

# Maintenance and Operations Handbook

August 2003



*Revised February, 2006*

## **Preface**

This Hamilton College Maintenance and Operations Handbook incorporates changes in policy made since the publication of the Maintenance and Operations Employees' Handbook in 2000. Additional information about certain provisions relating to working conditions and wages may be found in the Agreement between the College and the Service Employees' International Union, Local 200 United, AFL-CIO.

Hamilton College is a coeducational, residential liberal arts community whose members value and seek intellectual and cultural diversity. The College encourages respect for political, religious, ethnic, racial, physical, generational, sexual and affectional, and intellectual differences, because such respect promotes free and open inquiry, independent thought, and mutual understanding.

The College complies with all relevant State and Federal laws on non-discrimination, and is an affirmative action/equal opportunity employer. The Executive Assistant to the President, Hamilton College, Clinton, NY 13323, (315) 859-4106, is the person responsible for coordinating the College's efforts to comply with Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act, as well as its procedures for dealing with harassment on the basis of gender, race, sexual/affectional orientation, disability, ethnic origin, and religion.

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## **General Policy and Regulations**

### **General Employment Policy**

Employment is based upon ability and fitness to perform the essential duties assigned to a position. Continued employment depends on satisfactory performance.

By action of the Trustees, it is the policy of the College to treat all appointments, assignments, promotions, and conditions of employment without discrimination on the basis of age, race, creed, color, national origin, sexual orientation, sex, disability, or marital status. Hamilton is an Affirmative Action/Equal Opportunity Employer and complies with state and federal regulations governing employment, including Title IX.

### **Types of Employment**

- (a) Full-time employees are scheduled to work a 40-hour week on a twelve-month schedule with anticipated continued employment. They are entitled to all of the benefits described in the Benefits Section of this Handbook.
- (b) Half-time or more employees work less than the full-time hours described above, but on regular schedules arranged to fit the needs of particular jobs. An employee in this category is regularly scheduled to work a minimum of 1,000 hours a year, at a particular job. The College offers various benefits on a pro-rated basis to employees in this category.
- (c) Part-time employees are scheduled to work less than 1,000 hours during the year in non-temporary jobs (e.g., weekend custodians) and are eligible only for those benefits mandated by law.
- (d) Temporary employees are employed by the College for periods up to four continuous months and are eligible only for those benefits mandated by law. Temporary appointments can be made outside of established recruiting procedures. Therefore temporary employees do not receive first consideration when openings occur.

### **Introductory Period**

The first three months (90 days) of employment is a time of appraisal for both employee and the College. Within this period, the employee's work will be evaluated and a decision will be made regarding continuation of employment.

If paid holidays occur during the introductory period, the employee will be paid for these days. However, no paid vacation days, paid sick days, or personal days are provided during this period. If an employee is ill, the hours not worked will not be paid.

Upon successful completion of the introductory period, a full-time employee or half-time or more employee receives credit for the sick and vacation days earned during those three months. If employment is terminated during or at the end of the introductory period, the employee will not receive credit for vacation days earned and thus will not be paid for unused vacation days.

### **Pay and Promotion**

The College follows a general policy of equal pay for work of equal value. The College regards all individual salary arrangements as confidential. Questions about compensation should be addressed to the Director of Physical Plant. Salaries for employees covered by the Agreement between the College and Service Employees' International Union, Local 200 United, AFL-CIO are negotiated in accordance with the terms of

the Agreement.

To encourage internal promotions, the College will post personnel bulletins describing openings and encouraging qualified employees to apply.

### **Hours**

The normal work week for full-time Maintenance and Operations employees is 40 hours. However, there are varied work schedules within the department.

### **Overtime**

In cases of emergency, employees are expected to work overtime. When overtime is required, pay schedules must be made in accordance with the Fair Labor Standards Act. This act requires that employees be paid at one and a half times their hourly rate for all hours worked in excess of 40 hours in a work week. In addition to this requirement, Maintenance and Operations employees receive time and a half the regular rate of pay for all hours worked in excess of 8 hours in any one work day. However, an employee is not entitled to both the weekly and daily overtime pay.

Time and a half the regular rate will be paid for work performed on Sunday except when Sunday is part of the employee's normal work schedule. Double the regular rate will be paid for work on the seventh consecutive day. The College also pays time and a half for work on a holiday, in addition to regular pay for that day.

### **Tools**

Craftsmen are expected to supply their own hand tools; power tools and large or unusual tools are furnished by the College. Any hand tools broken in normal use will be replaced by the College at College expense; lost tools will not be replaced. Stolen tools will only be replaced after a full investigation and determination that the owner of such tools used good judgment in providing safe storage of same.

### **Requirement to Work When College is Closed**

On rare occasions, the College is closed due to emergency situations such as hazardous weather conditions, power outages or other circumstances which might hamper the normal business of the College.

Because of the essential nature of their work, Security and Physical Plant personnel are expected to report to work or to continue to work their regular schedule, even when the College is closed, unless they are specifically instructed otherwise. Compensation for those hours worked will be at straight time. Overtime or other premium pay will only be paid when due as a result of normal overtime guidelines.

If individuals are unable to report to work as scheduled, they should contact their supervisor prior to the start of their shift. Although reporting to work late will be considered a late occasion, individuals delayed due to poor road conditions will be allowed to make up the lost time. If an individual is unable to get to work because of road closures and the absence of alternative routes, supervisors will authorize the use of a vacation or personal day.

Individuals who have any questions regarding their need to report to work as scheduled when the College is closed, should contact their supervisor. If unable to make contact with their supervisor, the College switchboard should be called.

