

Staff Handbook

April 2003



Revised February 2006

Preface

This eighth edition of the Hamilton College Staff Handbook contains many of the policies that currently affect members of the Staff. While these policies govern the situation until such time as they are formally changed, the College reserves the right to alter these policies 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 Staff. 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 Senior Associate Dean of Students/Title IX Coordinator, Hamilton College, Clinton, NY 13323, (315) 859-4802, is the person responsible for coordinating the College's efforts to comply with Title IX of the Education Amendment of 1972, as well as its procedures for dealing with harassment and discrimination on the basis of age, gender or gender identity, race, color, national origin, sexual and affectional orientation/association, military or veteran status, marital status, mental/physical disability, genetic information, ethnic origin, religion, or any other characteristic protected by law.

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About the College

When Hamilton College enrolled its first class in 1812, it consisted only of President Azel Backus, a faculty of three and about twenty students. But time brings change. When the College opened in the fall of 2002, it had an enrollment of approximately 1830 students, 206 Faculty members, 182 members of the Administration including the President, a Staff of 159, and 101 Maintenance and Operations employees. The growth of the College has required the institution of procedures to govern its operations, along with a series of documents to record them.

The story of that growth is the history of Hamilton College, which 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). It was 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. 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, 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 Staff, along with every other segment of the College community, is to provide support toward these ends.

General Policy and Regulations

General Employment Policy

Employment is based on ability to perform the 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 in a non-discriminatory manner, without regard to age, race, creed, color, national origin, sexual orientation, sex, disability, or marital status. Hamilton is an Equal Opportunity/Affirmative Action Employer and complies with state and federal regulations governing employment, including Title IX.

The Staff and Staff Compensation Policies

The Staff consists of all College employees who do not come under the categories of Faculty, Administration, or Maintenance and Operations. Hamilton College provides compensation to staff members on the basis of the prevailing practice in the community for work of a similar nature, equity within the College, and the availability of financial resources.

The level of compensation provided staff members is based on two elements: the Position Classification/Compensation System and the Performance Appraisal Program. The first identifies the relative positioning of the job within the organization; the second identifies and rewards the work performance of the staff member who holds that position. These elements are described in detail in the Appendix of this Handbook.

Types of Employment

1. Full-time employees normally work a 35-hour week on a twelve-month schedule with anticipated continued employment. They are entitled to all of the benefits described in this Handbook.
2. 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. To qualify for this category, an employee must be scheduled to work a minimum of 910 hours a year at a particular job. Some work less than 35 hours a week over twelve months; others do not work during the summer. The College offers benefits on a pro-rated basis to employees in this category.
3. Part-time employees are those who are scheduled to work less than 910 hours during the year. Part-time work is normally on a regular schedule, arranged to fit the needs of particular jobs. It can be spread over twelve months or it can be seasonal, limited to the school year or to summers. Part-time employees are eligible for limited benefits as outlined in the Benefit section of this Handbook.
4. Temporary employees are those employed on a temporary basis for a specified period of time. Temporary appointments can be made outside of established recruiting procedures. Therefore, temporary employees are not entitled to any benefits and do not receive first consideration when permanent openings occur. Temporary employees are paid only for hours worked and are eligible only for those benefits mandated by law.

Introductory Period

For new employees, the first three months of employment is a time of appraisal for both the 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 or paid sick days are provided during this period. Upon successful completion of the introductory period, the employee becomes eligible for benefits as described in this Handbook, and receives credit for the sick and vacation days earned during those three months. If employment is terminated during or at the end of the period, the employee will not receive credit for vacation days earned and thus will not be paid for unused vacation days.

Under unusual circumstances, when more than 90 days are required to provide a full and fair evaluation of the employee's performance in the job, the introductory period may be extended for a period not to exceed another 90 days.

Hours of Work

The number of hours per week required of a full-time staff member is 35 (or 1820 hours per year), although some jobs require 37 1/2 or 40 hours. The normal work day, from Monday through Friday, is 8:30 AM to noon and 1 PM to 4:30 PM.

During the period between Commencement in the spring and student orientation in the fall, the normal work hours shift to 8 AM to noon and 1 PM to 4 PM, Monday through Friday.

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.

Variations in the normal schedule may be necessary. Some offices, for example, must remain open during the noon hour and some must be open on Saturdays or holidays; Campus Safety and the Library require the services of some staff personnel at other hours of the day or on other days of the week.

