual assault prevention and response, and personal safety.

During New Student Orientation, information about date/acquaintance rape, and sexual assault education and prevention programming is offered to first year students. Sexual assault education, prevention and response training is provided regularly to the peer leaders (Resident and Community Advisors) in the Office of Residence Life. In addition, educational sessions and workshops will be conducted by the College's Title IX Coordinator and EEO Officer and other campus offices to 1) inform the campus about identifying conduct that would violate this policy, 2) advise members of the campus community about their rights and responsibilities under this policy, and 3) train College staff members who are

most likely responsible for the implementation and administration of this policy, protocol, and standard reporting procedures.

In the fall of 2012, the College, in partnership with Women's Services of Meadville, developed a Bystander Intervention training program. All first year students are asked to attend a workshop to learn how to be an effective bystander.

As of Fall 2013, every first year student is required to complete "Haven", an on-line sexual assault/sexual violence education and prevention tool.

Because the law pertaining to matters addressed in this document may evolve over time, this policy will be reviewed regularly and revised as needed.

APPENDIX A

The following are examples (not intended to be exhaustive lists) of some of the types of conduct prohibited by this policy.

Examples of forms of Discriminatory Harassment:

a) *Discriminatory behavior* that could discomfort, humiliate, demean or bully an individual or group. Such behaviors include physical violence, such as shoves or kicks, and statements and comments such as questions, jokes or anecdotes that are offensive to a person's or group's membership (or perceived membership) in a particular group, including race, color, religion, age, gender, gender identity, gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation.

b) *Verbal insults:* verbal communication which includes lewd or obscene remarks directed at a person or group because of their identities (or perceived identities), including race, color, religion, color, age, gender, gender identity, gender expression, national origin/ethnicity, mental or physical disability, or sexual orientation.

c) *Written* insults: written or graphic communication that is similarly meant to harass an individual or group because of their membership or perceived membership in a particular demographic group. These insults may be in the form of written or electronic means, including printed posters or flyers, electronic mail, internet postings, facsimile documents, wireless communication or similar transmission.

Examples of forms of Sexual Assault and Sexual Violence:

a) Non-consensual sexual contact: the intentional touching of another person's body in a sexual manner without his/her consent).

b) Sexual exploitation: taking non-consensual sexual advantage of another for one's own benefit or to the benefit of anyone other than the one being exploited. Examples include but are not limited to: videotaping sexual acts without consent of both partners; allowing others to observe sexual activities without the consent of both partners; endangering the health of another person by knowingly exposing him or her to an STI or HIV; inducing incapacitation of another, through encouragement to consume excess quantities of alcohol or giving the person alcohol or other drugs without his or her knowledge, with the purpose of having sex with the other person (this is exploitation regardless of whether sexual activity occurs; if the incapacitation results in unwanted sexual activity, it is a violation of multiple college policies).

c) Non-consensual sexual intercourse: unwanted vaginal, oral, and/or anal intercourse using any part of the body or an object.

d) Unwanted sexual contact with victim unable to give consent: taking non-consensual advantage of another when a person knew or reasonably should have known that the other person was unable to give consent due to voluntary or involuntary intoxication from drugs and/or alcohol.

Examples of other forms of Sexual Harassment:

a) Sexist remarks and behavior: behavior that emphasizes the sexuality or the sexual identity of another person in an inappropriate manner or situation; a pattern of conduct (not legitimately related to the subject matter of a course, if one is involved) that could discomfort, humiliate, or demean an individual because of their sex. Behaviors include comments of a sexual nature or sexually explicit questions; sexually suggestive remarks; jokes or anecdotes; visual conduct such as leering at a person's body; displaying obscene materials in publicly shared spaces; and unwanted physical advances.

b) Written insults of a sexual nature: written communication or graphic communication, including electronic communication, which offends or humiliates an individual or group based on sex.

c) Unwelcome sexual advances or repeated requests for dating or other social engagements, with or without a promise of reward or punishment (such as conditions of employment, promotion, work status, grades, or letters of recommendation) for compliance.

APPENDIX B

If the sexual misconduct you experienced involved any type of physical contact, please consider the following steps:

1. Do not bathe, shower, douche, or change your clothes. If you have already done so, preserve evidence of the assault by placing clothing in a brown paper bag. Try to avoid eating, drinking, smoking, and urinating until you have sought medical care (although if you have already done these things, evidence can still be collected and it is still very important to receive medical care).

2. Seek medical care as soon as possible. Medical care is advised for many reasons- you may have a physical injury that you are unaware of, you can be tested and preventatively treated for sexually transmitted diseases, you can explore options for emergency contraception to prevent pregnancy, and evidence can be collected for crime prosecution by a Physical Evidence Recovery Kit (P.E.R.K.). The kind of evidence that supports a legal case against an assailant should be collected within 72 hours of an assault. Having a P.E.R.K. completed does not obligate you to follow through on criminal charges - it just offers you this option. You have the right to refuse the P.E.R.K., and even if you do consent to it, it does not commit you to following through with filing criminal charges against your attacker. However, if it is not collected, you will lose the opportunity for its use should you later decide to pursue criminal charges against the assailant.