## **Leave of Absence without Pay**

A leave of absence for a specified period of time may be granted by the Director of Physical Plant. Such a leave is intended for an employee who plans to return to work on or before the expiration of the leave granted. In such cases the College will make every reasonable effort to keep the employee's job open. Should it prove impossible to keep the exact position open, the employee will be offered the nearest equivalent job at no lower rate of pay. The job guarantee will terminate immediately if the employee accepts full or substantial part-time work elsewhere; or takes any other step which clearly contradicts the stated intent to return to work at the College.

## ***Maternity Leave***

Maternity leave is granted according to the terms governing all leaves of absence. Pregnant employees may work as long as they are able. In addition, since pregnancy is regarded under the law as a temporary disability, a person applying for maternity leave may also use accumulated sick leave and vacation days toward this absence and may apply for benefits under the New York State Disability Benefits Law. Contact Human Resources for further information.

## ***Military Leave***

The College should be given maximum notice of any impending military duty. A leave of absence not to exceed ten working days in any calendar year for peacetime active duty training is allowed a member of the National Guard or of any reserve branch of the armed forces. This type of leave is without pay, but does not reduce the employee's regular vacation period.

## ***Family and Medical Leave Act***

In addition to the above, employees and the College have all the rights and responsibilities established by the federal Family and Medical Leave Act of 1993. Under the provisions of the Act, individuals who have been employed at the College for at least one year and are in half-time or more positions may be eligible for up to twelve weeks of unpaid leave in a twelve-month period in the following circumstances: your own serious health condition; the birth or adoption of a child or the care of a seriously ill child, spouse or parent.

Specific information regarding your rights and responsibilities under the Family and Medical Leave Act (FMLA) and the criteria for granting leaves is available in Human Resources. Requests for leaves under the Family and Medical Leave Act should be directed to the Associate Director of Human Resources. Such requests should be made at least 30 days in advance, if possible.

## ***Extended Absences Due to Personal Illness or Injury***

Given satisfactory proof of disability, the College will hold a disabled employee's position open for up to three months from the last day worked. During this period, benefits continue on the same basis as if the individual was actively at work.

The College will hold an individual's position open beyond three months, provided the employee submits satisfactory medical evidence which indicates that he/she is reasonably expected to be able to assume the essential job functions of his/her position with or without reasonable accommodation within six months of the last day worked. Employees are responsible for the full cost of benefits between the third month of lost time and their return to work. The College is unable to hold positions open for more than six months.

## **Court and Jury Duty**

An employee may serve on a jury, or serve as a court witness when subpoenaed, without loss of vacation days and without loss of pay. The College will pay the employee's regular salary while the employee is on jury or court duty for up to four (4) weeks per year. The employee, however, must pay back to the College any per diem fee received from the court minus any extra out of pocket expenses made necessary by the tour of duty. A letter from the court stating the days served and the amount paid, with the required payment, should be submitted to the Payroll Office as soon as possible following court or jury service.

## **Notice of Termination**

All employees who plan to terminate their service at the College should give no less than two weeks' notice. More notice is always desirable, especially if the job is one in which the employee who is leaving may be able to assist in training a replacement.

## **Chronic Absence**

The College reserves the right to terminate employment for chronic, unexcused absence.

An employee who is continually absent because of illness may be asked by the College to have a physical examination and present the results in the form of a written statement from a licensed physician. The cost of obtaining this certification is the responsibility of the employee. This statement will be used to determine whether or not the employee is fully capable of performing the work for which he or she is employed by the College.

## **Change of Name, Address, Marital Status, or Dependents**

Any such change should be reported promptly to the Physical Plant Office and Human Resources.

## **Work Rules for Maintenance and Operations Employees**

To help supervisors assign work and to expedite payroll and other administrative procedures, employees are requested to observe the following procedures and rules:

1. Each employee must punch his/her own time card. Pay is predicated on the time punched. Individuals should not punch in prior to 10 minutes before the start of their shift.
2. If you punch in late for any reason, you will be charged a late occasion. Tardiness of more than one hour will count as two occasions of tardiness.
3. Employees are required to be ready to start work at the beginning of the shift and to have all tools and equipment ready. An employee must not leave his/her work area until five minutes before noon and ten minutes before quitting time.

There will be a single 20-minute coffee break on all shifts as follows:

9:00-9:20 AM for those reporting for work at 6:00 or 7:00 AM.

10:00-10:20 AM for those reporting for work at 8:00 AM.

4. Employees are required to fill out time cards at the end of each day, listing the time spent on each job done and the account to which the time is chargeable. Similar cards must be filled out for all material used.



5. Vacations must be scheduled. Employees are required to deposit a completed request form in the office one week in advance of the time off being requested.
6. Personal days will be granted upon request provided the employee gives reasonable advance notice and the Department in question can be adequately staffed.
7. Employees are required to call in if they are unable to come to work. No sick leave will be paid unless you have: 1) called in prior to the start of your shift and 2) submitted a properly completed time card. All unexplained leave is considered unauthorized absenteeism and may be reason for dismissal.
8. All questions regarding hours, pay, and leave should be directed to the Director of Physical Plant.
9. Some employees have chosen to be represented by Local 200 United of the Service Employees' International Union. The College operates an open shop, and Union membership is not required.
10. Employees are expected to be courteous to all people with whom they come in contact and to keep personal appearance and attire as neat as possible in keeping with regular duties.
11. Employees will turn in to their supervisors any lost articles found and attempts will be made to return them to their rightful owners. Employees must not disturb papers, drawings, or other documents which have been left on tables and desks; nor may they open drawers, cabinets, etc., unless specifically told to do so by the supervisor; nor may they disturb personal papers or possessions of students, faculty or staff.
12. Employees should enter College buildings only when necessary to perform their job duties during scheduled work hours or to take advantage of facility privileges or campus events as identified in the General Information section of this Handbook.
13. The employee should report any needed repairs to equipment, furniture, light fixtures, wiring, tools, etc., on the cards provided for that purpose.
14. Employees are required to take good care of College vehicles and equipment. Each employee is responsible for his/her tools and equipment and must return them in clean and proper order to the storage area or shop where they are normally kept.

