



HARCUM  
COLLEGE

## Employee Handbook

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## Welcome from the President

Welcome to Harcum College. For close to one hundred years, Harcum has been educating and preparing students for success in their chosen profession in an environment where every student is valued and supported. Just as Harcum has provided opportunities for personal growth and satisfying employment to thousands of students, I hope it will do the same for you.

Without question, Harcum is only as good as the people who work here. The College's growth and ultimate success are closely tied to both the individual and collective efforts of our entire team. It is my hope that you will derive satisfaction and take considerable pride in being part of the Harcum family.

This Employee Handbook describes expectations of our employees and outlines the policies, programs, and benefits available to those who are eligible. It is important to become familiar with the handbook's contents as soon as possible, for it contains a great deal of valuable information. Many of the questions you may well have about employment at Harcum College can be cleared up by consulting this handbook.

May your experience here be challenging, enjoyable, and rewarding. Best of luck!

Sincerely,

Jon Jay DeTemple, Ph.D.

President

The Employee Handbook summarizes the employment policies and procedures applicable to personnel at Harcum College. Supervisors and managers are expected to be familiar with the information presented in this handbook and to be able to respond accurately and impartially to questions regarding policies and procedures. Employees may also contact the Department of Human Resources for advice and for interpretation of the material presented here. All employees are encouraged to refer to the Employee Handbook when seeking information about their employment at Harcum College.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Harcum College is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Harcum College reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. Any changes to this Handbook will supersede any existing Handbooks.

## **Mission Statement**

Harcum College provides its students with an opportunity for outstanding academic, career and life preparation. We teach, mentor and prepare students for success in their chosen profession in an experiential environment. Harcum's core values of excellence, civility, empowerment, integrity, community service and respect for diversity assure that every student is valued and supported.

## **Philosophy**

Founded by Edith Hatcher Harcum in 1915, the College has empowered generations of students by preparing them for dignified, remunerative, socially useful work. Providing tangible possibilities for individual success remains a central purpose of Harcum – “The College of Possibilities.”

By coupling practical, experiential education with exposure to the liberal arts, Harcum, from its inception, has also sought to enrich its graduates by broadening their intellectual and cultural horizons. For students who are uncertain about career choices, Harcum's mission is to encourage self-discovery and to promote learning for learning's sake. For those who see the liberal arts and sciences as a springboard to a specialized career, Harcum helps students identify appropriate directions for development.

In addition, Harcum is committed to preparing its students for responsible citizenship by fostering a keen sense of social responsibility through service learning, curricular emphasis and co-curricular programs. Harcum welcomes men and women of varied ages, nations, cultures, races and social backgrounds. The College believes that diversity enhances the academic and co-curricular experiences of its undergraduates. As a private, residential college, Harcum believes that for many students residential life can be an important part of an education.

As a consequence, the College is committed to providing a broad range of programs in its residence halls. Harcum's mission is to remain among the foremost independent, two-year, career-oriented colleges in America. Already renowned for its outstanding offerings in the Allied Health Sciences, Harcum continues to give equal prominence to other highly successful programs and to be responsive to new possibilities as they emerge in regional and national labor markets. As in the past, Harcum will continue to provide its graduates with possibilities- to realize their potential by inspiring in them the view that learning is a lifelong process.

## **Civility Statement**

Harcum College defines civility as the demonstration of respect for others, basic courtesy, use of non-offensive language, reciprocity (treating others as we wish to be treated), and behavior that creates a positive environment in which to learn and work.

All members of the Harcum community work to create a positive environment characterized by considerate and principled conduct.

## **Equal Employment Opportunity**

The College provides equal employment opportunity to all employees and applicants regardless of the person's race, religion, color, gender, age, national origin, disability, veteran status, or any other legally protected status.

This policy applies to all conditions of employment, including, but not limited to, recruitment, selection, placement, transfer, promotion, training, compensation, benefits, and termination. All decisions regarding conditions of employment shall be based on the individual's overall merit, qualifications, and abilities to meet the requirements of the position. Qualified individuals with disabilities shall be provided with reasonable accommodation, except where such accommodations would cause the College undue hardship. We invite individuals with disabilities that require reasonable accommodation to inform Human Resources of the need for such reasonable accommodation. The College will use its utmost discretion in keeping such information confidential.

## **Immigration Law Compliance**

Harcum College is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Harcum College within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office of Human Resources.



## **Individuals with Disabilities**

The College complies with overlapping federal requirements that extend civil-rights protection to persons with disabilities and prohibit employment discrimination on the basis of disability. The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. Section 503 of the Rehabilitation Act of 1973, as amended, requires affirmative action to employ, and advance in employment, qualified persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job. Section 504 of the Rehabilitation Act of 1973, as amended, bars employment discrimination in any program or activity which receives federal financial assistance.

Questions regarding this policy may be directed to Executive Director of Human Resources, an appropriate administrator.