   You can expect the following:

   a) A physical exam, including an exam of the area violated (i.e. pelvic exam if vaginally penetrated, rectal exam if anally penetrated). Any bruises or other injuries will be evaluated.

   b) Blood work will be offered to test for STIs and HIV. Follow-up testing will be required for these as well (it can take several months for an infection to be detected). You will be offered antibiotics to prevent actual infection in case of exposure.

   c) If you suspect that you have been drugged, request urine testing for drugs. Testing for some drugs (such as the date rape drug, GHB) must be done within a short time frame (12 hours) while others are present for longer periods of time. If you are unable to seek medical care within a short time, collect your urine in a clean container with a tight fitting lid, place it in the refrigerator, and take it with you to the medical facility. The sample would not be usable for evidence in this situation, but you would find out for yourself if you were drugged.

   d) If you are concerned about the possibility of pregnancy, emergency contraception (EC) may be a good option. EC is medication that works by preventing ovulation or fertilization, and may inhibit implantation. It is available at the ER, for purchase from pharmacies without a prescription, and from the Health Center.

e) You have the right to ask any questions of the medical practitioner or to request a break whenever you need it. The process can be long (up to two hours), but this just means that the medical team is being thorough in making sure you are physically okay. The medical staff will advise you about follow-up treatment, but you can expect to be encouraged to seek follow-up care six weeks, six months, and twelve months after the attack. At these visits, you will be given follow-up tests for pregnancy, STIs and HIV. Follow-up visits can occur with your own physician, the Health Center, or Family Planning.

f) You have the choice to either have your health insurance billed for your medical exam or have the payment made through the Pennsylvania Crime Victims Compensation Program. You should receive information on this program if you go to the Emergency Room. If you would like more information, contact the PA Victims Compensation Program (800-233-2339) or Women's Services (hotline: 814-333-9766; office: 814-724-4637).

g) The Emergency Room at Meadville Medical Center (751 Liberty Street, 814-333-5500) is a nearby healthcare facility where you can seek medical care. The hospital is required to contact the Meadville Police when a sexual assault is reported to them, but this in no way obligates you to speak with the officer or follow through on criminal charges. The Emergency Room will also call in an advocate from Women's Services - the local rape crisis center. This person will simply provide as much support as you want. Transportation to the Emergency Room can be arranged through the Winslow Health Center, Campus Safety & Security or Residence Life. The P.E.R.K. can be collected at the Emergency Room of the Meadville Medical Center.

h) The Winslow Heath Center (Schultz Hall, 814-332-4355) or Family Planning Services (747 Terrace Street, 814-333-7088) can also provide a medical exam and testing. Family Planning and the Health Center can provide emergency contraception; neither can collect the P.E.R.K. (collected at the ER). Hours are more limited at these locations and neither is an emergency response center.

CONSENSUAL RELATIONSHIPS

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.

POLICY ON PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, (FERPA) mandates that educational institutions maintain the confidentiality of student educational records as defined by FERPA. Specifically, FERPA states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures be made available, covering the privacy rights of students. The following policy outlines Allegheny College's definitions, policies, and procedures related to access to educational records. Students will be notified of their FERPA rights annually by publication of this policy in *The Compass*.

Educational Records

A. "Educational Records" include records directly related to a student, which are maintained by Allegheny College, such as admissions materials, transcripts/grades, student conduct records, financial records/billing statements, emails, and financial aid information. Educational records do not include: records of instructional, administrative, and educational personnel which in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; law enforcement records of the Security Office; health records of the Health Center and Counseling Center; employment records of full-time employees who are also students; alumni records which contain information about a person after she/he is no longer in attendance at the College and which do not relate to the person as a student. These records are not necessarily available to a student, but health records may be reviewed by health care provider(s) of the student's choosing.

B. No one outside the College community shall have access to, nor will the College disclose, any information from a student's educational records without the written consent of the student, except to persons who are permitted access under the Act. These are: authorized representatives of federal or state agencies for audit, evaluation, enforcement or compliance with federal or state requirements; officials of other institutions in which students seek to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; persons or organizations providing students financial aid; accrediting agencies carrying out their accreditation function; authorized researchers who provide for confidentiality of the records; parent(s) of students who have established that student's status as a dependent according to federal tax laws; persons in compliance with a court order/subpoena or ex parte court order as determined relevant by law; necessary persons, including parents of an eligible student, in an emergency in order to protect the health or safety of students or other persons; and the alleged victims of incidents of violent behavior of the outcomes of student conduct proceedings with respect to those incidents. In addition, the U.S. Department of Education recently (January 3, 2012) expanded the circumstances under which education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without a student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to education records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when Allegheny College objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from the student's education records, and they may track the student's participation in education and other programs by linking such PII to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

C. Within the Allegheny College community, only College officials, individually or collectively, acting in the student's legitimate educational interest are allowed access to student educational records. College officials are persons: employed by the College in academic, administrative, or support staff positions; serving on institutional governing bodies; or contracted by the College to perform certain tasks. A College official has a legitimate educational interest if the information requested is necessary for that official in performing a task that is specified in his/her position description or contract agreement or is performing a task related to the student's education.