Employees will not misuse or abuse College equipment, nor waste fuel and damage engines by allowing equipment to idle.

Personal and vehicular accidents are to be reported to the Physical Plant Office.

## **Payroll**

### **Paydays**

All Maintenance and Operations employees are paid each week on Friday. Checks are available at noon on pay days. Exceptions will be made only for those whose schedule does not include Fridays.

Any employee who wishes to do so may arrange with the Payroll Office to have his or her check deposited directly in an account at any bank or other financial institution that accepts electronic transfers.

## **Payroll Deductions**

Deductions from wages are recorded on the stub of the paycheck. These include (1) statutory deductions for Social Security and New York State disability insurance; (2) tax withholding deductions for Federal and New York State income taxes; and (3) optional deductions including those for medical and life insurance, reimbursement accounts under the Flexible Compensation Plan, and for voluntary contributions toward one's 403(b) retirement account and coverage under the Voluntary Benefits Program. The paycheck stub also records the number of hours of sick leave, vacation, and personal time accumulated by the employee as of that date.

Payroll deductions for union members for dues, initiation fees and assessments are outlined in the Agreement between the College and Service Employees' International Union, Local 200 United, AFL-CIO.

## **Benefits**

Full-time Maintenance and Operations employees are eligible for the benefits described below upon their date of hire, unless otherwise noted. Half-time or more employees receive benefits on a pro-rated basis in proportion to their regular annual work schedule. More detailed information about these benefits may be obtained from Human Resources.

### **Health Insurance**

Eligible employees can obtain health insurance coverage through the College's group health insurance program. Plan booklets and enrollment forms for all of the options are available in Human Resources. Employees may waive coverage through the College and receive an opt-out credit, provided they can produce evidence of other health insurance coverage. The College's contribution to health insurance coverage is based on one's salary and the coverage selected.

Individuals may elect a change in their health insurance coverage during the College's open enrollment period in November of each year. Changes will become effective on January 1.

### **Group Term Life Insurance**

The College provides group term life insurance coverage equivalent to one times annual salary. Supplemental group term life coverage in the amount of one and a half or three times annual salary is available contingent upon a satisfactory statement of health. Total coverage is limited to \$500,000. Both the basic and supplemental coverage includes an accidental death and dismemberment provision. The cost of the supplemental insurance is shared between the College and the person insured. Current rates can be obtained from Human Resources. Conversion to a personal policy is available at the time of retirement, or termination, at which time the full cost is assumed by the individual insured.

### **Flexible Compensation Plan**

The College's Flexible Compensation Plan allows individuals to pay their portion of their health insurance premium with before-tax dollars. The Plan also provides for Reimbursement Accounts which allow individuals to pay qualified dependent care and medical expenses not covered by one's health insurance plan with before-tax dollars. Information regarding this program is available in Human Resources.

## **Voluntary Benefit Program**

The College offers voluntary dental and vision plans in which employees pay the full cost for the coverage selected. Benefit outlines and enrollment details for both plans are available in Human Resources.

## **Retirement Plan**

After one year of employment at the College in a benefited position, full-time and half-time or more members of Maintenance and Operations are enrolled in the College's basic retirement plan. At that time, the College begins contributing 10% of the employee's base annual salary toward a retirement annuity for the employee. Participants may elect to invest these funds in individual retirement accounts with either TIAA-CREF or Fidelity Investments. Vesting is immediate upon enrollment in the plan.

Employees are not required to contribute toward their retirement plan, but they may do so in any amount they choose, subject to limits imposed by federal law. They may contribute through deductions from wages with funds on which they have already paid taxes or through a reduction in wages with funds that will not be taxed until they are received as retirement income. Arrangements for such voluntary contributions should be made with Human Resources, where additional information about the plan and investment options may be obtained.

## **Tax-Deferred Retirement Annuity Program**

At any time, Maintenance and Operations employees may also participate in the College's voluntary, tax-deferred annuity program. Contributions can be made on a before-tax basis to either TIAA-CREF or Fidelity Investments. Details of this plan and the investment options available can be obtained from Human Resources.

## **Social Security**

All College employees are enrolled in the Social Security program and must contribute an amount set by federal law, an amount that is matched by the College. Information about Social Security benefits should be obtained from a Social Security office. The nearest office is located at 10 Broad Street, Utica, New York 13501.

## **Unemployment Compensation**

Employees who lose their jobs through no fault of their own may be eligible for temporary benefits under the New York State Unemployment Compensation Law. However, not all loss of employment qualifies for compensation. This benefit is funded entirely by the College.

## **Holidays**

Each full-time employee is entitled to the following eight holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Day before or after Christmas (see below)
- Christmas Day

When a holiday falls on a Saturday, the preceding Friday will be a holiday; if on a Sunday, then the following Monday. When Christmas falls on a Wednesday, the day before shall be the additional Christmas holiday. When Christmas falls on a Saturday, the preceding Thursday and Friday shall be holidays. When Christmas falls on a Sunday, the preceding Friday and the following Monday shall be holidays.