There is no formal "coffee break" policy at the College. Whether such breaks are acceptable must, of necessity, depend upon the needs of the particular department in which the staff member works. However, in no case should breaks exceed 15 minutes in the morning and afternoon.

Overtime

Overtime work should be kept to a minimum although some may be necessary. All overtime work should be planned in advance and must be authorized by the person responsible for the budget involved. In administrative offices, overtime must be authorized by the department supervisor, for faculty secretaries by the Director or Associate Director of Human Resources. When an employee works more than the College's regular 35 hours in any given week, the additional hours worked up to 40 will be paid at the employee's regular rate. Hours worked in excess of 40 in a work week or in excess of 8 hours in any one work day will be paid at 1 ½ times the regular rate.

Hours worked on the seventh consecutive day will be paid at two times the regular rate. In some instances, a supervisor may be able to give an employee compensatory time off instead of additional pay for hours worked between 35 and 40, as long as the time off is taken within the same weekly payroll period in which the extra hours were worked.

Procedures in the Event the College is Closed

On rare occasions, the College may close 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. Hourly staff members should record such time as time worked on their time sheet with a notation that the College was closed.

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. In addition, other College personnel may be deemed essential as required by their department based on factors such as the type of event, the time of year, etc. In rare instances, employees may be asked to work from home. Hourly employees required to work their shift during a closure period will be compensated at a rate of two times their base rate for those hours worked during their shift. Overtime or other premium pay will only be paid when due as a result of normal overtime guidelines. Individuals who have any questions regarding their need to report to work as scheduled when the College is closed, should contact their supervisor. Essential personnel who are scheduled to work during a closure period and do not report may be required to use earned time.

If the College is open, but individuals are concerned about safe travel to work, arrive late or feel the need to leave work early due to inclement weather, earned personal or vacation time or unpaid time should be requested.

In some instances exempt staff may be required to report to work during a closure period. For exempt staff that are not required to report to work during a closure period, exempt staff should be monitoring their operation through various means such as email to ensure expectations are being upheld. For exempt staff that are required to report to work, supervisory discretion should be applied when considering the possibility for equivalent time off.

The above policy will apply to time off granted by the College between the Christmas holiday and New Years' day. Additional compensation will not be paid for regularly scheduled days off during any closure period or if an employee chooses in advance to use paid time off during any closure period.

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.

Chronic Lateness or Absence

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

Leave of Absence without Pay

Leaves of absence must be requested from Human Resources through the supervisor of the employee making the request. It may or may not be granted by the College, depending upon the circumstances. To facilitate planning, such requests should be made as early as possible. Normally, a leave of absence will be for a period not to exceed three months. Exceptions to this normal limit can be made if, in the College's judgment, circumstances warrant an extension.

Such a leave is intended for an employee who plans to return to work on or before the expiration of the leave. In such cases the College will make every effort to keep the employee's job open. If that exact job cannot be kept open, the returning employee will be offered the nearest equivalent job that becomes available, at no lower rate of pay. This job guarantee will be cancelled if the employee accepts full or substantial part-time work elsewhere, applies for unemployment insurance, or takes any other step that clearly contradicts the stated intent to return to work at the College.

An employee who returns to work at the College after an approved leave of absence within the time agreed on, will retain credit for the previous period of work insofar as service affects benefits (vacation schedule, eligibility for various insurance programs or tuition remission).

Maternity Leave

Maternity leave is granted according to the general terms governing all leaves of absence. However, since pregnancy is regarded as a temporary disability under the New York State Disability Benefits Law, employees on maternity leave are eligible for benefits under that law. Pregnant employees may work as long as they are able. When they become unable to work, they may use sick leave benefits, if available, or apply for benefits under "DBL" (See Disability Insurance).

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

Under the provisions of the Family and Medical Leave 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 Director or 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 staff member'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 staff member was actively at work.

The College will hold an individual's position open beyond three months, provided the staff member submits satisfactory medical evidence that 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. Staff members 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. The employee, however, must pay back to the College any per diem fee received from the court, minus any extra out of pocket expense 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.

Service to the College

For purposes of calculating service to the College, in cases where there is a break in service for not more than three years of military service, for an approved leave of absence, or for other reasons deemed good and sufficient by the Vice President, Administration and Finance, the period of employment preceding the interruption shall be counted in computing length of service provided the break in service is less than the amount of service prior to the absence. The time spent on leave, however, is not counted in length of service to the College.