## **Employee Relations**

Harcum College believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Harcum College amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **Outside Employment**

Employees that hold outside employment must disclose prior or upon hire to their Supervisor that he/she has outside employment. All employees will be judged by the same performance standards and will be subject to Harcum College's scheduling demands, regardless of any existing outside work requirements. Outside employment includes adjunct teaching at Harcum College.

If Harcum College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Harcum College as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Harcum College.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Harcum College for materials produced or services rendered while performing their jobs at Harcum.

## Job Openings and Position Postings

Harcum College provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Harcum College reserves its discretionary right to not post a particular opening.

Job openings will be posted on the Harcum website and will remain until filled. Each job posting notice will include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a resume indicating their intent to the Office of Human Resources, which lists their job-related skills and accomplishments. It should also describe how their current experience with Harcum College and prior work experience and/or education qualifies them for the position. In addition, employees should notify their supervisor of their intent to apply for an open position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Harcum College also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment. Please refer to the College's policy on "Employment of Relatives" prior to the making the referral.

An employee should submit the referral's resume and/or completed application form to the Office of Human Resources for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

If a candidate is hired as a result of your referral you will receive a cash award after the candidate has been employed for 90 days. The cash award amounts are as follows:

Support & Service Positions - \$150

Executive, Administrative, Professional or Faculty - \$250

Employees of Human Resources, Executives, and Directors are not eligible for this cash award.

## Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For the purposes of this policy, a relative is defined as a person for whom an employee has been assigned legal responsibility in a guardianship capacity, or a parent, child, brother, sister, spouse, aunt, uncle, niece, nephew, grandparent, grandchild, or such persons related by marriage. Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Harcum College also

reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the party to the relationship who is in the supervisory position to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

## **Terms of Employment**

### **At Will Employment**

Harcum employment is “at-will,” which means that employment may be terminated at any time by either the employee or Harcum College for any reason not expressly prohibited by law.

The College may issue oral and/or written warnings to employees regarding their conduct, but the use of warnings will not be required prior to discipline.

Each employee has an obligation to observe and follow Harcum’s policies and to maintain proper standards of conduct at all times. If an individual’s behavior interferes with the orderly and efficient operation of a department or work unit, corrective disciplinary measures may be taken. The severity of the disciplinary action depends upon, among other things, the nature and gravity of the offense, its impact on the organization, and the employee’s work record. The College seeks to create an environment that actively practices an “open-door policy.” Employees are strongly encouraged to meet with supervisors or other administrators to voice concerns and seek resolution of any work-related problems. If, at any time, an employee is not comfortable or feels that, because of unique or unusual circumstances, it would be unreasonable to talk with a supervisor or other administrator, the employee should call the Office of Human Resources to discuss the issues.

### **Probationary Period**

This probationary period is an introductory period to the College and is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Harcum College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Harcum College may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Harcum College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Health insurance is offered from the first day of employment. After becoming regular employees, they may be eligible for other Harcum College-provided benefits, subject to the terms and conditions of each benefits program. Also during this period, the employee accumulates vacation time with pay and paid sick leave *but they may not use them until the introductory period has been successfully completed.*

## Promotions and Transfers

In filling positions at Harcum College, preference is given whenever possible to qualified persons currently employed at the College, with factors such as ability, experience and potential for growth taken into consideration. Employees are encouraged to express interest in positions for which they believe they are qualified.

A promotion is a change from one position to another (either in the same office or in another office) that is classified at a higher level. A promotion normally, but not necessarily, is accompanied by an increase in salary.

A transfer is defined as a change from one position to another within the same classification level and salary range and normally does not include an increase in salary.

To be eligible for a promotion or transfer, a person must have completed at least the probationary period. A year of prior service at the College is strongly preferred.

## Resignations

If you are a staff person at the College and plan to resign from your position, you are required to notify Human Resources and your supervisor in writing of your intent to resign and the date on which you will resign. This notification must be submitted at least two weeks in advance of your resignation date. Human Resources will require an original letter and signature. If you are a faculty member who does not intend to return for the next academic year, you should notify the Vice President of Academic Affairs at the earliest possible time, but not later than March 31st of the current year.

## Exit Interview

Human Resources will contact departing employees to schedule an exit interview. During this session the employee will have the opportunity to discuss their working experiences with the College. These sessions provide information that is useful to Harcum so that any potential issues regarding management, pay and other employee concerns can be addressed.

On their last day of employment, all departing employees must return to their supervisor any College property that they have been issued including, but not limited to, keys, books and other library materials, credit cards, employee identification cards, equipment including laptop computers, pagers, computers, cell phones, fax machines, electronic calendars and PDAs, handbooks, manuals and any other intellectual property relating to College business.

## **Compensation and Salary Administration**

### **Employment Categories**

It is the intent of Harcum College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Harcum College.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are not entitled to overtime pay, as they are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

TEMPORARY employees are those who serve the College on a temporary basis. They are not eligible for any College benefits.