Directory Information

A. At its discretion, the College may provide directory information to the public, without prior approval, to include: student name, local and permanent address, photographs, telephone number, email address, date and place of birth, enrollment status, major field of study, date of attendance (including graduation date), degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

B. A student may withhold directory information from public disclosure by notifying the Office of Residence Life in writing. Directory information can be withheld at any time of year and once a student requests non-disclosure this will be in effect until the student gives written notice to change their non-disclosure status. Directory information will be withheld even after graduation until Allegheny College is notified otherwise. At the beginning of each academic year, students who have not already requested a hold on directory information and who want to withhold directory information from the Allegheny student government telephone directory must do so by the end of the add period for Fall classes.

Inspection and Review of Educational Records

A. A student has the right to inspect and review (within forty-five days of request) information contained in his/her educational records (as defined above); to challenge the contents of his/her educational records and to have a hearing, if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in his/her records if they feel the outcome of the hearing is unacceptable.

B. The Dean of Students or designee coordinates the inspection and review procedures for student educational records. Such records are maintained at several locations on the campus; these locations are listed at the end of this policy. A student who wishes to review his/her educational records must make written requests to the offices maintaining the records. If a student is uncertain as to the location of a particular record, the written request should be addressed to the Dean of Students listing the item(s) of interest.

C. A student may have copies made of his/her records unless a financial, academic, or disciplinary "hold" has been placed on the record by an appropriate College official. Such copies will be made at the student's expense with the exception of a student transcript which should be requested through the Registrar's Office at a cost determined by that office.

D. A student may not inspect or review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review; or educational records containing personally identifiable information about other students. The institution is not required to permit a student to inspect or review confidential letters and recommendations placed in his/her file prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Amendment of Educational Records

A. If a student believes that the information contained in his/her educational records is inaccurate or misleading, or that it violates privacy or other rights, the student may request that the College amend the record. Such request shall be in writing addressed to the Dean of Students, and shall specify the amendment sought.

B. The Dean of Students or designee shall, within 30 days after receiving the student's request, and after consulting with appropriate College officials, decide whether the record will be amended in accordance with the request and inform the student in writing. If the decision is to amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the Dean of Students or designee shall simultaneously advise the student that he/she may request a hearing to challenge the content of the educational records by contacting the Dean of Students in writing.

C. If a request for a hearing is received, the Dean of Students or designee shall request that the President appoint a panel of three College faculty members or administrators to conduct the hearing. Persons appointed shall be individuals who have no direct interest in the outcome of the hearing. The President shall designate a chairperson for the panel and shall provide the panel such assistance as deemed appropriate.

D. The chairperson of the hearing panel shall notify the student and the Dean of Students or designee of the date, time and place of the hearing at least five days before the hearing.

E. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue whether the information in the student's educational record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The Dean of Students or designee shall be afforded a like opportunity. The panel shall make its decision solely on the basis of the evidence presented at the hearing.

F. The student may be assisted throughout the process by a Community Support Person. The Community Support Person must be a current student or employee of the College who is chosen by the student to serve in an advisory capacity during the hearing. The primary role of the Community Support Person is to assist the student in preparing for the hearing and to attend the hearing as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in the hearing without approval from the chairperson.

G. The chairperson of the hearing panel shall, within five days after the hearing, inform the student of the panel's decision in writing including a summary of the evidence and the reasons for the decision. If the decision is to

amend the record in accordance with the request, the Dean of Students or designee shall correct the records within ten days. If the decision is to refuse to amend the record in accordance with the request, the chairperson shall simultaneously advise the student that he/she has the right to place in the educational record a statement commenting on the records and setting forth the reasons for disagreeing with the College. Such statement shall thereafter be maintained as part of the educational record and thereafter disclosed to any party to whom the contested record is disclosed.

H. If the student believes that their challenge and/or hearing was handled incorrectly or was not in keeping with the requirements of the Act, he/she may direct a written appeal to the President. Furthermore, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SE, Washington, DC 20202-4605.

For further information or to obtain a copy of FERPA, students may consult the Dean of Students Office.