Retirement Policy

There is no mandatory retirement age for staff members. The College, however, retains 65 as its "normal" retirement age. Employees may elect voluntary retirement at any time. Those who wish to retire should notify the College at least 90 days in advance to allow sufficient time for the arrangement of benefits.

Change of Name, Address, Marital Status, or Dependents

Any such change should be reported promptly to Human Resources.

Termination of Employment

Notice of Resignation

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. Notice of resignation should be sent to the Director or Associate

Director of Human Resources, who will make the necessary arrangements, including scheduling an exit interview.

Exit Interview

Before leaving the College, an employee is expected to have an exit interview with the Director or Associate Director of Human Resources. The purpose of the interview is to collect information for the employee's record, to make appropriate arrangements for unpaid salary and adjustment of benefits, to return keys or other College property, and to answer questions that might arise.

Job Elimination

When a job is eliminated because of lack of work or functional reorganization, the College will provide the employee holding the job with at least one month's notice and will try to relocate that employee in another job within the College.

Discharge

Termination through discharge can occur immediately or after due warning. Causes for immediate discharge may include dishonesty, theft, willful damage to property, falsifying time sheets or work records, intentional and malicious injury or humiliation of fellow employees, gross discourtesy to students, faculty members, or guests of the College, or gross negligence in the performance of work, including breach of confidence where confidential material is an essential part of the particular assignment.

Causes for discharge after due warning may include any of the above in addition to excessive tardiness, absenteeism, insubordination, refusal to follow instructions or work rules, use of drugs or alcohol on the job, persistently careless or dilatory work, unauthorized use of telephone or use of obscene, threatening or abusive language.

Payroll Information

Pay Procedures

All members of the Staff are paid weekly, on Friday. Non-exempt staff employees are paid on an hourly basis, in accordance with the Fair Labor Standards Act, and pay is based on time sheets, which report hours worked and earned hours used for sick leave or vacation. Time sheets must be submitted to the Payroll Office by 9:00 AM on Monday in order for a paycheck to be drawn that Friday. Time sheets for employees working in administrative offices should be signed by their immediate supervisor and sent to the Payroll Office. Those for faculty secretaries should be signed by the designated faculty coordinator or by the Director or Associate Director of Human Resources.

Employees may arrange with the Payroll Office to have their paychecks deposited by the College directly into a personal account at any financial institution accepting electronic transfers. Advances against salary are not permitted.

Payroll Deductions

Deductions from wages are recorded on the stub of the paycheck. These include (1) statutory deductions for Social Security, (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, voluntary contributions to one's 403(b) retirement account and coverage under the Voluntary Benefits Program.

Benefits

Full-time and half-time or more staff members 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. Part-time staff members are eligible for limited benefits, as specified in the following sections. 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. 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.

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 full-time or half-time or more staff members to pay their portion of their health insurance premium with before-tax dollars. The Plan also provides for Reimbursement Accounts which allow eligible individuals to pay qualified dependent care and medical expenses not covered by one's health insurance plan with before-tax dollars.

Voluntary Benefits

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 Staff 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 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 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

All staff members may make contributions 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 59 1/2. Detailed information about these programs may be obtained from Human Resources.

Social Security

All staff members 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

Within certain restrictions, members of the Staff 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.

Vacation

Full-time and half-time or more members of the Staff are eligible for paid vacation days after completing their initial 90-day introductory period. Such days become available as they are earned. Non-exempt staff member's hours of earned but unused vacation time appear on the stub of each paycheck.

Vacation days are earned at the following rates:

For full-time employees:

- From the date of hire through the 5th anniversary date at the rate of 5/6 days per month, or 10 days per year;
- From the 5th anniversary date through the 10th anniversary date at the rate of 1 1/4 days per month, or 15 days per year;
- After the 10th anniversary date at the rate of 1 2/3 days per month, or 20 days per year.

Since vacation days are not available until they are earned, it should be noted that the increases in accumulation rates begin in the 5th and 10th years, so that 15 days are not available until the 6th year and 20 days are not available until the 11th year.