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work 30 or more hours per week. They are eligible for Harcum College's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security, and workers' compensation insurance), they are not eligible to participate in the same benefit package as full time employees. Some benefits are offered to part-time employees, which they may elect to participate in.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Harcum College is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

In addition to the preceding classifications, employees will also be classified in one of the following categories for benefit policies and government reporting.

SERVICE employees are those who perform work that results in the comfort, convenience and hygiene of the college community and the student body. They also perform duties to upkeep the property of the institution. E.g. Housekeeper, Campus Safety Officer, Maintenance Mechanic

SUPPORT employees are those whose assignments are typically associated with clerical activities or are specifically of a secretarial nature. E.g. Administrative Assistants

NON TEACHING PROFESSIONAL employees are those whose duties require specialized knowledge or skills or employees whose duties require decision making for a department or division of the institution. Employees in this classification generally perform duties in the area of academic support, student service and institutional support. The following is a list that would classify as NTP's:

- Financial Aid Counselors
- Librarians
- HR Generalist
- Career & Transfer Services
- Assistant Controller
- Enrollment Counselors
- Student Accounts Coordinator
- Facilities Coordinator
- Director of Residence Life
- Director of International Studies
- Director of Campus Safety
- Director of Alumni Relations
- Director of Foundation and Gifts
- Director of SSS
- Director of Upward Bound
- Director of Perkins/Developmental Studies
- Director of English Language Academy

EXECUTIVE/SENIOR STAFF - the following is a list that would classify as Executive/Senior Staff:

- VP of Academic Affairs
- VP of College Advancement
- VP of Finance & Operations
- Dean of Student Life
- AVP of Academic Affairs
- Executive Director of Enrollment Management
- Executive Director of Human Resources & Compliance Officer
- Executive Director of Continuing Studies
- Director of Government Affairs
- Director of Communications and Marketing
- Director of Internal Communication and Documentation
- Director of IT Services
- Director of Financial Aid
- Athletic Director
- Student Accounts Manager
- Registrar
- Director of Library Services
- Director of Business Services

- Facilities Manager

## Conversion from Part-Time Status to Full-Time

Before a part-time employee may become full-time, the supervisor must obtain authorization from the appropriate Administrator. If the employee is remaining in the same position as he/she held when part-time, the probationary period may be waived with all terms of employment for a full-time employee then applicable.

If the part-time employee is becoming full-time in a position other than one in which he/she has had experience at the College, he/she will be treated as any new full-time employee.

## Salary Increments

Salary increments are traditionally distributed in November each year based on the College meeting its budgetary goals. Consideration of increments consists of three parts:

- Standard Rate
- Merit
- Equity

## Overtime

Nonexempt staff is eligible for payment for extra hours worked at the request of the supervisor at times when workloads or unusual circumstances make it necessary. Hours worked beyond 8 hours per day are compensated at one and one-half times the regular rate. If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their regular rate for the hours worked on the holiday.

Overtime Calculation	Facilities	Public Safety	Support
Overtime starts for hours worked beyond per day	8	8	8
Regular Overtime – No special circumstances	1.5X	1.5X	1.5X
Closing Week	2.0X	2.0X	2.0X
Scheduled Closing	2.0X	2.0X	2.0X
Emergency Closing	2.5X	2.5X	2.0X
Official Holiday	2.0X	2.0X	2.0X

## Pay Periods

All employees are paid on the 15<sup>th</sup> and the last day of the month (either the 30<sup>th</sup> or 31<sup>st</sup>, unless it is a holiday or weekend, which then the pay date will be the Friday or day before. Non-exempt employees are paid for the time period prior to the current pay cycle. Exempt employees are paid concurrent with the pay cycle.

## Submission of Employee Time — Regular & Overtime Hours

All hourly employee time worked, as well as any extra hours worked by weekly salaried employees, is entered by inputting start and stop times into the ADP Time and Attendance system by the individual employee or the designated departmental approver. The designated approver must approve each timecard prior to payroll process each pay period.

## Pay Distribution

The method of pay distribution at Harcum College is direct deposit to an employee's checking or savings account. Virtually any bank or credit union may be used. New employees must complete a Direct Deposit authorization (part of the New Employee Packet) and submit it to the Office of Human Resources. For checking accounts, a voided check must be included with the authorization form; for savings accounts, a Direct Deposit for Savings Form completed by a bank representative will be required.