Location of Student Records

Academic Records:	Registrar's Office, Bentley Hall
Admissions Records:	Admissions Office, Schultz Hall (pre-matriculation),
	Dean of Students Office, Reis Hall (post-matriculation)
Campus Police Records:	Security Office, Newton Observatory
Career Planning & Placement Records:	ACCEL, Reis Hall
Counseling Records:	Counseling Center, Reis Hall
Employment Records:	Human Resources Office, Bentley Hall (full-time)
	Financial Aid Office, Schultz Hall (work study)
Enrolment Records:	Registrar's Office, Bentley Hall
Financial Aid Records:	Financial Aid Office, Schultz Hall
Int'l Student Program Records:	International Office, Reis Hall
Learning Common Records:	Learning Commons, Pelletier Library
Student Conduct Records:	Residence Life Office, Reis Hall
Medical Records:	Winslow Health Center, Schultz Hall
Student Accounts Records:	Student Accounts Office, Bentley Hall
Student Athletes Records:	Athletic Department, Wise Center
Student Life Records:	Dean of Students Office, Reis Hall

Created April 15, 1997 (Revised May 2004)

Changes to this policy are made by the Dean of Students and is approved by the President of the College.

Domestic Partner Benefits Policy

Introduction
Allegheny College benefits are an important part of your total compensation. The availability of benefits coverage for domestic partners is an extension of the College's efforts to maximize the effectiveness and value of its benefits programs.

Eligibility
All regular full-time faculty, administrators, and staff employees are eligible to enroll for domestic partner benefits.

Definition of Domestic Partner
Allegheny defines same- or opposite-sex domestic partners as two people who:

1. Are living together in a committed exclusive relationship of mutual caring and support with the intent that the domestic partnership be permanent;

2. Are financially interdependent so that they are jointly responsible for the common welfare and financial obligations of the household;

3. Are not in a relationship solely for the purpose of obtaining benefits;

4. Are not legally married to any other individual, and if previously married, a legal divorce or annulment has been obtained, or the former spouse is deceased;

5. Are mentally competent to enter into a contract according to the laws of the state in which they reside;

6. Are at least 18 years of age;

7. Do not have a blood relationship that would bar marriage under applicable laws of the state in which they reside.

Your Domestic Partner's Children
Allegheny's definition of an eligible dependent includes your domestic partner's children if they meet all other definitions of an eligible dependent. For benefit coverages, eligible dependents include unmarried children under age 19, or under age 23 if full-time students.

Documentation Required
Allegheny College requires employees to sign an Affidavit of Domestic Partnership and to provide documentation from the following list of documents:

1. Notarized Domestic Partnership Agreement **or** Proof of Registry with a Domestic Partner Registry.

If either of the documents identified in (1) above cannot be provided, then two forms of documentation from the following list of documents will be required:

2. Current joint mortgage, title to real estate which is the primary residence or joint lease for residence by both partners;

3. Evidence of durable powers of attorney for property and health care;

4. Evidence of joint ownership of motor vehicle, jointly held bank accounts, joint credit account; or designation of Domestic Partner as primary beneficiary for life insurance or retirement plan;

Domestic Partner Benefits Policy

5. Such other proof as is sufficient to establish economic interdependency under the circumstances of the particular case at the discretion of the Director of Human Resources.

Paying for Domestic Partner Benefits
Allegheny College pays the majority of the cost to provide medical insurance coverage for a domestic partner and eligible dependent children. All Allegheny College employees who select partner or family coverage are required to make a contribution based on a percent of premium and also upon salary level and type of coverage.

Because of IRS requirements, domestic partner benefits will include the value of any health contributions to your taxable income. The College will withhold federal, state and local taxes on the value of the coverage provided to your partner and/or partner's children. However, if your domestic partner and his or her children are your tax qualified "dependents" as defined under Section 152 of the Internal Revenue Code, you may be able to claim a tax exemption on your federal tax return. You should consult with a tax advisor to determine if you qualify for the tax exemption.

Qualifying Life Events and Domestic Partnerships
Because of the tax advantages, the IRS limits an employee's ability to make benefit coverage changes during the year. Benefit elections made every July 1st are effective from July 1 through June 30 of each year, unless an employee has a qualifying life event. With regard to your domestic partnership, the following are considered as qualifying life events:

1. Filing and approval of an Affidavit of Domestic Partnership where none existed previously;
2. Ending your domestic partnership by filing an Affidavit of Termination of Domestic Partnership;

3. Birth, adoption, or placement of a child with you for adoption or foster care (including yours and/or your partner's);

4. Loss of dependent child status;

5. Change in your partner's employment status and/or benefit eligibility;

6. Death of a dependent, including your domestic partner.

Any change(s) must be requested within 31 days of the date of your qualifying life event. Also, the change(s) must be consistent with the event. If you acquire a new dependent, for example, adding medical coverage for that dependent would be allowed -- but it would not be a reason to drop dental coverage on yourself.

Termination of Domestic Partnership
If a domestic partnership no longer meets all of the criteria of this policy, and to which the employee and his/her partner attest in their Affidavit of Domestic Partnership, you must notify the Human Resources Office within 31 days by filing an Affidavit of Termination of Domestic Partnership.

Additional Information
If you have any questions about your benefits or coverage for domestic partners, please call the Human Resources Office at 814-332-2312.

Intellectual Property Created at Allegheny College

Terms:

- "**Copyright**" shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works.

- "**Patent**" shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute "any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof" or other discoveries and processes as defined by the United States Patent and Trademark Office.