Half-time or more employees accumulate vacation days on the same basis as do full-time employees but at rates proportionate to their annual work schedules. For example, an employee who works 9 months, or 1,365 hours, would earn vacation at 3/4 of the full-time rate, or 7 1/2 days during the first five years. Half-time or more individuals should use their accrued vacation time within their regular work schedule. For example, a staff member who works only during the academic year should not submit a request for vacation time during the summer months or at any other time they are not normally scheduled to work. In addition, the number of hours eligible to be paid at a given time is limited to an individual's regular work schedule. If a staff member ordinarily works 25 hours per week, they may request no more than 25 hours of vacation time for a given week.

Vacation days may be used as they are earned or accumulated to allow for a more extended leave. If they are accumulated, not more than 10 unused vacation days may be carried over from one calendar year to the next. Normally, an employee may use at one time no more days than he or she earns in a year.

The timing and length of vacations should be determined in advance in consultation with the appropriate supervisor. All vacation time used should be indicated on time sheets.

Upon termination of employment, the College will pay for unused vacation days earned within the calendar year in which the termination occurs and up to but no more than 10 days earned but not used during the previous calendar year.

Part-time or temporary employees are not eligible for paid vacations.

Holidays

Regular full-time employees are entitled to the following paid 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 a 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 shall be scheduled to make a four-day weekend.

Half-time or more and part-time staff members are entitled, with pay, to those specifically designated holidays that fall within their regular work schedules. That is, if a half-time or more or part-time employee would ordinarily have worked on a day designated as a holiday, that employee is entitled to that holiday with pay. The number of hours paid is based on his/her normal work schedule. Temporary employees are not eligible for paid holidays.

When a staff member is required to work on one of the designated holidays, the staff member is compensated at one and a half times for the actual hours worked plus holiday pay based on his/her regular work schedule.

Personal Days

Regular full-time staff members are entitled to three “personal days” that may be taken, with pay, at the mutual convenience of employee and supervisor within the academic year (July 1 to June 30). Personal Days may be carried over from one academic year to the next, provided that a staff member’s outstanding balance of unused personal days does not exceed six (6) at any point in time. Unused personal days are not paid at termination. New employees who begin work between October 1 and December 31 are entitled to two such days within that academic year. Those who begin work between January 1 and March 31 are entitled to one. Those who begin work on or after April 1 are not eligible for a paid personal day during the academic year in which they are hired.

Half-time and more and part-time staff members are eligible for personal days on a pro-rated basis (For example, if a full-time staff member is eligible for 3 personal days or 21 hours, a staff member in a 75% position would be eligible for 15.75 hours of personal time in a year.) Temporary employees are not eligible for paid personal days.

Sick Leave

Full-time and half-time or more members of the Staff are eligible for paid sick leave after completing their introductory period. Such leave becomes available as it is earned. Each staff member’s hours of earned but unused sick time appear on the stub of each paycheck.

Sick leave is provided as an insurance against loss of pay when an individual is unable to work due to his or her own personal illness or injury. Sick leave may also be used for a staff member’s personal medical and dental appointments, when these appointments cannot be scheduled before or after working hours, provided appropriate advance notice is given.

Sick leave may also be used if a staff member's presence is needed to care for an ill or injured member of his/her immediate family. (See definition of immediate family under policy for Death in the Family in this Handbook.)

Full-time employees earn sick leave at the rate of 5/6 day per month or a total of 10 days per year. Half-time or more employees earn sick leave at a rate proportionate to their regular annual work schedules. (For example, an employee who works 9 months, or 1,365 hours per year earns sick leave at 3/4, or 75%, of the full-time rate, to a total of 7 1/2 days per year.)

Unused sick leave may be accumulated to a total of 420 hours; or 60 days. Such an accumulation is intended to provide protection in the event of severe personal or family illness or injury.

An employee, who is ill or otherwise cannot come to work, should notify the College before the start of their regular work day. Staff members should call their supervisor or Human Resources if their supervisor cannot be reached. Failure to notify the College may result in loss of pay for the working time missed.

Part-time and temporary employees are not eligible for paid sick leave.

Staff Sick Leave Bank

A Staff Sick Leave Bank was established to assist staff members who have exhausted all of their own accrued sick leave but need to be out of work due to their own disability. Staff members in full-time or more than half-time 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.

Staff Emergency Leave Bank

A Staff Emergency Leave Bank was established to assist staff members who have exhausted all of their own sick, 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. Staff members in full-time or more than half-time 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 staff members 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 individual's weekly wage, up to a maximum payment of \$170 per week. Payments may continue as long as a licensed physician provides satisfactory proof of continued disability, up to a limit of 26 weeks within a twelve month period. 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, a staff member 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 individual 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.