Employees can access the last 3 years of paystubs and W-2's online via iPay. Employees are responsible for verifying that direct-deposit amounts have been credited to their accounts on payday. Directions for iPay are as follows:

- 1) In order to access you voucher please visit [portal.adp.com](http://portal.adp.com).
  - 2) Once on the site for the first time, click "Register Now" located under the login button.
  - 3) Then select the "Register Now" option
  - 4) During the registration process, you will need the registration pass code. The pass code is "Harcum-FEK" Then click "next"
  - 5) Enter your personal information and then select "next" (Please be advised that this IS a secure website)
  - 6) You will then be asked you to enter your contact information such as email and phone number. (This will be used for notification purposes only) Then click "next"
  - 7) You will then be prompted to enter your security information. Then click "next"
  - 8) You will then be provided a user ID (please be sure to retain your user ID) and asked to create your own password. Then click "next"
  - 9) The next screen will say "Add an ADP Service" and "Log into an ADP Service." You can close this page.
  - 10) Then revisit the main website [portal.adp.com](http://portal.adp.com) and click on the "Login" button and log in with the User ID you were provided and the password you created.
- \*I would recommend saving [portal.adp.com](http://portal.adp.com) to your favorites!
- \*With the website you will be able to see all of your pay stubs and have the ability to print them out. You will also have the ability to view and print previous W-2s.

## Payroll Deductions

Pay stubs indicate gross earnings, net earnings, and all deductions. Required payroll deductions include federal income tax, state income tax, Social Security (OASDI), Medicare (HI) and Unemployment Compensation (SUI) taxes. Voluntary deductions may be arranged on an individual basis.



## **Work Environment**

### **Business Ethics and Conduct**

The successful business operation and reputation of Harcum College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Harcum College is dependent upon our students' trust and we are dedicated to preserving that trust. Employees have a responsibility to Harcum College, its students, and stakeholders to act in a way that will merit the continued trust and confidence of the public.

Harcum College will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Office of Human Resources for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Harcum College employee.

### **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Harcum College presents to customers and visitors.

During business hours or when representing Harcum College, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Where necessary, reasonable accommodation may be made to a person with a disability.

### **Attire**

Harcum College expects employees to dress appropriately in business casual attire. Because our work environment sees frequent visits from customers, clients, and the public, professional business casual attire is essential.

Business attire for men includes suits, sports jackets, a polo shirt with pressed khaki pants, a sweater and shirt with corduroy pants that are typical of business professional attire at work. For women, business attire includes pant and skirt suits, sweaters, blouses, slacks and jackets appropriate to a professional business casual attire environment. Jeans, t-shirts, shirts without collars, and footwear such as flip flops, sneakers, and sandals are not appropriate for professional business casual attire.

Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to customers should be the factors that are used to assess that you are dressing in business attire that is appropriate.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.

Casual business wear is acceptable during noted dates at Harcum College; more specifically during summer months. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from the President. Your immediate supervisor has the right to alter the schedule of casual days depending upon business needs.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- Slacks
- Casual dresses and skirts
- Casual shirts and blouses
- Sweaters
- T-shirts without large logo's or imprints
- Athletic shoes

Examples of inappropriate clothing items that should not be worn on casual days include:

- Jeans
- Sweatpants or warm-up or jogging suits and pants
- Shorts & miniskirts
- Spandex or other form fitting pants
- T-shirts or sweatshirts with offensive messages or images
- Halter tops & visible undergarments

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

## Sexual and Other Harassment

Harcum College is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  1. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  2. submission or rejection of the conduct is used as a basis for making employment decisions; or
  3. the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Office of Human Resources or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

No individual who reports or complains about harassment or improper conduct, or who assists the employer in an investigation of harassment, will be subject to retaliation. If an employee witnesses or experiences behavior that is believed to be retaliation, or is aware of such behavior, the employee should report the behavior immediately to the Office of Human Resources or to a member of the administration. Harcum College will not tolerate any effort to avoid, hinder, or corrupt the complaint or investigation process, including refusal to cooperate with an investigation or knowingly making false statements during the complaint or investigation process. Such actions may result in employment action up to and including termination of employment.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Office of Human Resources or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## Smoking

In keeping with Harcum College's intent to provide a safe and healthful work environment, smoking is prohibited in all Harcum buildings. Smoking is permitted in designated areas only outside of the campus buildings. This policy applies equally to all employees, students, customers and visitors.

## Parking

### Restricted Parking Areas

- **Melville:** Parking behind Melville is for faculty and staff **ONLY** during business hours

*(Monday-Friday 8:00 a.m. - 5:00 p.m.)*

- **Klein:** Parking behind Klein is for faculty and staff **ONLY** during business hours

*(Monday-Friday 8:00 a.m. - 5:00 p.m.)*

- **Faculty Parking Lot:** is for faculty and staff **ONLY** at all times. (see [campus map](#), area M)

