

Administration Handbook

August 2007



Revised October 2006

Preface

This fifth edition of the Hamilton College Administration Handbook contains many of the policies that currently affect members of the Administration. While these policies govern the situation until such time as they are formally changed, the College reserves the right to alter them at any time.

This Handbook is provided for purposes of information only and its contents are not to be interpreted as a contract between the College and members of the Administration. Nothing in this Handbook should be construed as a guarantee of employment.

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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About the College

Hamilton College began in 1793 with the founding of the Hamilton Oneida Academy, a school for the children of Indians and local white settlers. The Academy was founded by Samuel Kirkland, who had worked since 1766 as a missionary among the Oneida Indians. In 1788 the State and the Indians had granted to Kirkland a tract of wild land in what is now the Town of Kirkland. In a small clearing near the present College Chapel, the cornerstone of the first building was laid in 1794.

With the Academy established as a successful institution, the Trustees applied to the State for a charter to transform it into a liberal arts college with the authority to grant baccalaureate degrees. In 1812 the charter was granted, and Hamilton became the third college chartered in New York State (after Columbia and Union), named for Alexander Hamilton, the first Secretary of the Treasury and one of the original trustees of the Academy.

Since 1812 the College has grown and developed, although not in a line of constant progress. Like that of similar institutions, its history reveals periods of calm and prosperity interspersed among years of academic and social conflict and financial uncertainty. It is generally agreed that its most sustained period of maturation occurred during the Presidency of Melancthon Woolsey Stryker, which lasted from 1892 until 1917.

Today Hamilton is a highly selective college for men and women, with a distinguished faculty and a national reputation. When Hamilton College enrolled its first class in 1812, its entire Administration consisted of President Azel Backus, who presided over an educational establishment of three faculty members and twenty students. That establishment survived and has grown to comprise a student body of approximately 1750, a full-time Faculty of 200, 180 members of the Administration, including the President, a Staff of 160, and 100 Maintenance and Operations employees.

Its mission is to provide an excellent liberal arts education for its students, many of whom continue their education in graduate and professional schools. The College encourages respect for political, religious, ethnic, racial, physical, generational, sexual and affectional differences, particularly when such values promote free and open inquiry, independent thought, and mutual understanding. The function of the Administration, along with that of every other segment of the College community, is to provide support toward these ends.

Governance and Organization

Primary responsibility for the governance of the College rests with the Board of Trustees. The Board consists of thirty-six members, of which twenty-four are Charter Trustees elected by the Board (except for the President of the College, who serves by virtue of the office) to serve renewable terms of six years, and twelve are alumni Trustees elected by the Alumni Association to serve non-renewable terms of four years. Newly elected members normally take office on July 1.

The Board normally meets as a body four times in each academic year.

In addition to its Executive Committee, which acts for the Board when it is not in session, the Board of Trustees has Standing Committees, as follows:

1. Committee on Admissions; considers matters of policy relating to admission and financial aid.
2. Committee on Budget and Finance; exercises general supervision over the finances of the College.

3. Committee on Buildings, Grounds, and Equipment; considers matters relating to the physical plant, major facilities and College grounds.
4. Committee on Development; strategizes methods for raising needed funds that provide budgetary support for the College.
5. Committee on Honorary Degrees; receives and considers all recommendations for honorary degrees.
6. Committee on Instruction; considers all matters relating to the educational program of the College.
7. Committee on Investments; directs the investment of all funds and securities of the College.
8. Committee on Nominations; offers nominations to fill vacancies for Charter members and Board officers.
9. Committee on Planning; considers long range planning as it pertains to the future of the College and its educational purposes.
10. Committee on Student Affairs; considers matters of student life, including extracurricular activities and housing.
11. Committee on Technology; advises the President and the Board on all matters relating to the use of computing, networking and electronic information resources.

Primary responsibility for the operation of the College is delegated by the Board to the Officers of the College. These, and their general areas of responsibility, are as follows:

President. The President, who holds office at the will and pleasure of the Board, is designated in the By-Laws of the Board as the chief executive officer of the College with responsibility for the administration of its educational program. The President has the authority to appoint members of the Faculty and of the Administration, making appointments with tenure only with the approval of the Board. If, for any reason, the President cannot exercise the responsibilities of chief executive officer, the Board shall appoint a temporary or permanent replacement.