Workers' Compensation

Under the New York State Workers' Compensation Law, all staff members 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 days, the disabled individual becomes eligible to receive payments of two-thirds of his or her regular weekly wages up to a maximum of \$400 per week. If the disability continues for more than fourteen days, payments are also made to cover the first seven days of disability. Payments continue as long as the individual remains disabled, in the judgment of a licensed physician. To avoid possible loss of benefits, staff members should report all job-related illnesses or injuries to their supervisor and Human Resources promptly, whether or not the situation involves the loss of working time or requires medical attention.

Death in the Family

Up to three days of leave with pay may be granted to a staff member 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. Time used for this purpose should be entered on one's time sheet under hours worked, followed by "Death in Family".

Educational Opportunities

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 disturb the work of the College, Staff members in half-time or more positions 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 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.

Hamilton Horizons Program

Hamilton invites employees who have been away from a formal college education for two years or more to return via the Hamilton Horizons Program. Participants must take at least one course in each of two semesters as a part-time student. After two semesters, each student has the option of applying to the College as a candidate for the baccalaureate degree. Hamilton Horizons students may take courses for credit or audit them without formal matriculation. Employees may take one course per semester and they are not required to be job-related. Please contact the Associate Director, Human Resources if you have questions regarding eligibility.

Part-time Study

Employees who are not interested in or eligible for the Hamilton Horizons Program will be considered part-time students. These courses do not need to be job-related and the benefit is limited to one course per semester. Credit cannot be applied toward a Hamilton degree if you already have a bachelors' degree.

Please visit <http://www.hamilton.edu/college/personnel/horizons/> for procedures and forms.

Scholarship Plan for Dependent Children

The College provides tuition scholarships for dependent children of full-time members of the staff who have completed at least three years of benefit eligible 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

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 the tuition of institution attended.

¹ For dependent children of full-time staff members 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 and all scholarships awarded from other sources.

Those eligible for this benefit should submit a completed Request for Dependent Tuition Benefits form and copy of the tuition bill to Human Resources. Payment is made directly to the institution in which the child is enrolled.

Dependent children of staff members in half-time or more positions are eligible for this benefit on a pro-rated basis. Dependent children of part-time and temporary staff members 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

Spouses of full-time staff members 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 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. Tuition assistance for domestic partners is considered taxable earnings to the employee.

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 Unions

All members of the Staff 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)

Emergency Loan Fund

Staff members 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 Human Resources.

Computer Loan Program

~~The College offers interest free loans to full time and half time or more staff members 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.~~

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. 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.

College Calendar and Campus Events

Staff members 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 a monthly calendar, Hamilton Public Events. This calendar lists lectures, concerts, exhibitions, and athletic events which may be of interest to employees of the College.

Athletic Facilities

Members of the Staff and their families may use athletic facilities of the College without charge, subject 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.

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 being confused with ineligible users.

Library

All staff members 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 8:30-4:30, 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.

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 members of the Staff 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 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 total \$10.00 or more and be intended for personal use. Excluded from the program are textbooks, sale items, and departmental purchases.

Medical Service

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

Food Service

During the academic year employees may buy food 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 are billed monthly to the individual by the Business Office. Food Service establishments are normally closed when classes are not in session.

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.

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.

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.

Building Security

If an employee is issued an office or building key, this key must be returned when employment is terminated. The last person to leave an office is responsible for seeing that the door is locked and the lights turned off. All confidential files should be put away whenever an employee leaves the office. Problems related to building security should be reported to Campus Safety, ext. 4141.

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 in other prohibited areas will be ticketed and may be towed away at the owner's expense.

Travel Expense Reimbursement

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

Lost and Found

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

Public Relations

Information about College activities is provided through various publications and is available at Bristol Center and the Switchboard. However, on a day-to-day basis, members of the Staff are frequently the College's primary "public relations" resources.

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. Transfer incorrectly routed telephone calls to the proper party. When that is not possible, or when the caller must call back, be sure to give the caller the appropriate extension number.

All mail should be answered promptly, especially letters of inquiry regarding programs of study and activities of the College.

Complaints and Grievances

Staff Grievance Procedure

Hamilton College recognizes and acknowledges that problems, complaints or grievances arise on occasion which may adversely affect working conditions and job satisfaction. Every individual working at the College shares responsibility in seeking resolutions to these work-related problems, and it is in the best interest of all concerned to resolve disagreements or misunderstandings as quickly and amicably as possible. Toward that end, the establishment of a grievance procedure fosters a climate in which the problems or complaints of individuals can readily be given fair consideration. No staff member should hesitate to raise a concern for fear of disciplinary action for doing so.