### General Provisions

1. These regulations apply to all students, faculty, staff, administration, volunteers, outside contractors/vendors and visitors to the campus. All Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles that are on the campus of Harcum College.
2. The Office of Campus Safety is responsible for the administration and enforcement of these regulations. It reserves the right to amend and/or modify the Rules and Regulations on Parking with or without advanced notice.
3. Permission to park or operate a vehicle on campus is a **privilege** extended to the registrant by Harcum College. It is in no way to be considered a right of the registrant.
4. The registration of a vehicle on campus does not **guarantee** a parking place but affords the registrant an opportunity to park in authorized parking areas when a parking space is available.
5. Parking on campus throughout the year, including break periods, is by **permit only**. Parking regulations regarding handicap spaces, fire lanes/zones, and obstruction of other vehicles, traffic, or roadways will be enforced 24 hours/day, 7 days/week.
6. Loading and unloading in front of buildings is permitted for no longer than **10-minutes** with the vehicle's emergency flashers on. There will be no exceptions to this.
7. The College is **not responsible** for losses, due to theft or damage to vehicles while parked on College owned property.
8. Conference parking, special events parking and all temporary parking requirements are to be **scheduled in advance** and approved through the Office of Campus Safety by the College sponsor or host.
9. Infractions of these parking regulations by registered vehicles are the responsibility of the person who registered the vehicle on campus.
10. Students **are** responsible for their guest's vehicles while on campus.
11. Harcum College employees and students are not permitted to perform any maintenance or repairs on privately owned vehicles while on campus.

12. Disabled vehicles must be reported to the Office of Campus Safety by phone. (Notes left on vehicles are not considered sufficient notice.)
13. Speed Limit - The roads on campus are private lanes maintained by the College for the convenience of its personnel, students, and their invited guests. These roads are used by pedestrians and vehicular traffic; all vehicles must be operated at or below the posted speed limit of 15-miles per hour.
14. Vehicles in violation of these regulations may be subject to any and all of the following:
  1. **Warning notification**
  2. **Fines (see table)**
  3. **Loss of parking privileges**

## Vehicle Registration

1. Vehicles can be registered online at [harcum.edu/vehicleregistration](http://harcum.edu/vehicleregistration) Permit stickers must be picked up at the Campus Safety office in Klein Hall room 107 between the hours of 9:00 a.m. and 5:00 p.m. Monday- Friday, holidays excluded. Without a valid permit sticker, your vehicle is not properly registered and is subject to fines. ***Emergency parking accommodations can be made upon a timely request.***
2. All parking permits are to be placed on the driver's side rear window in the lower **LEFT** corner. **No exceptions.**
3. Administration, faculty and staff should register their vehicle(s) on the first day of their employment.. Faculty and Staff may retain the same parking permit for the duration of their employment. There is no parking fee for faculty and staff.
4. Students should register their vehicle(s) prior to the start of their first semester. Vehicles **must** be re-registered yearly at the start of their first semester.

## Parking Violation Fines

1. Parking in a lot without a properly displayed and valid parking permit: **\$25.00**
2. Parking in a handicapped space: **\$25.00**
3. Obstructing other vehicles or traffic: **\$25.00**
4. Parking in reserved space: **\$25.00**
5. Parking on roadways or on a roadway shoulder: **\$25.00**
6. Parking and or driving on the grass: **\$25.00 (plus cost of damages)**
7. Parking in a loading space: **\$25.00**
8. Parking in a prohibited area: **\$25.00**
9. Parking in violation of a posted or pavement painted sign: **\$25.00**
10. Occupying more than one space or failure to park within the fog lines and designated spaces: **\$25.00**
11. Placing a valid permit on an unregistered vehicle: **\$25.00**
12. Parking an unregistered vehicle or altering a permit: **\$25.00**

>>[Download](#) the Parking & Vehicle Registration Policies

Contact Campus Safety 610-526-6099

## Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by Harcum College may not solicit or distribute literature in the workplace at any time for any purpose.

Harcum College recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time without prior approval. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The sale of goods, services, or subscriptions outside the scope of official organization business
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information

## Drug and Alcohol Use

Employees are well aware of the obvious danger to them, their co-workers, customer and others, both inside and outside the workplace, and to the College in general from employee use or abuse of drugs and alcohol. The College, therefore, is committed to establishing and maintaining an alcohol-free and drug-free workplace. In an effort to attain this goal, the College has adopted the following policy in connection with drugs and alcohol.

No employee shall illegally manufacture, sell, dispense, distribute, use or have in his or her possession any drug while on or off duty.

No employee shall report to work, use College equipment or conduct College business while impaired or under the influence of a drug or alcohol. Possession or use of an illegal or controlled substance or alcohol also is prohibited while on the job.

Notwithstanding the above prohibitions, employees may take over-the-counter medication or prescribed dosage of medication under the direction of a physician while on College property, while using College equipment, while conducting College business or while on meal breaks or rest periods. When doing so, however, employees are responsible for being aware of any effect such medication may have on the performance of their job duties. If an employee is aware that he or she is taking a medication that affects the employee's ability to perform his or her job safely and efficiently, the employee must promptly report to his or her supervisor that his or her ability to perform the job might be impaired due to medication. The use of such medication will not be a mitigating factor in any disciplinary or remedial actions taken against an

employee where the employee has failed to provide prior notice that his or her ability to perform the job safely and efficiently would be impaired.

When the College determines, in its sole discretion, that an individual taking medication is unable to safely perform the essential functions of his or her current job under the circumstances, the College may make reasonable accommodations including, but not limited to, placing such individual on a medical leave of absence or arranging for alternative work to be performed on a temporary basis.