Vice President, Administration and Finance. As the chief financial and administrative officer of the College, responsibilities include the preparation, implementation and control of the operating budget; oversight of all business and financial operations and administrative services; institutional research; maintenance and upkeep of the physical plant; environmental safety; and Human Resources.

Vice President for Academic Affairs and Dean of the Faculty. As the principal academic officer under the President, oversees the Faculty and the curriculum, has responsibility for the execution of educational policy and long-range academic planning. Under the Dean's jurisdiction are the academic departments, the Library, the Registrar's Office, Opportunity Programs, the Emerson Gallery and ACCESS Project.

Dean of Students. The Dean of Students is responsible for all social, academic and non-academic aspects of student life. Under the Dean of Students' jurisdiction are the Health Center, Counseling Services, Career Center, Student Activities, Campus Safety, Adventure Programs, Residential Life and Office of the Chaplain.

Vice President, Communications and Development. The Vice President, Communications and Development is responsible for alumni affairs, current and capital fund raising, College publications, and press relations.

Dean of Admission and Financial Aid. The Dean of Admission directs the Admission Office in the recruitment and selection of students. The Financial Aid Office is under the jurisdiction of the Dean of Admission.

Vice President for Investments and Treasurer. The Vice President for Investments and Treasurer works with the Trustee Committee on Investments in overseeing the activities of professional money managers and limited partnerships and is responsible for the management of the College's endowment and Planned Giving Funds and the custodial banking relationship in managing the assets.

Vice President for Information Technology. The Vice President for Information Technology is responsible for planning, implementing, and managing the use of computing, networking, telecommunications, and electronic information resources.

The "Administration" in general encompasses "exempt" positions, i.e., "bona fide executive, professional or administrative positions" as referred to by the federal Fair Labor Standards Act (excluding faculty, who comprise their own "Faculty" category and have their own Faculty Handbook.) Examples are the President and other Officers of the College appointed by the President in accordance with the By-Laws of the Board of Trustees, and approximately 175 additional persons reporting, directly or indirectly, to an Officer. A current list of positions and persons comprising the Administration is maintained in Human Resources.

Appointments, Reappointments and Terminations

Members of the Administration serve at the pleasure of the President, and decisions on appointments, reappointments, and terminations are ultimately made by the President. The following describes Administration appointments generally. Typical procedures and timetables for making decisions regarding appointment, renewal, dismissal, etc. of Administrative personnel, and regarding review of performance, are provided in this section. The contractual rights and obligations applicable to any specific appointment are defined by the letter of appointment ("documents of appointment and renewal").

Appointments typically will be for one year. Appointments are usually made effective at the beginning of an academic year on July 1 and terminate at the end of the academic year on June 30. Appointments made during the course of an academic year usually terminate and are reconsidered at the end of the year. Annual reappointments are common, depending, among other considerations, on the performance of the incumbent and the need for the position. The College always retains the right not to renew an appointment.

Before the end of each academic year, the performance of each member of the Administration is appraised by the appropriate supervisory Officer or by the immediate supervisor. This appraisal reviews the performance of the incumbent in relation to the needs of the College, considers the qualifications and effectiveness of the incumbent in his or her current position and also considers the career aspirations of that person at the College. Often the appraisal is in writing; and if so, should be shared and discussed with the administrator involved and retained in that administrator's file.

Decisions on reappointment are made by the President on the recommendation of the appropriate supervisory Officer and, where appropriate, the immediate supervisor. The College makes a conscientious effort to provide reasonable notice if an appointment will not be renewed beyond its stated expiration

date. What is reasonable may vary with length of past service, job performance, and factors beyond the control of either the College or the Administrator involved. Notice typically is at least three months and in some instances has been as much as a year. Any such notice remains discretionary with the College, there being no general formula or entitlement beyond that set forth in the particular individual's documents of appointment and renewal.

Disruptive conduct that threatens the well-being of others or the ongoing operations of the College may result in immediate dismissal. Lesser problems in conduct or performance may be the subject of a written warning issued to the Administrator in question to the effect that continuation of such conduct or performance may result in dismissal. Such a warning, usually written by the appropriate supervisory Officer or by the immediate supervisor, with copies to the President, typically describes what changes are required and provides a time in which such changes should be made.