For full-time individuals scheduled to work other than the traditional Monday through Friday schedule, the following guidelines will apply.

When a scheduled holiday coincides with a calendar holiday and the individual is regularly scheduled to work on the day, he/she will have it off. If the individual is not regularly scheduled to work on that day he/she will have the option of designating another day off as their holiday during the same pay period. When a recognized calendar holiday falls on a weekend and is rescheduled under the terms of the Working Agreement, these individuals will have the calendar holiday off as their holiday. In addition, during the Christmas and New Year's holiday weeks the College will reschedule the work week for individuals working the wrap-around shift so that they will have a four or three-day weekend respectively. If schedules are temporarily rearranged for this purpose, it is understood that the provision for double time pay on the seventh consecutive day would be waived. Half-time or more employees are entitled, with pay, to those specifically designated holidays that fall within their regular work schedules. That is, if a half-time or more employee would ordinarily have worked on a day designated as a holiday, that employee is entitled to that holiday with pay.

If a College-recognized holiday falls within an employee's vacation period, the day shall not count on the employee's vacation record.

### **Vacations**

Full-time and half-time or more Maintenance and Operations employees are eligible for paid vacations days after completing their introductory period. Full-time employees earn vacation at the following rates:

1. From the date of hire through the 5th anniversary date at the rate 5/6 days per month, or 10 days per year;
2. From the 5th anniversary date through the 10th anniversary date at the rate of 1 ¼ days per month, or 15 days per year;
3. After the 10th anniversary date at the rate of 1 ⅔ days per month, or 20 days per year.

If an employee wishes to take a vacation in advance of the time it is fully earned, he/she may do so, but no more than four months in advance of the time it is fully earned. Employees who quit or are discharged after taking unearned vacation shall have unearned vacation pay deducted from their last pay check.

Vacation time may be taken in increments of one hour. Employees hired prior to July 16, 2003 may accumulate two years vacation. Employees hired after that date may accumulate up to 160 hours of vacation.

### **Personal Days**

Regular full-time employees are also entitled to three additional "personal days" - days that may be taken, with pay, at the mutual convenience of employee and supervisor within the fiscal year (July 1 to June 30). Requests to take personal time on the same day as the request should be limited to emergencies only. Personal days may be carried over from one fiscal year to the next, provided that an employee's outstanding balance of unused personal days may not exceed six (6) at any point in time. Unused personal days are not paid for at termination.

New employees who begin work between October 1 and December 31 are entitled to two such days within the academic year. Those who begin work between January 1 and March 31 are entitled to one. Individuals hired

on or after April 1 are not eligible for a personal day during the fiscal year in which they are hired.

Half-time or more employees are eligible for one “personal day” each fiscal year, subject to the above restrictions for new hires.

Part-time and temporary employees are not eligible for paid holidays or personal days.

### **Maintenance and Operations Emergency Leave Bank**

A Maintenance and Operations Emergency Leave Bank was established to assist Maintenance and Operations employees who have exhausted all of their own vacation and personal time but need to be out of work to care for a seriously ill family member or attend to a personal hardship situation. Maintenance and Operations employees in full-time or half-time or more positions are eligible to make withdrawals from this Bank after six months of service. A copy of the participation guidelines and donation and withdrawal forms are available from Human Resources.

### **Sick Leave**

The College provides sick leave with pay and encourages employees to accumulate unused sick leave to provide protection against long illness or medical emergencies. Full-time Maintenance And Operations employees earn sick leave at the rate of 4.66 hours each month for a total of seven sick days per year. A half-time or more Maintenance And Operations employee earns sick leave at a rate proportionate to his/her annual work schedule. Sick leave benefits are for the actual sickness of the employee only. An employee may accumulate a maximum of 60 unused sick days. An employee absent on account of sickness must notify the Physical Plant of such absence prior to the start of his or her normal work shift for that day.

Sick leave may also be used for personal medical appointments. However, individuals should strive to make these appointments outside their regular workday or to otherwise minimize time away from work.

Abuse of the sick leave privilege will be subject to disciplinary action. Seven (7) occasions of the use of sick leave in any twelve-month period (excluding absences covered by Workers’ Compensation or for scheduled medical treatment) is considered excessive and individuals with seven (7) or more occasions of sick leave in a twelve-month period will be subject to disciplinary action for habitual absenteeism as specified in the Appendix of this Handbook.

If an employee goes a full calendar year without a single occasion of sick leave, the employee will be entitled to December 31 off with pay or one day’s pay, at the employee’s option.

Upon retirement at age 62 or after, the College will pay for unused sick time up to a maximum of 30 days.

### **Maintenance and Operations Sick Leave Bank**

A Maintenance and Operations Sick Leave Bank was established to assist Maintenance and Operations employees who have exhausted all of their own accrued sick leave but need to be out of work due to their own disability. Maintenance and Operations employees in full-time or half-time or more positions are eligible to make withdrawals from this Bank after six months of service. A copy of the participation guidelines and donation and withdrawal forms are available from Human Resources.

## **Disability Insurance**

All employees who have worked for at least four consecutive weeks are insured against total loss of wages because of short-term disability under the New York State Disability Benefits Law (or DBL). After seven days of disability (including five working days), this insurance provides payments of one-half of the disabled employee's weekly wage, up to a maximum payment of \$170 per week (as of March 1, 1998). Payments may continue as long as the employee is declared disabled by a licensed physician up to a limit of 26 weeks within the year dating from the onset of the disability. Coverage begins 30 days from the date of hire and extends 30 days after termination of employment. The College pays the full cost of this coverage.