I. Ownership of Copyright in Works Created by Faculty

Traditionally, faculty scholarly work has not been considered work-for-hire. "It has been the prevailing academic practice to treat the faculty member as the copyright owner of works that are created independently and at the faculty member's own initiative for traditional academic purposes." (*AAUP Statement on Copyright*) In addition, AAUP policy holds that for faculty work to be considered work-for-hire, it requires use of extraordinary resources. Use of traditional resources "such as office space, supplies, library facilities, ordinary access to computer and networks, and money," are not sufficient to make faculty work into work-for-hire.

Allegheny College recognizes the following categories of scholarly work for which the College will waive any ownership interest in favor of the faculty member: textbooks, class notes, research findings, research proposals, classroom presentations and instruction, research articles, research monographs, computer software created for teaching purposes or intended as open source programs, student theses and dissertations, paintings, drawings, sculpture, audiovisual works, musical compositions and performances, dramatic works and performances, choreographic works and performances, poetry, and popular fiction and nonfiction.

II. Intellectual Property Products

A. Copyrighted Materials

Allegheny College will consider a faculty member who produces traditional scholarly works in the categories listed above (Section I) to be the sole owner of those materials and the copyrights in such materials if they are produced without assistance over and above the traditional resources normally provided by the College for the routine use of its faculty. When a faculty member's effort in developing a work (whether copyrightable or not) is significantly assisted by the use of College facilities, resources, or personnel,

beyond the traditional resources normally provided by the College for the routine use of its faculty, or if the College has contributed to a "joint work" as defined under the Copyright Act, then the College shall be a joint owner of the work itself as well as in any and all copyrights in the work.

For the purpose of determining ownership of the copyright in scholarly or artistic works created by faculty, exceptional, extraordinary, and significant resources (resources considered more than the traditional resources normally provided by the College) may include the following:

- release time
- development money
- exemptions from standard, customary fees for equipment or facilities
- staff support beyond customary secretarial support

Traditional resources normally provided by the College include, but are not limited to, the following:

- sabbatical leaves
- pre-tenure leaves
- course release for divisional teacher/scholar chair
- course release for advising of Senior Projects
- Demmler grant funding
- Academic Support funding
- travel-to-conference funding
- summer paid research interns
- work-study students

The College shall make the determination in its reasonable discretion whether it has contributed to a joint work, or contributed services and facilities to the production of the work that go beyond the traditional resources normally provided to faculty members.

In order to avoid disputes over the ownership of works created at Allegheny College, faculty who anticipate using significant College resources in the creation of scholarly materials should contact their Department Chair and the Dean of the College to negotiate terms of ownership in advance.

B. Patented Materials

The ownership of patents pursued by faculty using College resources (such as facilities, equipment, or funds controlled by the College) is determined on a case-by-case basis. A patent application may be filed when a new and useful process, machine, manufacture, or composition of matter is conceived or developed, or when unusual, unexpected, or non-obvious research results are obtained. A faculty member who decides to apply for a patent must notify the Dean of the College in compliance with Section D below. Upon disclosure of the faculty member's intent to file a patent application, the Dean of the College will determine whether the College is entitled to an ownership interest in the invention or discovery and any patent that may issue covering such invention or discovery.

If the College is entitled to an ownership interest and chooses to apply for patent protection, it will fund the upfront fees and legal costs incurred in the patent application process. In consideration of its investment, Allegheny College will recoup the aforementioned costs from the initial profits of the invention, in addition to half of all subsequent shares in the profit.

In cases where the Dean of the College determines that the College is not entitled to an ownership interest or decides not to pursue co-ownership of the patent, the College will confirm/release ownership of the invention or discovery to the faculty member, who will have the right to pursue the patenting and/or commercialization of the invention at his or her own expense.

C. Procedure for Disclosure of Copyrightable Works

Faculty members wishing to pursue copyright registration of works that do not fall under the category of scholarly works as described in Section I, or which comprise scholarly works that are produced using significant College resources beyond the traditional resources normally provided by the College, must make prompt disclosure to the Dean of the College, in writing, of their intent.

The Dean will consult with the faculty member to ascertain the nature, purpose, and genesis of the works and determine the extent to which the College has contributed as a joint author, or that College resources have been used in creation of the works. The Dean shall make a determination as to: a) Allegheny College's right to joint ownership of the work and any associated copyrights; b) Allegheny College's intention to pursue copyright registration for the work; and c) Allegheny College's desire to be involved in commercialization or enforcement of the copyrights in the works.

D. Procedure for Disclosure of Patent Application

Faculty members who intend to apply for a patent must make prompt disclosure to the Dean of the College, in writing, of their intent.

Upon receiving a disclosure, the Dean will consult with the faculty member to ascertain the nature and purpose of the invention or discovery to be patented and determine the extent to which College resources have been used in its creation. The Dean shall make a determination as to: a) Allegheny College's claim to joint ownership of the invention or discovery and any associated patents; b) Allegheny College's intention to pursue patent protection for the invention or discovery; and c) Allegheny College's desire to be involved in commercialization or enforcement of the patent.