Allegations of discrimination in any decision regarding appointment, reappointment, or dismissal on the basis of age, race, creed, color, national origin, sexual orientation, sex, disability, or marital status should be dealt with according to the Grievance Procedures adopted by the College in March 1977. The decision of the President is final.

Work and Salary Procedures

Equal Opportunity Policy

The College affirms the policy to treat all appointments, assignments, promotions and conditions of employment in a non-discriminatory manner, and without regard to age, race, creed, color, national origin, sexual orientation, sex, disability, or marital status.

The Executive Assistant to the President serves as the College's Affirmative Action/ Equal Opportunity Coordinator and should be contacted for further information or in connection with unresolved complaints.

The College's Harassment, Sexual Harassment and Assault Policy is included in the Appendix of the Handbook.

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.

The Work Week

For Administration, as for Staff, the normal work week is five seven-hour days (8:30 AM - 4:30 PM, with an hour for lunch), Monday through Friday during the academic year. During the summer months, the regular hours of operation shift to 8:00 AM to 4:00 PM, Monday through Friday, with an hour for lunch. It is understood, however, that members of the Administration may be called on to work irregular hours, sometimes beyond those in a normal work week, in order to carry out their assigned duties.

With supervisory approval, some flexibility in the starting time of work and lunch breaks is permitted, provided the needs of the department and College are met. For example, an employee may start work at 8, 8:30, or 9 AM and finish at 4, 4:30, or 5 PM, depending on the time taken for lunch.

Procedures in the Event the 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. Individuals released from work or told not to report as scheduled will be paid based on their normal work schedule.

Because of the essential nature of their work, Campus Safety and Physical Plant personnel are expected to report to work or continue to work their regular schedule, even when the College is closed, unless they are specifically instructed otherwise. Individuals who have any questions regarding their need to report to work as scheduled when the College is closed, should contact their supervisor.

Notification Procedures

If the College is closed prior to the start of a regular workday, the following media organizations will be notified as soon as a decision is made:

Television stations: WUTR, WKTV, WTVH
Radio stations: WIBX (950 AM), WLZW Lite (98.7 FM),
WFRG (104.3 FM), KISS (97.9 FM),
WHCL (88.7 FM) and WRVO (91.9 FM)

A recorded message will also be available by calling 859-4040.

If the College is closed during the course of a regular workday, a designated individual within each department or building will be notified via telephone. In addition, a message will be recorded and available at the above number and communicated by e-mail.

Salary Procedures

Members of the Administration, whether full-time or part-time, are paid at the end of each month, normally in twelve equal installments. When salary adjustments are made, they normally become effective on July 1, with the adjustment reflected in the salary check received at the end of July.

Administrators who hold nine or ten month positions are usually paid over a twelve month period. An individual who terminates employment with the College at any time other than the date specified in their appointment letter, will be responsible for repaying the College for any salary advanced against future services. Salary advances in other circumstances are not allowed.

Salary deductions are recorded on the stub of the salary check. These include (1) statutory deductions for Social Security and Medicare, (2) tax withholding deductions, for Federal and New York State income taxes, and (3) optional deductions including those for health and life insurance, reimbursement accounts under the Flexible Compensation Plan, voluntary contributions to one's 403(b) retirement account and for coverage under the Voluntary Benefit Program.

Employees are encouraged to have their paychecks deposited by the College directly into a personal account at any financial institution accepting electronic transfers. This may be arranged with the Payroll Office.

Travel Expenses

The College pays all reasonable out-of-pocket expenses of employees who travel on College approved business. Authorization to incur such expenses, however, must be approved in advance by an appropriate Officer of the College.

Retirement Policy

There is no mandatory retirement age for Administrative employees. However, the College has retained 65 as its "normal" retirement age.

Work Outside the College

Members of the Administration may accept reasonable honoraria, stipends, and consulting fees from sources outside the College provided that the supervisor's approval has been secured beforehand and that such activity violates none of the policies set forward in the Hamilton College "Conflict of Interest Policy". The time and energy required for outside activities, moreover, must not interfere with or detract from the performance of one's normal duties within the College.