To receive benefits under DBL, an employee must report to Human Resources any situation in which a disability is expected to extend beyond seven days. (The first seven days, or five working days, of disability are not covered by DBL benefits. During this waiting period, the employee may use accumulated sick leave to provide continuing income.) After seven days of disability, provided an application for benefits has been filed, benefits under DBL will begin.

## **Worker's Compensation**

Under the New York State Worker's Compensation Law, all employees are covered by insurance that provides benefits for illness or injury incurred in the course of or arising directly out of their employment. The College pays the entire cost of this coverage. If disability from a job-related illness or injury continues for seven calendar days, the disabled employee becomes eligible to receive payments of two-thirds of his or her regular weekly wages up to a maximum of \$400 per week (as of March 1, 1998). If the disability continues beyond 14 days, payments are also made to cover the first seven days of disability. Payments continue as long as the employee remains disabled, in the judgment of a licensed physician. To avoid possible loss of benefits, employees should report all job-related illnesses or injuries to their supervisor promptly, whether or not the situation involves the loss of working time or requires medical attention.

## **Death in Family**

Up to three days with pay may be granted to an employee because of a death in the immediate family. The immediate family includes parents, spouse, children, brothers, sisters, father-in-law, mother-in-law, grandchildren, grandparents, son-in-law and daughter-in-law. One day's leave with pay may be granted to attend the funeral of a brother-in-law or sister-in-law.

Requests for extension of leave beyond the above may be charged to earned vacation if such extension seems justified by the employee's supervisor.

## **Educational Opportunities**

### ***Job-related Classes***

The College encourages full-time employees to enroll in educational programs that will strengthen or extend the skills they apply to their work at the College. Employees should discuss their educational goals with their supervisor and submit a Supervisor Approval of Program/Course form to Human Resources prior to registering for the first class. Upon successful completion of a course, approved in advance by an individual's supervisor and the Director or Associate Director of Human Resources as being reasonably related to the individual's work at the College, the College will reimburse the employee one-half of the tuition paid for the course. Such reimbursement is limited to tuition only for up to six classes in a calendar year. This benefit is also available on a pro-rated basis to half-time-or-more employees.

If licenses or certificates are required to perform one's job, the College will pay the full cost of the licensing or

certificate fees as well as any required training. If the College specifically requests that an employee take a course at another institution that would enhance his or her performance on the job, the College will pay the full tuition for such a course. Any such arrangement should be based on the recommendation of the supervisor and must be approved by the Division Officer and the Director of Human Resources. Visit the [Human Resources web page](#) for more information.

### ***Courses at Hamilton***

If suitable arrangements can be made so as not to disrupt the work of the College, a full-time member of Maintenance and Operations may take courses at the College without charge, with the approval of an individual's supervisor and the consent of the instructor. This benefit is limited to one course each semester. Half-time or more employees are eligible for this benefit on a pro-rated basis. Candidates for a degree must meet the regular admission requirements of the College. Individuals interested in participating in the Hamilton Horizons Program should contact the Associate Director of Personnel.

### ***Scholarship Plan for Dependent Children***

The College provides tuition scholarships for dependent children of full-time Maintenance and Operations employees who have completed at least three years of service. The scholarship is equivalent to 50% of the tuition of the institution attended, including Hamilton, not to exceed 50% of Hamilton's then current tuition.<sup>1</sup>

An eligible institution includes any accredited undergraduate four-year or two-year college. The scholarship is awarded and is limited to four years' attendance at a four-year college and to two years' attendance at a two-year college, unless transfer is made to a four-year college, in which case the scholarship would be extended to its maximum length of four years. For dependents attending colleges or universities in New York State, the sum of TAP and Hamilton College's tuition scholarship cannot exceed 100% of tuition of institution attended.

To apply for this benefit, a completed [Request for Dependent Tuition Benefits](#) form and copy of the tuition bill should be submitted to Human Resources. Payment is made directly to the institution at where the child is enrolled.

Dependent children of members of Maintenance and Operations in half-time or more positions are eligible for this benefit on a pro-rated basis. Dependent children of part-time and temporary employees are not eligible for this benefit.

In the event of the death or disability of an employee, dependent children at the time of the death or disability will remain eligible for benefits through age 25 under the terms of the College's Tuition Scholarship Plan for Dependent Children, providing the employee has completed at least ten years of regular, half-time or more employment.

In the event of the retirement of an employee, dependent children at the time of the retirement will remain eligible for benefits through age 25 under the terms of the College's Tuition Scholarship Plan for Dependent Children, providing the employee at the time of retirement had a combination of age and years of service equaling at least 75.

### ***Scholarship Plan for Spouses***

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<sup>1</sup> For dependent children of members of Maintenance and Operations who accepted employment at the College prior to June 3, 2000, the following plan provisions apply: following the completion of three years of service, dependent children who qualify for admission to Hamilton will receive full remission of tuition charges for up to but not more than four years, less any scholarships awarded from other sources that are restricted to tuition only.

Spouses of full-time Maintenance and Operations employees may take courses at the College without charge on a full-time or part-time basis and may qualify for a degree from the College. All candidates must meet the regular admission requirements of the College. This benefit is also available on a pro-rated basis to half-time or more employees. No tuition scholarship is provided to study elsewhere. Application to participate in the Hamilton Horizons Program should be made through the Associate Director of Human Resources.