The Staff Grievance Procedure is outlined in detail in the Appendix of this Handbook.

Equal Opportunity Grievance Procedure

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 Director 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.

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

Staff Compensation Plan

The principles which underlie the College's Staff Compensation Plan are as follows:

1. Positions which are evaluated as comparable are classified similarly and compensated equitably.
2. The classification of a position is not the same as the evaluation of the performance of the individual currently holding the position.
3. The performance of a staff member is measured through the Performance Appraisal Program and rewarded by means of a merit increase, as appropriate.

Position Classification

The position classification system is based on the uniform application of three compensable factors by which each position is evaluated, in terms of attributes which are comparable in all College Staff positions, and placed into one of the five pay grades that comprise the salary schedule.

Positions are evaluated and classified on the basis of three compensable factors: (1) level of responsibility, (2) education and experience and (3) job complexity. Each of these factors has components which are present in every job to varying degrees. The three factors are weighted to reflect their relative importance to the College. The weighted total that the position receives as a result of the evaluation process determines the pay grade to which the position is assigned. The compensable factors and their components are defined as follows:

Factor I - Level of Responsibility

This factor considers the degree of responsibility assigned to a position as it is reflected in influence and impact.

Influence: the extent to which the assigned duties of the position exercise influence over the actions of others, through direct or indirect supervisory authority, both inside and outside the College. This influence can be exercised through decision-making authority, authority of the position to direct or guide the outcome of individual and group activities, and/or written, face-to-face, or telephone contact with others inside or outside the College.

Impact: the extent to which the assigned duties of the position can have an impact on the work of the department and the impact of both positive and negative actions on the College's affairs.

Factor II - Education and Experience

This factor considers the minimum type and degree of basic job knowledge required to perform the duties of the position, gained through either education or job experience.

Education: the minimum amount of knowledge and/or specialized skills, gained through formal and informal instruction, required to perform the work of the position.

Experience: the minimum amount of working time in a similar or related position, beyond education, required to successfully perform the duties and responsibilities of the position.

Factor III - Job Complexity

This factor considers both the amount of analysis, judgment, and decision making required to perform the assigned duties of the position, and the freedom given to perform the work. Its two components are problem solving and latitude.

Problem solving: the degree of judgment, research, problem analysis, and/or innovative thinking required to perform the work of the position. Major consideration is given to the degree of technical difficulty in the work requirements of the position.

Latitude: the amount of supervision, guidance, and review received by the position and the amount of freedom given to perform the work of the position independently.

Job Evaluation Committee

The responsibility for evaluating and classifying all Staff positions is delegated to a Job Evaluation Committee, composed of two staff members, two administrators, and one tenured faculty member. Committee members normally serve a two-year term, with one staff member and one administrator rotating off the committee each year. Working in cooperation with Human Resources, the Committee meets quarterly to evaluate new positions and conduct routine or requested reviews of current staff positions. The classification decisions of the Committee are communicated directly to the appropriate staff member and supervisor.

It is the policy of the College that:

All new positions will be evaluated and classified by the Job Evaluation Committee.

All vacant positions will be routinely reviewed by Human Resources for possible re-evaluation by the Job Evaluation Committee.

All Staff positions will be routinely reviewed, re-evaluated, and reclassified if appropriate, at least once every three years.

The current classification of any Staff position may be reviewed for possible re-evaluation at the request of the incumbent, the supervisor or Human Resources no more than once per year unless there are significant changes in the duties, responsibilities or requirements of the position.

Requests for review should be brought to the attention of the Associate Director of Human Resources. A Request for Review of Job Classification may be obtained from Human Resources and must be completed by the individual requesting the review, detailing the reasons for requesting reclassification consideration. If there are significant changes in the duties, responsibilities or requirements of the position, the changes must be documented on a revised Position Description Questionnaire and be prepared to the satisfaction of the staff member, supervisor and Human Resources.

A document review of the updated information will be completed at the next scheduled Job Evaluation Committee meeting. The review conducted by the Job Evaluation Committee may or may not result in a change in the position's classification. The decision of the Committee will be final.