Any employee having a reasonable basis to believe that another employee is violation of this policy shall immediately report the facts and circumstances to his or her supervisor or to the Office of Human Resources.

The College expressly reserves the right to conduct searches of lockers, desks, equipment and personal property located in or on, brought in or onto College property, worksites or other equipment. The College also reserves the right to use other investigative methods when reasonable suspicion exists to indicate possible drug and/or alcohol possession, abuse or impairment. All locks used on College property or equipment must be issued by the College and are the property of the College. Refusal to cooperate in the conducting of a search provided for this provision will be considered to be a violation of this policy.

Employees are encouraged to voluntarily seek assistance for drug and alcohol-related problems before those problems affect their workplace performance. An employee's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. However, the act of seeking assistance for such problem will not lessen any disciplinary action of violations of Colleges rules, which already are under investigation at the time an employee seeks assistance.

Employees who are given the opportunity to seek treatment and/or rehabilitation are expected to successfully complete such treatment and/or rehabilitation and to follow all prescribed aftercare. Employees, who fail to complete treatment and/or rehabilitation, fail to successfully overcome their dependence, or fail to follow all prescribed aftercare will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

Any employee who violates the terms of this policy may be subject to disciplinary actions up to and including discharge for a first offense. Nothing contained in this policy shall be construed as a waiver of the College's right to take disciplinary action against an employee under existing policies, procedures or work rules for unsatisfactory performance or misconduct. The use of or treatment for the use or abuse of drugs and alcohol will not be an excuse justifying poor work performance or misconduct.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Harcum College of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Office of Human Resources without fear of reprisal.



## Workplace Violence Prevention

Harcum College is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Harcum College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Harcum College without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Harcum College will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Harcum College may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Harcum College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Office of Human Resources before the situation escalates into potential violence. Harcum College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## **Employee Records and Information**

The Department of Human Resources maintains a record of each employee's employment at Harcum College, including such information as education, experience, work performance, and progress. These records are carefully reviewed when an employee is being considered for promotion, salary increase, or transfer.

In accordance with College policy and applicable law, all employee records (including but not necessarily limited to application forms and other records pertaining to hire, promotion, demotion, transfer, work schedule, layoff, termination, rates of pay or other terms of compensation, performance appraisal, and selection for training) kept by the College will be preserved for at least seven years from the date of the personnel action. This does not apply to records for positions known to be of a temporary or seasonal nature.

When the Department of Human Resources receives a request for information from agencies, stores, banks, or other institutions, only non-confidential information such as date of employment and position held will be released. Confidential information such as pay rate, past earnings, home address, or phone number will not be released unless authorized in writing by the employee or by order of a court.

Any change of home or work address or telephone number, or a change in emergency contact information, can be initiated by the employee by contacting a member of the Human Resources Department. Changes in name require the employee to present a copy of a new Social Security card to the Department of Human Resources. The acquisition of further education or work-related skills should also be reported to the Department of Human Resources.

An employee may schedule an appointment to review the contents of his/her file by calling the Executive Director of Human Resources.

## **Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the probationary period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months in June of each year. This evaluation will be given to the employee and a copy will be sent to the Office of Human Resources that will be placed in the employee's personnel file. If an employee has an issue or disagrees with the performance evaluation that he/she was given, there will be an opportunity to provide a rebuttal on the form, however, if the employee still finds this unsatisfactory, he/she may follow up with a formal grievance.

## Internet and Network Usage

Computers, computer files, the e-mail system, and software furnished to employees are Harcum College property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. Harcum College prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Harcum College purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Harcum College does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Harcum College prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Executive Director of Human Resources or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet access to global electronic information resources on the World Wide Web is provided by Harcum College to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Harcum College and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Harcum College. As such, Harcum College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Harcum College in violation of law or Harcum College policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Downloading or streaming of videos/movies/music for entertainment purposes during business hours.
- Using the organization's time and resources for personal gain

- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals or invades the privacy of other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

## Safety

### Reporting Medical Emergencies

Medical emergencies require immediate medical care and assistance. Dial 911 immediately. Stay with the victim and do the following:

- Tell the dispatcher your exact location (The College is located at 750 West Montgomery Avenue, with major cross roads at Morris and Pennswood Avenues. Please identify address, building and room number, etc.
  - Give the dispatcher a description of the victim, their conscious level, and what happened (if you know).
  - If others are with you send them to all building entrances to await the ambulance and direct the medical personnel to the victim.
  - If you are trained and experienced and feel comfortable providing emergency medical care then do so. Otherwise, keep the victim as comfortable as possible and await medical personnel.
- Examples of medical emergencies include but are not limited to – heart attack, chest pain, difficulty breathing, blocked air passage, stroke, diabetic shock, convulsions, loss of consciousness, head injuries, excessive bleeding.