### **Benefits for Domestic Partners**

The College recognizes same or opposite sex domestic partners as spousal equivalents for purposes of benefit administration, to the extent permitted by law. In addition, children of qualified domestic partners are eligible for benefits on the same basis as children of married spouses. To qualify for coverage, both members of the partnership must sign an Acknowledgement of a Domestic Partnership form, which sets forth the requirements of a domestic partnership for this purpose. For additional information, contact Human Resources.

### **Credit Union**

All Hamilton employees and their families are eligible for membership in the First Source Federal Credit Union or ACCESS Federal Credit Union. Information regarding the services available and account applications may be obtained by contacting the Credit Unions directly. First Source's main office is located at 4451 Commercial Drive, New Hartford, New York 13413, (315) 735-8571 ([www.fsource.org](http://www.fsource.org)). ACCESS Federal Credit Union is located at 6 Franklin Avenue, Clinton, New York 13323; (315) 557-1000 ([www.accessfcu.org](http://www.accessfcu.org)).

### **Emergency Loan Fund**

Members of Maintenance and Operations who have been employed by the College for at least one year are eligible to receive a short-term, interest-free, emergency loan through the William D. Love, Jr. Loan Fund. The fund was created to help employees meet personal emergencies resulting from unexpected situations or occurrences needing immediate attention. The fund is intended as a last resort, to be used only when all other sources of assistance have been exhausted. Individuals interested in applying for this loan should contact the Associate Director of Personnel.

### **Computer Loan Program**

The College offers interest-free loans to full-time or half-time or more members of Maintenance and Operations for the purchase of personal computers. Computers may be purchased through the College Book Store (at reduced educational prices) or from an outside vendor. Borrowers are required to put down 25% of the total cost of the computer and may finance the balance (up to \$3,200). The duration of the loan may not exceed three years and loan payments are made in equal installments through payroll deduction. For more information about the loan program contact the Disbursements Manager, ext. 4376.

## **General Information**

### **College ID Cards**

As a service to employees, the College issues employee ID cards known as All Campus cards, which are embossed and include a photograph. These ID cards should be worn for identification while at work. The All Campus card may be used for library privileges, College Store discounts, educational discounts (off-campus), and access to College athletic facilities. In addition, the All Campus card provides a means of making purchases on campus through credit and declining balance privileges at campus dining halls, the Diner, the College Store, or to pay fees at the Library, Registrar's Office or Business Office. To open a declining balance or credit account, application forms may be obtained from Campus Services. All Campus ID cards may be



obtained from Campus Services. Spouses and dependent children over age 12 should contact Human Resources for authorization in obtaining their own ID cards if they wish to take advantage of these privileges.

## **Parking**

Any employee who wishes to park a car on College property must obtain a parking sticker from the Campus Safety Office.

During working hours, all Physical Plant employees are to park at the Physical Plant parking lot, unless an exception is authorized by the Director of the Physical Plant.

During non-working hours, all cars on campus should be parked in designated areas. A car parked on roadways or other prohibited areas will be ticketed and, under certain conditions, will be towed away at the owner's expense.

## **The College Store**

The College Store, located in the basement of Bristol Center, sells a wide variety of books and other merchandise on a cash basis. Master Card or VISA are also accepted. The College Store has an employee discount program which entitles all regular members of Maintenance and Operations, as well as their spouses and dependent children to a 15% discount off the regular price of all in-stock merchandise. Individuals holding temporary appointments of less than six months are not eligible. To obtain this discount, individuals must present a current All Campus card and request that the discount be applied prior to the cashier ringing up the sale. Discounted purchases can be paid for in cash or charged. To be eligible for the discount, purchases must be for \$10.00 or more and intended for personal use. Excluded from the program are textbooks, sale items, and departmental purchases.

## **Food Service**

During the academic year employees may buy meals at the College Diner in Beinecke Village, The Little Pub or at the Dining Halls in Commons or McEwen. An a la carte menu is available only at the Diner. Charges are billed monthly to the individual by the Business Office. Food Service establishments are normally closed when classes are not in session.

## **Athletic Facilities**

Maintenance and Operations employees and members of their immediate families may use athletic facilities of the College without charge, according to regulations and schedules issued by the Physical Education Department, provided such use does not interfere with physical education classes, intramural and intercollegiate sports and other scheduled student athletic activities. These facilities include tennis courts, golf course, squash and racquetball courts, swimming pool, ice skating rink, field house and Fitness Center. Other facilities include pool tables in the Bristol Center.

Children under 12 years of age who wish to use any of these facilities should be accompanied by an adult, unless they are participating in a College-organized recreation program, such as an instruction group in swimming or basketball. Older children should carry a College ID card to avoid being confused with ineligible users.

## **Library**

All College employees may use the College Library, subject to the general regulations which may be obtained at the Circulation Desk. If employment is terminated, all books must be returned before the final paycheck will be issued.

## **Employment of Relatives**

Spouses and relatives of employees are encouraged to explore employment opportunities with the College and will be considered on the basis of professional criteria and qualifications for specified positions. At the same time, we recognize the sensitive nature of having family members employed by the same institution. In an effort to ensure fair and equitable treatment of all employees, situations where the possibility of favoritism or conflicts of interest might exist will not be allowed. The employment of two individuals of the same family is permissible, but under no circumstances may they be placed in a line of supervision resulting in one relative supervising the activities of, or having management decisions over, another relative. This policy applies to all classifications of employees, including temporary and part-time. For purposes of administering this policy, a relative is considered to be a spouse or domestic partner, parent, child, sibling, grandparent, or grandchild, and may also include -in-law, nephew, niece, cousin, aunt or uncle.