If the Dean determines that the College is not entitled to an ownership interest or that the College has no intention of pursuing patent protection for the invention or discovery, all ownership of the invention or discovery shall be confirmed/released to the creator of the invention or discovery.

E. Intellectual Property Created Using Grant Support

The ownership of intellectual property created at Allegheny College using grant or sponsor funds shall be determined by the terms of the granting agency's contract.

F. College and Community Interests

Although individual faculty may own in their entirety certain of the scholarly works described in Section I above, the College community has interests in being able to use such works for educational and administrative purposes. Faculty members should keep these purposes in mind when creating and disseminating instructional materials and scholarly works. When publishing scholarly works, faculty creators are encouraged to provide rights for use for the College community.

The College shall at all times have and/or retain the right to use, display, distribute, perform, copy, and modify faculty-created teaching materials (such as syllabi, assignments, tests, and other course content) for administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions, and for educational purposes at the College including in its internally administered programs of teaching, research, and service on a perpetual, non-terminable, royalty-free, non-exclusive basis.

Likewise, the College shall at all times have a non-exclusive right to make and use, solely for internal purposes, any invention or discovery made by using College resources.

III. Works Produced by Non-Faculty Employees

Works produced by non-faculty employees in the scope of their employment are generally considered works-for-hire, and as a consequence, are the property of Allegheny College.

There may be circumstances where non-faculty employees make substantial creative contributions to an intellectual property project. The College may choose to share ownership with the employees involved. In such a case, the College and the employee should create a specific agreement clarifying ownership of the intellectual property in question.

The College does not claim ownership of works created by non-faculty members at their own initiative, outside the scope of their employment, and without the use of exceptional, extraordinary, and significant College resources.

IV. Works Created by Students

A. Student Materials

In general, student initiated research and creative work—including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—remain the physical and intellectual property of the creator. Student materials that are assigned and completed in support of faculty initiated research—

including papers, drawings, models, and other objects submitted to the school in satisfaction of course or degree requirements—become the physical property of the school, although the creator retains all rights to the intellectual property contained within the material unless (i) the student received financial support from the College in the form of wages, salary, stipend, or grant funds for the research, (ii) the student made significant use of College resources (including College-administered funds or College-funded time, facilities, or equipment) in connection with the research, or (iii) the research was funded by a sponsor pursuant to a grant or sponsored research agreement or is subject to a materials transfer agreement, confidential disclosure agreement, or other legal obligation that restricts ownership of Intellectual Property.

The school assumes no responsibility for the safeguarding of such material and may, at its discretion, retain such material, return it to its creator, or discard it. Ordinarily, material of current students will not be discarded without giving the student a chance to reclaim it.

B. Senior Projects

The College shall have, as a condition of the degree award, the royalty-free right to retain, use, and distribute a limited number of copies of the senior thesis, together with the right to digitize it for archival use.

V. Resolution of Disputes

In cases where there is a dispute over ownership, and its attendant rights, of intellectual property, an ad-hoc committee comprised of one individual selected by the Dean of the College, one individual selected by the creator of the intellectual property, and one individual agreed to by both parties, will be appointed. The Committee members will have knowledge about the particular field or intellectual property issue and will have no personal interest in the matter.

The committee shall make an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. It will make its recommendation to the Dean of the College for a final decision.

VI. Credit

Notwithstanding any of the above, at the College's request, the creator of any intellectual property created at the College, or by a College employee using College resources, will give the College appropriate credit on every copy of the work.

VII. Trademarks

The College retains the exclusive right to control the use of its name and trademarks in association with any work, regardless of the ownership of the work.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of the Allegheny College Employee Handbook. I understand that it does not form the basis of a contractual relationship between the College and me but is merely a brief summary of the College's policies regarding benefits and personnel matters.

I understand that it is my responsibility to familiarize myself with the contents of this Handbook and understand that policies, benefits, or standards identified in the Handbook may be subject to change by the College. I will be bound by those changes should I choose to continue my employment with the College.

Upon separation of service, I understand and agree that the College's obligation to pay me ends on the effective date of my work separation and that I will make arrangements at that time to pay any indebtedness I may owe to the College. I also agree to return any College-owned property in my personal possession such as equipment, keys, credit cards, etc.

This Handbook remains property of the College.

Dated:_____ _____

Employee Signature

Financial Disclosure Policy
Allegheny College
http://sites.allegheny.edu/foundations/proposals/conflict/

Financial Disclosure Policy for All Investigators Conducting Research Funded by Federal Grants

The federal government requires that the College establish and administer a financial disclosure policy for investigators and a program for training investigators in that policy. This is designed to ensure appropriate management of actual or potential conflicts of interest. The Allegheny College policy fulfills the requirements of grantee institutions as put forth in the National Institutes of Health's guidelines (see *http://grants.nih.gov/grants/policy/coi/index.htm*) and the National Science Foundation's conflict of interest policies (see *http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/aag_4.jsp#IVA*).