### Reporting Accidents and Injuries

Any employee, including student employees, who are injured on the job, must immediately report the accident and injury to their supervisor and Human Resources. Notification must be made the day the injury occurs. All injuries must be documented using the **Employee Report of Injury** and employers (supervisors) report of injury forms. All forms must be submitted to Human Resources within 48 hours of the supervisor being told of the injury/accident. Failure to report the injury or document the injury may prevent the payment of medical bills or the payment of time away from work. If you are injured on the job you must first seek treatment from one of the Panel of Physicians for the first 90 days. Failure to use a Panel Physician may prevent the payment of medical bills. After 90 days you may seek treatment from other medical providers. Panel Physicians may refer you to other medical providers and specialists at any time. The College's Panel of Physicians is available from the Office of Human Resources. More information on workers compensation rules is located under the Benefits Section of this Handbook.

### Safety Committee

The Harcum College safety committee is charged with investigating safety issues that occur throughout the campus environment. The committee is composed of a diverse group of faculty and staff and is representative of many departments and offices. The committee meets twelve (12) times per year to discuss safety issues and make recommendations for corrective action. If you have a safety concern, report it to a safety committee representative or contact the Office of Human Resources or Campus Safety.

## Policy for Employees Reporting Instances of Wrong Doing

Harcum College requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of Harcum College must practice honesty and integrity in fulfilling responsibilities and complying with all applicable laws and regulations.

### Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with this Code and to report violations or suspected violations in accordance with this Policy for Reporting Instances of Wrongdoing.

## Title IX Compliance

### Applicable Federal Law

This policy addresses the requirements of Title IX of the Education Amendments of 1972 (“Title IX”), which is a federal law that prohibits sex discrimination in federally funded education programs and activities.

Title IX states as follows:

***No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.***

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault and sexual misconduct. Title IX prohibits sex discrimination in both the educational and employment settings.

### Policy Statement

It is the policy of the College to provide an educational, employment, and business environment free of all forms of sex discrimination, including but not limited to acts of sexual misconduct, sexual harassment, dating violence, domestic violence and stalking. These acts jeopardize the health and welfare of our campus community and the larger community as a whole. Sexual harassment includes acts of physical and verbal sexual assault and is prohibited.

The sexual harassment of students, faculty, and staff by guests doing business or providing services on campus (e.g., contractors and vendors, non-college employees) also is prohibited by this policy. This policy applies to all students, faculty and staff, to other members of the Harcum College Community, and to contractors, consultants and vendors doing business or providing services to the College.

### Alleged or Suspected Violations of this Policy

Harcum College is committed to investigating all possible violations of this policy about which the College knows or reasonably should know (also referred to in this policy as “alleged or suspected violations of this

policy”), regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred.

The College’s ability to investigate in a particular situation, or the extent of the investigation or any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the College’s access to information relevant to the alleged or suspected violation of this policy.

The College is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

## **Title IX Officers**

Any inquiries regarding Title IX or this policy should be directed to one or more of the Title IX Officers identified below. These Officers will be available to meet with students regarding issues relating to Title IX and this policy.

- **Harcum College Lead Title IX Compliance Officer**

The Harcum College Lead Title IX Compliance Officer is responsible for implementing and monitoring Title IX compliance on behalf of the College. This includes coordination of training, education, communications and administration of grievance procedures for the handling of complaints alleging violations of this policy.

**Claudine Vita – Executive Director of Human Resources**

**Contact Information:**

**Phone: 610-526-6012 (office)**

**Email: [cvita@harcum.edu](mailto:cvita@harcum.edu)**

**Location:**

**Melville Hall – Room: 221**

**Office Hours: 9:00 a.m. to 5:00 p.m.**

- **Deputy Title IX Coordinators**

The Deputy Title IX Coordinators are responsible for implementing and monitoring Title IX compliance at the College and for notifying the Lead Title IX Coordinator of any alleged or suspected violations of this policy and the resolution of such alleged or suspected violations, regardless of whether a complaint is filed.

Students, faculty, and staff who have a complaint against a student, faculty, staff member, or other individual involving allegations of sex discrimination, sexual harassment, or sexual assault in violation of this policy should contact either of the Deputy Title IX Coordinators.

Individuals who have experienced sexual harassment or other acts of sexual assault may contact proper law enforcement authorities, including local police and any law enforcement officials at the school.

The Deputy Title IX Coordinators are obligated to contact the law enforcement agency with jurisdiction over the college when the victim has been exposed to bodily harm.

**Lisa Amoroso - Human Resources Generalist**

**Contact Information:**

**Phone:** 610-526-1647

**Email:** [lamoroso@harcum.edu](mailto:lamoroso@harcum.edu)

**Location:**

**Melville Hall – Room: 220**

**Office Hours: 9:00 a.m. to 5:00 p.m.**

**Danyele Dove – Director of Career and Transfer Services**

**Contact Information:**

**Phone:** 610-526-6047

**Email:** [ddove@harcum.edu](mailto:ddove@harcum.edu)

**Location:**

**Academic Center – Room: 221**

**Office Hours: 9:00 a.m. to 5:00 p.m.**

## **No Retaliation**

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Policy for Reporting Instances of Wrongdoing is intended to encourage and enable employees and others to raise serious concerns within Harcum College prior to seeking resolution outside the organization.