## **Children in the Workplace**

When an employee brings a child or children onto campus, it is the employee's responsibility to provide appropriate care and supervision and to ensure that consideration is given to others. This is particularly necessary and important during normal business hours, Monday through Friday 8:30 AM to 4:30 PM, in offices and other work environments.

Employees planning to bring a child or children into a workplace should discuss with their supervisors the department's or office's ability to accommodate children, and should seek and receive their supervisor's approval. Normally employees should bring children into workplace environments only occasionally or when an emergency arises.

If employees have concerns about children in their workplace, they should contact their immediate supervisor.

## **Use of College Name or Logo**

The Hamilton College trademarks and service marks, including the name, seal, and logo of the College and its various departments and programs may not be used without the prior specific written consent of the College for any purpose, including: in conjunction with any private or commercial enterprise, in tandem with the advertisement of any product, or by any individual or group promoting itself.

Use of the College's name, seal or logo on letterhead and business cards is standardized and regulated by the Office of Communications and Development. Any questions regarding the use of the College's trademarks and service marks, including the name, seal, or logo of the College and its various departments and programs, in circumstances other than the ones listed above should be referred to the Vice-President for Communications and Development.

## **Emerson Gallery**

The Emerson Art Gallery, open to the public as well as the College Community, hosts a number of art exhibitions throughout the year, some of which are traveling exhibits from other museums and galleries, and others originated by the Gallery's staff. Pieces from the College's collection are also on permanent display. The Gallery is located on the first floor of the Christian A. Johnson Hall. For hours and further information, contact the Gallery office, ext. 4396.

## **Lost and Found**

Any items found on the campus should be turned in promptly to the Campus Safety Office, Office of the Dean of Students in the Kirner-Johnson Building, or Office of Student Activities.

## **Notary Public**

For information about notary publics on campus, refer to the current Campus Telephone Directory.

## **Medical Service**

The College provides medical treatment at the College's Student Health Service for job-related accidents and illnesses when the Health Service is open. Otherwise, individuals injured on the job will be taken to appropriate community medical facilities. For regular and continuing personal medical care, employees should rely on their own personal physicians.

## **Smoking Policy**

Smoking is not allowed in any buildings on the Hamilton College campus, in entranceways or in College-owned vehicles. Smoking is defined as the burning of a lighted cigar, cigarette or pipe.

## **Drug-Free Workplace Policy**

Hamilton College is committed to the development and maintenance of an educational and workplace environment in compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988 and will not tolerate the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Compliance with the provisions of these policies shall be a condition of employment. Disciplinary action up to and including termination of employment and/or satisfactory participation in a drug rehabilitation program may be required by any employee who is found to be in violation of this policy.

In compliance with the Drug-Free Workplace Act of 1988, any individual must notify the Director of Human Resources within five (5) calendar days of a conviction of any criminal drug statute violation which has occurred in or on the workplace premises.

The College's efforts to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information as well as implementation and strict enforcement of this policy. The Office of Counseling and Psychological Services will provide information and assistance to individuals with drug-related concerns and provide appropriate referrals for rehabilitation.

Details of these policies as well as a summary of New York State Laws Governing Alcohol, legal sanctions pertaining to drug use, health risks associated with use, available educational programs and alcohol and other drug counseling and treatment programs appear in On the Hill, the Student Handbook. Please take the time to review this information. If you do not have a copy of "On the Hill", contact Human Resources to obtain a copy of the College's Alcohol and Drug Policies.

## **Dog Policy**

Every dog on campus must be leashed at all times and in the company of its owner (it may not be tied to trees or signposts). Dogs are not permitted in College buildings. All dogs must be registered, tagged and vaccinated

in accordance with New York State Law. Any dog found wandering unleashed should be reported to Campus Safety immediately so that it may be removed from campus.

### **College Calendar and Campus Events**

Employees may attend a wide variety of events at the College, and admission to most of them is without charge. Each month during the school year, the College publishes a monthly calendar, Hamilton Public Events, which is posted in the shop and in many College buildings. This calendar lists lectures, concerts, exhibits and athletic events which may be of interest to employees of the College.

### **Travel Expense Reimbursement**

The College pays all reasonable out-of-pocket expenses of employees who are away from the College on approved college business. All such expenditures must be approved in advance by the Director of Physical Plant.

### **Public Relations**

The Office of Communications and Development and the Bristol Center provide information about College activities. However, on a day-to-day basis, employees are frequently the College's primary "public relations" resource. Requests for information should be handled courteously and accurately. If you do not know the answer, refer the question to the appropriate person or office.

## **Complaints and Grievance Procedures**

### **Work Problems or Complaints**

The College wants its employees to be content and satisfied in their work and believes that frank and free discussion is the best way to achieve mutual cooperation. If work problems or complaints arise, they should be discussed with the employee's immediate supervisor. Unsolved problems or unresolved complaints should be brought to the Director of Physical Plant.

### **Alleged Violations of Provisions of Working Agreement**

Individuals covered by the Working Agreement between the College and Service Employees' International Union, Local 200 United, AFL-CIO, should refer to the Grievance and Arbitration Procedure identified in the Working Agreement for matters involving the application or interpretation of the provisions of that Agreement.