Compensation System

The compensation system is built around the five-grade salary schedule. Starting salaries are reviewed periodically (generally once a year) and adjusted as necessary to maintain parity with wages paid by competing employers in the local labor market.

It is the policy of the College that:

The minimum compensation for any position is generally the pay grade minimum. New employees will normally be hired at the minimum rate for the position's grade. However, employees with exceptional qualifications may be employed above the minimum rate, and exceptions below the minimum may be made for temporary employees.

In general, the promotion of a staff member to a new job in a higher pay grade is rewarded with an increase in base salary. At the time of promotion, the staff member's salary will be adjusted upward to at least the minimum rate for the new pay grade, unless the staff member's current wage is appropriately within the grade range for the new position.

When a staff member's job is re-classified into a higher pay grade, the staff member's salary will be adjusted upward to at least the minimum rate for the position's new pay grade.

Salary adjustments will generally not be approved for employees transferring from one position to another at the same or lower pay grade. A decrease in salary may be appropriate, under certain circumstances, when an employee accepts a transfer to a position classified in a lower pay grade.

Staff positions have been placed in five pay grades. A listing of these pay grades, including the job titles that are currently under each, is available in Human Resources.

Performance Appraisal Program

The initial compensation level for an employee is determined on the basis of the minimum rate for the positions' pay grade. All subsequent salary increases are based on the employee's performance of the work required by the position measured by the College's performance appraisal program.

Performance appraisal is viewed by the College as an annual cycle of activities which includes a planning session between supervisor and staff member held at the beginning of the performance year, ongoing informal discussion, and a formal end of the performance year appraisal.

It is the policy of the College that:

The performance of all staff members will be assessed annually. Given the availability of adequate financial resources, merit salary increases will generally become effective on July 1 each year.

An employee being promoted or transferred to a new position will be provided a formal performance appraisal following completion of a 90-day introductory period.

Each formal performance appraisal becomes a part of the employee's personnel record and is kept in his or her confidential file in Human Resources.

Staff Grievance Procedure

The following steps should be followed in resolving a problem, complaint or grievance that adversely affects working conditions and job satisfaction:

1. If work problems or complaints arise, the staff member should attempt to resolve the problem or complaint informally with his or her immediate supervisor through open and frank discussion as soon as possible. If the nature of the complaint clearly prevents the staff member from discussing the problem with the immediate supervisor, the department head or supervisory officer should be consulted.

Supervisors have a responsibility to resolve differences between staff members and to listen and respond in a positive manner to concerns the Staff may have with regard to the application of College policies and practices, and decisions over which the supervisor has control. Therefore, this important step in the grievance procedure is very often where complaints are most satisfactorily resolved.

2. Should good-faith efforts to resolve the complaint within the department not be successful, the staff member should direct the complaint to Human Resources. At the discretion of the staff member, either the Director or Associate Director of Human Resources will review the complaint in an objective, confidential manner and attempt to mediate the situation in light of all the relevant facts and their relation to College policy.
3. If mediation is unsuccessful in bringing about a satisfactory resolution of the problem, and the staff member wishes to continue the grievance, the complaint must be submitted in writing to Human Resources, clearly documenting all the relevant facts upon which the complaint is based, as well as the remedy sought. The Director or Associate Director of Human Resources, at the request of the staff member, will assist with the documentation of the complaint. The Grievance Advisory Committee will be convened to review and give advice on the complaint. This may include the calling of witnesses, in addition to reviewing the documentation in the case. The Grievance Advisory Committee shall establish its own procedures and rules of conduct. The Grievance Advisory Committee shall report its findings and recommendations upon completion of its review, in a meeting with the Vice President, Administration and Finance. All parties involved will receive a decision within ten working days.

The above procedures do not apply to complaints for which there is already a specific procedure in place, as in the areas of classification and compensation, employment discrimination, sexual harassment or harassment.

Composition of the Grievance Advisory Committee

The Grievance Advisory Committee shall have five members appointed by the President and consist of two staff members, one tenured faculty member and two administrators, serving staggered terms of two years each. The President shall invite nominations from all members of the respective constituencies and consider individuals on the basis of their sensitivity to Staff relations, and the respect they command within the College community. The purpose of the Grievance Advisory Committee is to review the case, discuss and recommend appropriate corrective action to the Vice President. The Grievance Advisory Committee shall conduct its investigation informally and in private. The Committee will keep a confidential record of the proceedings; no record will become part of a staff member's personnel file.