Benefits

All members of the Administration are entitled to fringe benefits depending on terms of appointment, years of service, and other eligibility requirements. Unless otherwise noted, all benefits described below are available immediately upon appointment. Questions about benefits should be addressed to Human Resources. Most of the benefits in this Handbook are described in detail in Summary Plan Documents or other plan documents. These documents are available in Human Resources and should be referred to for specific information. If there is any inconsistency between this Handbook and a plan document, the plan document will control. The College has the final authority and discretion to interpret these benefits, construe any missing or ambiguous terms, and determine all questions of entitlement to benefits.

Health Insurance

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

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 through a policy with an established life insurance carrier at no cost to the employee. Supplemental group term life coverage in the amount of one and a half or three times annual salary is available. Total coverage is limited to \$500,000. Both basic and supplemental coverage include an accidental death and dismemberment provision. The cost of the supplemental insurance is shared between the College and the person insured. 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.

Voluntary Benefit Program

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

Basic Retirement Plan

After one year of employment at the College, full-time and half-time or more members of the Administration are enrolled in the College's Basic Retirement Plan. At that time, the College begins contributing an amount equivalent to 10% of the employee's base annual salary toward a retirement benefit for the employee. Participants may elect to invest these funds in individual retirement accounts with TIAA-CREF or Fidelity Investments. Vesting is immediate upon enrollment in the plan.

Employees are not required to contribute toward their retirement plan, but once enrolled they may do so in any amount they choose. 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.

Voluntary Tax-Deferred Retirement Contributions

Contributions may be made on a tax-deferred basis to a Supplemental Retirement Annuity with TIAA-CREF or to a 403(b) account with Fidelity Investments. This benefit is available immediately upon

employment and is not contingent upon eligibility or enrollment in the Basic Retirement Plan. Federal law dictates the maximum amount you are eligible to contribute under these plans and penalties imposed for withdrawals prior to age 59½.

Group Total Disability Insurance

Insurance protection in the event of long-term total disability is provided through a group total long-term disability plan.

The group total disability plan becomes available after one year of service to the College. However, new appointees who have been enrolled elsewhere in a similar plan through another employer within three months prior to their appointment at Hamilton may enroll immediately. The cost of this coverage is paid entirely by the College.

Tuition for Job-Related Courses

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 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, administrators in half-time or more positions may take a course at the College or through the Mohawk Valley College's Cross Registration Program without charge, with the approval of the appropriate supervisor and the consent of the instructor. This benefit is limited to one course in each semester. 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 Human Resources.

Tuition Remission and Scholarship Plan for Dependent Children

The College provides tuition scholarships for dependent children of full-time administrators 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.¹

¹ For dependent children of full-time administrators who accepted employment at the College prior to June 3, 2000, the following plan provisions will 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. For dependent children studying at other accredited institutions, the College will provide a scholarship equivalent to the lesser of the cost of the tuition of the institution attended or fifty percent of Hamilton's current tuition.

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 in which the child is enrolled.

Dependent children of administrators with half-time or more appointments are eligible for this benefit on a pro-rated basis. Dependent children of administrators in part-time or temporary positions 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.

Tuition Remission Plan for Spouses

The spouse of a member of the Administration 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 for a degree must meet the regular admission requirements of the College. This benefit is also available on a pro-rated basis to half-time-or-more Administrators. 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.

Benefits for Part-time Members of the Administration

Members of the Administration whose appointments are for less than full-time but are for half-time or more normally receive the same benefits as full-time members. However, scholarship benefits, and the College's contribution to health insurance coverage and vacation accrual is pro-rated. Members of the Administration whose appointments are part-time or less than half-time are not eligible for benefits with the exception of those mandated by law and the ability to make voluntary tax-deferred retirement contributions.

Workers' Compensation

Under the New York State Workers' 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. To avoid possible loss of benefits, employees should report all job-related illnesses or injuries to Human Resources promptly, whether or not the situation involves the loss of working time or requires medical attention.

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.

Professional Travel

Members of the Administration are encouraged to participate in professional societies whose interests are relevant to their duties and responsibilities at the College. The extent of participation, however, will necessarily be limited to budgetary considerations and the demands of duty. Authorization for attendance at meetings, especially when reimbursement for expenses will be requested, must be obtained in advance from an Officer of the College. Upon such authorization, the College will pay for the normal expense of transportation, food and housing, and registration.

Travel Accident Insurance

While traveling on business authorized by or at the direction of the College, members of the Administration are covered by a special life insurance policy in the amount of \$100,000. The entire cost of this coverage is borne by the College.