### **Instances of Alleged Discrimination**

Employees with complaints or inquiries concerning discrimination on the basis of age, race, creed, color, national origin, sexual orientation, sex, disability, or marital status should contact the Executive Assistant to the President in Buttrick Hall, Ext. 4106. The Executive Assistant to the President is Hamilton's Equal Opportunity/Title IX Coordinator, and is responsible for handling complaints of alleged discrimination.

### **Harassment, Sexual Harassment and Assault Policy**

Hamilton College affirms the principle that its students, faculty, staff and guests have a right to work, study, and enjoy the society of the College community without being subjected to harassment, sexual harassment, or sexual assault, including rape.

## **Harassment**

Harassment is defined as verbal or physical conduct that (1) threatens, insults, demeans or abuses a person (2) because of his or her race, color, religion, ethnic origin, sex, sexual and affectional orientation or associations, or mental or physical disabilities, and (3) unreasonably interferes with the person's work or academic performance and/or creates an intimidating, hostile, or offensive working, educational, or social environment.

## **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance and/or creates an intimidating, hostile or offensive working, educational or social environment.

## **Sexual Assault**

Hamilton College defines sexual assault as any sexual contact without mutual consent. Sexual assault includes, but is not limited to, situations where a person is unable to consent because of mental incapacity or physical helplessness due to drug or alcohol consumption, or unconsciousness. Rape, a form of sexual assault, is defined as any form of nonconsensual sexual intercourse committed by coercion, intimidation, threat or physical force, either actual or implied. Acquaintance rape or date rape is defined as rape committed against an acquaintance, date or friend under the conditions described above. Sexual assault is an act of violence prohibited, in separate ways, by New York State law and Hamilton College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action through College channels. The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute.

## **Choice of Actions if Harassed or Sexually Assaulted**

Individuals who have been harassed or assaulted as defined above have recourse through the formal and informal grievance procedures of the College established by this Policy. These grievance procedures apply to complaints regarding alleged harassment of any kind, or sexual assault, including rape, that have taken place either on the Hamilton College campus or at a College-sponsored event that has taken place off campus.

The Harassment Grievance Board stands ready to respond to complaints in a variety of ways. Anyone who wishes to discuss a concern may approach any individual member of the Board with the assurance that details and identities of involved individuals will remain confidential. The complainant has the option of three levels of response by the Board:

### **Information**

A member of the community may talk with any member of the Board about harassment or assault. Information about options available under this policy to address allegations of harassment or sexual assault, including rape, and their possible outcomes will be discussed. No written records will be kept, and identities will remain confidential.

### **Informal Mediation**

Complainants may request a referral to a trained campus mediator who will try to facilitate understanding of the nature of the complaint by the accused, to clear up misunderstanding, and to resolve the complaint.

Mediation is particularly appropriate in cases in which the complainant wants help in addressing the issue without pursuing formal action.

### **Formal Complaint**

Within two years of an incident of harassment, and five years of an incident of sexual assault, including rape, an individual may choose to file a formal complaint. This will activate procedures outlined in the policy, and will involve the Chair of the Board, the appropriate officer of the College, and the Board or a subcommittee of the Board. The Dean of Students will respond, with the Chair of the Board, to complaints brought by one student against another. The supervising officer will respond, with the Chair, to complaints involving members of the faculty, staff, or administration. If the accused is found responsible as charged, various penalties, ranging from warning to permanent separation from the College, may be imposed. Individuals found responsible for sexual assault or rape should expect to be separated from the College. Individuals are encouraged to bring complaints forward in a timely manner, as it becomes difficult to establish the facts of the case as one becomes more distant from the event.

Details regarding the procedures for reviewing complaints brought forward under this Policy are available in the Student Handbook, [On the Hill](#), or from Human Resources.

## Appendix

### Disciplinary Action

	1 <sup>st</sup> occurrence	2nd occurrence	3rd occurrence
Theft or removal of items without proper authorization	discharge		
Willfully misusing, damaging, or destroying College property	week off	discharge	
Misusing, damaging, or destroying College property through negligence	3 days off	week off	discharge
Gambling, drinking, or fighting on College property	week off	discharge	
Reporting for work under influence of alcohol or drugs	week off*	discharge	
Sleeping on the job	week off	discharge	
Disrespect for authority	warning	week off	discharge
Insubordination	week off	discharge	
Making false, vicious, or malicious statements concerning the College or any of its employees	warning	week off	discharge
Entering apartments and other areas without orders	week off	discharge	
Leaving College property during shift without permission	3 days off	week off	discharge
Leaving work area before designated time	warning	3 days off	discharge
Mistakes due to lack of knowledge and judgment, without asking advice of supervisor	warning	3 days off	demotion or discharge
Not following safety procedures pertaining to equipment or assigned job	3 days off	week off	discharge
Refusing overtime or leaving during an emergency	3 days off	week off	discharge
Falsifying time records or punching another employee's time card	week off	discharge	
Misuse of sick leave	warning	week off	discharge
Habitual absenteeism and tardiness**	warning	week off	discharge
Falsifying employment record	discharge		

\* not allowed to start work

\*\* Tardiness Policy: Employees will receive a written warning on the sixth occasion of tardiness, a one-week suspension without pay on the eleventh occasion, and are subject to discharge on the thirteenth occasion of tardiness within a twelve-month period. Tardiness of more than one hour will count as two occasions of tardiness.



\*\* Absenteeism: Sick leave for personal medical or dental appointments with respect to which the supervisor gave approval and received verification will not count as an “occasion” in the Absenteeism Policy for disciplinary purposes.

These rules are subject to change from time to time. In the event of a change, employees will be notified by posting.