A. Disclosure of Significant Financial Interests. All personnel responsible for the design, conduct or reporting of research under the terms of a federal grant or contract (each, an "Investigator") are required to disclose to the College's Research Integrity Officer (the "RIO"), who is the Provost, all "Significant Financial Interests" of the Investigator and/or the Investigator's spouse, partner, and dependent children.

B. "Significant Financial Interest."

1) Definition. A Significant Financial Interest (SFI) means one or more of the following interests, if it reasonably appears to be related to the Investigator's institutional responsibilities, including all research, teaching and/or service to the College:

   a) With regard to any publicly traded entity, a Significant Financial Interest exists if the value of any remuneration received from the entity in the 12 months preceding the disclosure *and* the value of any equity interest in the entity as of the date of the disclosure, when aggregated, exceeds $5,000. Remuneration includes any salary and any payment for services not otherwise identified as salary (e.g. consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value.

   b) With regard to any non-publicly traded entity, a Significant Financial Interest exists if the value of any remuneration received from the entity in the 12 months preceding the disclosure, when aggregated, exceeds $5,000, *or* when the Investigator (or spouse, partner, or dependent children) owns *any* equity interest, regardless of dollar value.

   c) Intellectual property rights and interests (e.g. patents and copyrights) upon receipt of income related to such rights and interests. This does not include any income received from Allegheny College for intellectual property rights assigned to Allegheny College based on agreements to share in the royalties related to such rights in conformity with

the College's policy on Intellectual Property Created at Allegheny (see *Faculty Handbook*).

d) Any occurrence of reimbursed or sponsored travel related to your institutional responsibilities also must be disclosed, including instruction, research or service to Allegheny College, with the exception of any travel reimbursed or sponsored by a federal, state or local government agency, an institution of higher education, an academic teaching hospital, a medical center, or a research center affiliated with an institution of higher education. Travel that is reimbursed by Allegheny College from a sponsored fund account whose sponsor is an entity that is *not* one of those exempt entities shall be treated as a Significant Financial Interest. The Investigator must disclose the purpose of the trip, the identity of the sponsor and/or organizer, the destination and its duration. Additional information, including the estimated cost of travel, may be requested by the RIO and must be furnished upon request.

2) Exclusions. The term "Significant Financial Interest" does not include: a) salary, royalties, or other remuneration from Allegheny College; b) income from investment vehicles such as mutual funds or retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles; c) income from seminars, lectures, or teaching engagements sponsored by a federal, state or local government agency, institutions of higher education, academic teaching hospitals, medical centers, or research institutes affiliated with institutions of higher education; d) income from service on advisory committees or review panels for government agencies, institutions of higher education, academic teaching hospitals, medical centers, or research institutes affiliated with institutions of higher education.

C. Timing of Required Disclosures.

1. Investigators must provide all required financial disclosures at the time a proposal is submitted.

2. In addition, Investigators must update those financial disclosures:

   a. Within 30 days of discovering or acquiring (e.g., through purchase, marriage or inheritance) any new Significant Financial Interest; and

   b. Annually within the period of the award, beginning with the anniversary date of the original disclosure.

D. Review of Financial Disclosures. The following process shall apply to financial disclosures submitted by Investigators.

1) Determination of Financial Conflicts of Interest. The RIO shall review each disclosed Significant Financial Interest; determine whether such SFI relates to federally-funded research, and, if so related, determine whether a Financial Conflict of Interest (as defined below) exists; and determine what conditions or restrictions, if any, should be imposed by

the institution to manage, reduce, or eliminate such conflict or interest. The RIO may, depending on the scope of the potential conflict, request that additional staff or faculty serve on an *ad hoc* review committee to assist in its timely review. A document detailing "Procedures for Evaluating and Managing Conflicts of Interest" is available upon request from the RIO. For more information on the RIO's (Provost's) role in these matters, please see "Policy for Dealing with Possible Misconduct in Scientific Research Under External Grant or Contract Funding" in the *Faculty Handbook*.

2) "Financial Conflict of Interest." A "Financial Conflict of Interest" exists when the RIO reasonably determines that a Significant Financial Interest could directly and significantly affect the design, conduct, or reporting of federally-funded research or educational activities.

3) Management of Financial Conflicts of Interest. If the RIO determines that a Significant Financial Interest constitutes a Financial Conflict of Interest, the RIO will convene a committee consisting of faculty, senior staff and/or outside experts as detailed in the "Procedures" (the "COI Committee"). The COI Committee will review the research, the financial interests in question, and the areas of conflict, and devise a plan for the management of the Financial Conflict of Interest (a "Management Plan") with a combination of elements it deems most conducive to the continued objective pursuit of research. The Management Plan may include conditions or restrictions to manage, reduce, or eliminate Financial Conflicts of Interest, which may include (but are not limited to): a) monitoring of research by independent reviewers; b) modification of the research plan; c) disqualification from participation in the portion of the federally-funded research that would be affected by Significant Financial Interests; d) divestiture of Significant Financial Interests; e) severance of relationships that create conflicts; or f) public disclosure of Financial Conflicts of Interest. The Investigator will be consulted as to the implementation of the Management Plan; the Investigator must agree to the plan before the research can proceed. If the COI Committee and the Investigator cannot agree upon a management plan, the relevant regulatory bodies and funding agencies will be notified.