Moving Expenses

Allowances against moving expenses are authorized at the time of initial appointment for new members of the Administration. Intended to make a contribution toward the cost of relocation, moving allowances may not exceed the total moving expenses as defined by the College. The amount of the allowance is determined primarily by the distance of the old residence from the College and is set forth in a letter of appointment. Accounting for moving expenses and claims for reimbursement substantiated by receipts, should be submitted to the Assistant Controller immediately after the move has been completed.

Moving expenses are defined by the College as including the actual charge for transportation of household effects, furnishings, and personal belongings, and charges for packing and for in-transit storage. They also include expenses incurred in travel from the former to the new residence, including transportation (mileage at the current IRS rate for moving purposes or the cost of gas), and lodging for the employee and her or his family, but only for one trip from the old residence to Clinton. Meal expenses are not reimbursable. Moving expenses for a less than full time employee will be prorated.

College Housing

The College has a limited number of rental housing units located on the campus. Administrators who have been employed by the College for seven years or less are eligible for College rental housing.

Under certain circumstances, it is also possible from time to time to purchase housing and building lots under the control of the College. Inquiries regarding housing should be addressed to the Director of Purchasing and Property Management.

Computer Loan Program

The College offers interest-free loans to full-time and half-time or more administrators 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 Assistant Controller, ext. 4376.

Credit Unions

Employees of the College 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). ACCESS Federal Credit Union is located at 6 Franklin Avenue, Clinton, New York 13323; (315) 557-1000 (www.accessfcu.org).

Vacations

All full-time members of the Administration are entitled to a paid vacation of one month (defined as 22 working days) in each academic year (July 1 - June 30), beginning with the first year of appointment. Individuals hired after July 1 in a given academic year are entitled to pro-rated vacation benefits in that year. Likewise, individuals leaving Hamilton during an academic year are eligible for pro-rated vacation benefits during their final year.

Vacations may be taken in various segments and at various times of the year, subject to the needs of the office and approval of the supervisor. Vacation plans, scheduled to provide reasonable advance notice, should be addressed in writing to the appropriate supervisory Officer of the College or person designated by that Officer.

Up to but not more than ten days of unused vacation may be accumulated and carried over from one year to the next. Normally, however, the number of vacation days taken at any one time should not exceed the yearly allotment of 22 working days.

Upon termination of employment, the College will pay for unused vacation days earned within the academic year in which the termination occurs and up to but not more than ten days of accumulated but unused vacation from the previous year.

Holidays

When possible, the College closes for the following 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 (other than Christmas) falls on a Saturday, the preceding Friday shall be the holiday; when 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. Otherwise, the additional day will be scheduled to make a four day weekend.

Death in the Family

Up to three days of leave with pay may be granted to an administrator because of a death in the immediate family. The immediate family includes spouses, children, parents, brothers, sisters, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law and daughter-in-law.

One day's leave with pay may be granted to attend the funeral of an aunt, uncle, nephew or niece, brother-in-law or sister-in-law.

Leaves of Absence

The College will grant maternity leave with full pay and benefits during the period of disability as authorized by the employee's physician.

Leave without pay may be granted to any member of the Administration, male or female, for the purpose of child-rearing. The length of such leave and arrangements, if necessary, for replacement must be determined by mutual agreement between the person requesting the leave and the College. A request for such leave must be approved by the appropriate supervisory Officer and by the President.

A leave of absence with or without pay may be granted for a member of the Administration to pursue his or her professional development. Such leave would be intended to increase or extend the competence of an employee in his or her work for the College. Approval of such leave and conditions under which it is taken must be obtained from the appropriate supervisory Officer and the President. Normally such leave would not exceed six months.

Leave without pay will be granted for military duty, such as that required of a member of the National Guard. The College should be given maximum notice of the need for such leave, and the leave should not extend beyond two weeks in any academic year. Military duty does not count as part of one's allotted vacation.

Leave without pay may be granted for compelling reasons if such leave does not disrupt the operation of the College. A request for such leave must be approved by the appropriate supervisory Officer and by the President. Normally such leave should not exceed six months.

During leaves of absence with pay, the College normally will continue its contributions toward fringe benefits of the person on leave. During leaves of absence without pay, the College normally will cease such payments, unless the duration of the leave is two months or less. Although the College may cease its payments, the person on leave may retain all benefits by assuming their full cost.

