

Subject: Spending and Operating Guidelines for Spring '21

Dear all,

Please find enclosed spending guidelines (applicable to both operating budgets and endowments) as well as some operating reminders for this Spring '21. This document replaces our normal spending policies where applicable for the Spring semester. Some policies may be revised as we move through the global COVID-19 pandemic.

A. General Spending Restrictions

While the DOF office expects business to be conducted largely as usual with the return to campus for the Spring semester, there are a few spending restrictions listed below.

1. No travel will be approved using Hamilton funding this Spring. However, faculty may attend a conference virtually. To request funding for a virtual conference, please submit through the [faculty travel authorization form](#). We will consider requests to pay for meeting registration costs with similar restrictions as normal - one conference per faculty member and a second if funds are available. Preference will be given to faculty who are presenting their scholarly work.
 - a. A similar policy applies to students who wish to attend a virtual conference to present their scholarly work with a \$500 maximum from the DOF general student travel budget.
2. No field trips or other off campus events.
3. While limited on-campus gatherings are permitted as per recent [guidelines](#), DOF must review all requests for in-person meetings and events. Faculty must demonstrate why the event is essential, cannot be conducted virtually, and will adhere to the general principles described in the [guidelines](#).
4. Student entertainment funds for faculty to use (including the FYC Program) are frozen for the Spring semester.
5. No on-campus speakers but virtual speakers will be allowed with modest honoraria available with advanced approval. No honoraria will be paid without advanced approval. Note that honorarium payments to foreign speakers who participate from abroad (not in the U.S.) are not subject to U.S. tax. However, any speaker whether US or foreign who participates virtually while physically in the US is subject to tax withholding and reporting. For payments to foreign speakers not in the US, please email Roxann Jeffers at (rjeffers@hamilton.edu) and copy Nicolas de la Riva (mdelariv@hamilton.edu) with the following information:
 - Full name & email address;
 - Date payment is required;
 - [Foreign source statement \(individual\)](#); or
 - [Foreign source statement \(corporations & other entities\)](#).

B. Faculty Searches: Tenure-Track, Renewable, and Leave Replacements

Faculty searches approved for a July 1, 2021 start date will move forward with national searches but with restrictions.

- If Hamilton's financial position significantly worsens in the Spring, 2020-21 searches could be put on hold.
- There will be a limited budget for advertising (see below).
- No off-campus interview teams at conferences will be approved.
- No on-campus interviews will occur during the Spring.

For convenience, below are guidelines on tenure-track search advertising. We expect similar restrictions will be in place when advertising begins for leave replacements and other visiting faculty positions.

Departments will be allowed to place one paid job ad per position. A second job ad can be placed if justified by the department/program and approved by the DOF.

Options:

1. **Base-tiered rate with the possibility of time extension:** A base-tiered job ad will be within the minimum word limit or with normal exposure (i.e. no "featured" job ad). This type of ad would represent the baseline cost for advertising from the organization and can be extended for a longer period of time with DOF approval. Ads may need to be edited to meet the minimum word limits for a publication, but Hamilton's HR site will post the complete job ad.
2. **Advanced-tiered rate without the possibility of extending time:** An advanced-tiered job ad will make a bigger "splash" for a shorter period of time. For example, the ad could have a longer word count than the base-tier ad or be labeled as "featured." Advanced job ads normally cost significantly more, so they will not be approved for an extension beyond the minimal time required by the advertising organization.

C. IT Teaching Needs During COVID-19

If faculty need IT equipment to meet the needs of teaching in virtual environments, please reach out to the LITS help desk (helpdesk@hamilton.edu) or fill out a [form](#). Faculty should not buy equipment on their own (if they expect reimbursement) unless they have received prior approval from LITS or DOF. The helpdesk has the following equipment on hand (this equipment is LITS-owned and must be returned to LITS per their instructions):

1. Document camera
2. Headphones
3. Hot spots
4. Keyboards
5. Laptop loaners

6. Mice
7. Monitors
8. Printers
9. Faculty requests for iPads, tablets, etc. should be sent to the helpdesk.

If LITS is unable to support IT needs, Department Chairs may consider using department operating budgets to purchase IT by reprioritizing faculty needs. This exception will only be available for the 2020-21 academic year. Technology purchases will also need approval through the DOF using the [Research Request Form](#) and for computers, tablets, or iPads a [Computer Purchase Form](#). Professorships and Startups may also be used to purchase IT for research and teaching purposes using the same process (for use of startups, the need will have to be justified that the purchase is primarily used for extending a faculty's research program).

D. Student Employees

Students may be employed at Hamilton College for the Spring semester provided campus requirements for physically distancing and safe interaction can be met, the position is essential to the department's operation, and there is approved funding. Students studying remotely and residing in the United States may be employed only if the position responsibilities can be done virtually. Students studying remotely and residing in international locations may not be employed with the College due to U.S. government and tax restrictions. All student employees, including research and teaching assistants, will need approval through the DOF. Supervisors should complete and send the [attached template](#) to Nicolas (mdelariv@hamilton.edu) and copy their department/program chair. This template replaces the previously used Employment Authorization Form. Note that students must be in the system prior to commencing work. HR will work directly with students to ensure all paperwork is completed.

E. Startups and Professorships

The College will continue to fund start-up expenses because they are deemed essential. Faculty are permitted to utilize their startups this academic year 2020-21 except for travel and the general restrictions listed under Section A.

Any unspent endowed professorships that ended on/before June 30, 2020 will not roll over to 2020-21. Faculty are permitted to utilize their professorships this academic year 2020-21 except for travel and the general restrictions listed under Section A.

F. Other Endowed Funds

The College remains committed to endowment funded stipends and expenses already awarded to faculty for sabbatical leaves, including grant activity funds, and Dietrich Inchworm Grants. The College will support unspent funds from 2019-20 and rollover to 2020-21 for the aforementioned awards. The College will neither honor nor rollover to 2020-21 any unspent endowed funds that were previously awarded in 2019-20 for field trips, guest speakers, travel,

and AHA! Groups or other research activities that are not startups, sabbatical leaves, grant activity funds, and Dietrich Inchworm Grants.

G. Outside Service Providers

Contractors, vendors, and service providers must comply with COVID protocols when on campus for essential work. With the exception of an adjunct, who must adhere to COVID protocols as indicated in their respective hire letter, any outside provider on campus for any reason must receive prior approval from either Penny or Nathan. Also excluded from this requirement are new hires managed through HR. The outline below details the five steps to seek approval.

1. Penny or Nathan validate the essential services needed.
2. Penny or Nathan sends the following information to Campus Operations:
 - Name of service provider/vendor;
 - Function to be performed - note if student facing;
 - Location of work;
 - Time period of engagement; and
 - Service provider's company COVID protocol (required unless exception granted) and confirmation of acknowledgement of Hamilton's protocols.
3. Review by Health & Safety sub-group of Task Force.
4. If no concerns - proceed to credentialing (if concerns will either resolve with requestor or bring to steering committee).
5. Issue Contractor Badge and include in Contractor Log.