4) Reporting of Financial Conflicts of Interest.

    a. *Sponsoring agency*. Significant Financial Interests that are determined by the RIO to be Financial Conflicts of Interest will be reported to the sponsoring agency in accordance with its requirements within 60 days of the original disclosure.

    b. *Public request*. As required by sponsoring agency regulations, information on the nature of such Conflicts of Interest will be made available to members of the public by the RIO in response to inquiries specifying the investigator's name and the research project in question within five business days of receipt of such requests.

    c. *College reporting*. The RIO also will compile regular reports to the Audit Committee of the Allegheny College Board of Trustees for review and oversight.

5) Indemnity. Participation by an Allegheny College faculty or staff member in a Conflict of Interest review committee or Management Plan at the request of the RIO shall be considered part of that faculty or staff member's institutional responsibilities, and that person therefore shall be indemnified by Allegheny College. All such participants must hold any information obtained in the course of these duties in strict confidentiality.

E. Enforcement. The College shall establish appropriate mechanisms for enforcement of this policy, which shall provide for sanctions where appropriate.[1] Disciplinary proceedings initiated in connection with this policy shall be conducted in accordance with the Allegheny College *Faculty Handbook* and the Allegheny College *Exempt Employee Handbook*. All relevant regulatory bodies and funding agencies will be promptly informed of disciplinary sanctions.

F. Records. The College shall maintain records of all financial disclosures and of all actions taken to resolve Financial Conflicts of Interest for at least three years beyond the termination or completion of the grant to which they relate, or until the resolution of any federal action involving those records, whichever is longer.

G. Training

- *Investigators on NIH/PHS-funded projects*. Each Investigator (including senior/key personnel) on projects funded by or proposed to NIH or other Public Health Service (PHS)-affiliated agencies must complete training in the College's conflict of interest policy (and make the disclosures described above) prior to submission of the proposal. This training will consist of a scheduled meeting with an assigned member of Foundation and Corporate Relations office staff and will cover institutional policies, Investigator responsibilities under these policies, and the federal regulations that mandate the policies.

- *Investigators on non-NIH/PHS projects*. For Investigators sponsored by or seeking funding from NSF and/or other federal agencies, as well as any Investigators initiating research sponsored by a private, for-profit entity, the above training activities are optional but strongly recommended.

- *Repeat training*. Group training of active NIH/PHS-funded Investigators, consisting of the mandatory workshop, will be repeated (i) every four years and (ii) on any occasion when Allegheny College revises its Financial Conflict of Interest policies and procedures in any manner that affects the requirements of Investigators.

[1] Such sanctions may include, but are not limited to, any one or more of the following: Letter of admonition; temporary suspension of access to active research funding, either for a fixed term or pending completion of a remediation plan; temporary suspension of rights to apply for internal and external research funding as a Principal Investigator, either for a fixed term or pending completion of re-training and remediation; investigation and mitigation of possible research bias resulting from improperly disclosed Significant Financial Interests, and reporting of corrective action to the relevant funding agency/ies; inquiry into possible research misconduct in accordance with the College's policies and procedures; non-renewal of appointment, as per the terms and procedures outlined in the Faculty Handbook; involuntary termination of employment, as per the terms and procedures outlined in the Faculty Handbook. This passage shall not be construed to contradict or supersede any disciplinary policies and procedures detailed elsewhere in the Faculty Handbook.

H. Disclosure Statement. Copies of the College's Conflict of Interest – Investigator Financial Disclosure Statement are available online at http://sites.allegheny.edu/foundations/conflict-of-interest-investigator-financial-disclosure-statement/. This Disclosure Statement must be completed by all senior personnel who are submitting proposals to a federal funder. The certification page of a proposal cannot be signed until forms for all Investigators are submitted to the RIO. By signing this form, the applicant certifies that he/she has read this section of the *Faculty Handbook* and that he/she has, to the best of the applicant's knowledge, made all required financial disclosures and if any situations arise of which the applicant is aware that are contradictory to those disclosures, the applicant will immediately notify the RIO and make full disclosure of any conflict, real or potential.

I. Subrecipients. The College is responsible for ensuring all subrecipients' compliance with the applicable federal regulations regarding Financial Conflicts of Interest. To this end, the College shall enter a written agreement with each subrecipient that shall specify whether this policy, or the applicable policy of the subrecipient's institution, will apply to subrecipient Investigators. This agreement will specify the timing for reporting of FCOIs by subrecipients to Allegheny College to enable the timely review and reporting of such FCOIs in compliance with funding agency requirements.