In addition to the above provisions, 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; 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 Director or Associate Director of Human Resources. Such requests should be made at least 30 days in advance, if possible. In cases where an employee is on a leave of absence that qualifies for both paid leave (e.g., maternity or disability) and FMLA leave, the paid leave and FMLA leave periods shall run concurrently.

Given satisfactory proof of disability, the College will hold a disabled administrator'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 administrator was actively at work.

The College will hold an individual's position open beyond three months, provided the administrator submits satisfactory medical evidence that indicates that he/she is reasonably expected to be able to assume the essential functions of his/her position with or without reasonable accommodation within six months of the last day worked. Administrators 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.

All leaves of absence are granted on the understanding that the employee intends to return to work at the College. If the employee does return, the time spent on leave will be counted toward the employee's length of service to the College. If the employee does not return, the employee's length of service will be judged to have ended when the leave began.

General Information

Athletic Facilities

Members of the Administration and their families may use the athletic facilities of the College without charge, provided that 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.

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 an All Campus card to avoid confusion with ineligible users.

College Calendar and Campus Events

Employees may attend a wide variety of events at the College, and admission to most is without charge. Each month during the school year, the College publishes Hamilton Public Events. This calendar lists lectures, concerts, exhibitions and athletic events that may be of interest to employees of the College.

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. 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 safe, easy, and convenient way to make 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, All Campus cards and application forms 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 facilities.

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. MasterCard or VISA are also accepted. The College Store has an employee discount program which entitles Administrators 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 this 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.

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.

Food Service

During the academic year employees may buy meals at reasonable costs at the College Diner in the 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 will be billed monthly to the individual through the Business Office. Food Service establishments are normally closed when classes are not in session.

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 final paycheck will be issued.

Lost and Found

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

Medical Service

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

Parking

Any employee who wishes to park a car on campus must obtain a parking sticker from Campus Safety and place the sticker in the back, driver's side window of the vehicle. Parking stickers are issued every two years and indicate the expiration date. 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. Unpaid parking tickets will be billed to the employee

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.

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.

Conflicts of Interest

The College recognizes that many employees participate in non-College activities that are recreational or that increase personal or professional development. The College encourages such activities as long as they do not constitute or appear to constitute a conflict of interest.

Simply stated, a conflict of interest occurs whenever an employee engages in activities that interfere with the performance of job responsibilities at the College or where the prospect of direct or indirect personal gain could influence an employee's judgment or action.

No gift, loan or favor will be made to or accepted by employees or their immediate families involving any supplier, customer, or others with whom Hamilton does business if it is intended to influence a business decision. This will not prohibit casual entertainment, business entertainment consistent with the College's usual practices, or gifts which are reasonably viewed under the circumstances in which they are given or received to be of nominal value. For this purpose, any gift in kind of less than \$100 would be considered of nominal value. Acceptance of cash or cash equivalents is not acceptable under any circumstances. By way of example, attendance at a professional sporting event as a guest of a supplier or customer would constitute business entertainment consistent with the College's usual practices; however, the receipt of tickets to the same event from a supplier or customer without the attendance of the supplier or customer would be viewed as a gift which must be of nominal value.

Employees must also inform their supervisor and receive approval before engaging in any outside activities that pose a potential for conflict of interest. Examples of potential conflict of interest include, but are not limited to:

- outside employment;
- working for the College as an outside vendor;
- use of College facilities, supplies or equipment for outside business, philanthropic, community, political or other interests or activities;
- outside interests of the employee, or of close family members, with or related to suppliers of goods and services to the College;
- allowing unauthorized use of College facilities by friends, family members or community associates;
- direct or indirect participation in purchases for personal use for less than the full value or utilizing discounts allowed to the College for personal gain;
- using information that the College considers privileged or confidential, for non-College purposes;
- using the name of the College for monetary profit or acting as a private person in a way that could create the impression that the employee is speaking for the College.

Failing to report such activity or continuing an activity if a supervisor has disapproved it, is grounds for disciplinary action, including termination of employment.

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.

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.

Smoking Policy

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

Use of the College Buildings

Policies and guidelines regarding the use of College buildings is available through Campus Services.

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.

Appendix

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.