## **Reporting Violations**

Complaints or grievances such as those regarding discrimination or harassment, personnel, employment, and labor relations matters, academic matters, and other matters for which the College has specific policies, should continue to be made and addressed in accordance with the policies and procedures applicable to such matters and applicable law. In most cases, an employee's supervisor is in the best position to address an area of concern. If an employee is not comfortable with speaking to their supervisor or they are not satisfied with their supervisor's response, the employee is encouraged to speak with someone in the Human Resources Department or anyone in management with whom they are comfortable in approaching. Supervisors and managers are required to report suspected violations of this Code to the Executive Director of Human Resources, who has responsibility to investigate all reported violations. The College recommends that persons who are not employees of the College make reports to the President of the College or the Executive Director of Human Resources. Anonymous reporting is also permissible but such reports must include sufficient



detailed information to enable an investigation. In addition to the methods of report set forth above, any person (identified or anonymous) may make a report of suspected wrongdoing or waste to the College's independent hotline provider at:

- 1-855-795-3610 or
- [www.harcumcollege.ethicspoint.com](http://www.harcumcollege.ethicspoint.com)

A person making a report under this policy may request that it be handled as confidentially as possible. Although the College will endeavor to handle all such reports in a confidential matter, other obligations and considerations may preclude the College from maintaining confidentiality in all circumstances.

## **Executive Director of Human Resources & Compliance Officer**

Harcum College's Executive Director of Human Resources is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, shall advise either the President and/or the Chair of the Audit Committee of the Board of Directors if the issue involves the President directly.

## **Accounting and Auditing Matters**

The Audit Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing.

## **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **Confidentiality**

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Executive Director of Human Resources will acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## Conflict of Interest

The following statement of policy applies to all trustees and officers of the College. Further, it is intended to serve as a guide to all persons employed by the College, regardless of position.

## Fiduciary Responsibility

Trustees, officers, and staff serve a public-interest role and thus have a clear obligation to conduct the business of the College in a manner consistent with that concept. All decisions of the Board and administration of the College shall be made solely on the basis of a desire to promote the best interests of the College.

## Disclosure

It is the policy of the Board of Trustees of the College that, in the event that the Board and/or officers of the College are considering a transaction on behalf of the College which will also involve (1) a member of the Board, an officer of the College, or a member of their families (spouse, parents, brothers, sisters, or lineal descendants), or (2) an organization with which any such person is affiliated (as described below), then such trustee or officer, at first knowledge of any such transaction, shall disclose fully the precise nature of his or her interest or involvement.

Disclosure is also required concerning all relationships and business affiliations which reasonably could give rise to a conflict of interest involving the College. Such disclosure shall be continuously reported and kept current, as set forth below. For the purpose of this policy statement, affiliation exists if a trustee, officer, or a member of their families—

1. is an officer, director, trustee, partner, employee, or agent of such organization; or
2. is the record or beneficial owner of more than 5 percent of the voting stock or otherwise has a controlling interest in such organization; or
3. has any other direct or indirect dealings with such organization from which he or she knowingly is materially benefited (e.g., through receipt directly or indirectly of cash or other property in excess of \$1,000 per year, exclusive of dividends and interest).

The disclosures required under this policy statement shall be reported initially to the Audit Committee consisting of trustees who are not officers of the College nor involved in any conflict of interest. The information disclosed shall be held in confidence except when, in the judgment of the Audit Committee, the best interests of the College would be served by disclosing the information to the Board of Trustees or to the Executive Committee.

The Committee, on its own initiated or at the request of anyone with a potential conflict of interest, shall determine whether a conflict of interest exists and, if unacceptable, recommend a course of action to resolve the matter.

## Restraint on Participation

Trustees and officers who are deemed to be in a conflict of interest situation with respect to any matter before the administration or the Board shall refrain from participating in the consideration of the proposed transaction, unless specifically requested to provide information regarding the transaction in question. Such person shall not vote on or take any position for or against the proposed transaction. When deemed appropriate, a notation may be made in the minutes of the meeting that the person involved neither participated in the consideration of the proposed transaction nor voted on the matter.

## Non-Fraternization Policy

Harcum College is committed to maintaining an environment where the education of students is of the greatest importance. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical principles of the educational profession. Therefore, for these reasons, dating, romantic/sexual or any relationship that may be deemed inappropriate between students and faculty/staff members, including relationships that occur when College is not in session or students are on leave, are strictly prohibited.

This policy has been developed to promote the efficient and fair operation of the College and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement and possible claims of sexual harassment. Moreover, it provides our students with reassurance of a safe and professional environment.

## Benefits Summary

Harcum College offers a comprehensive program of benefits and services to help meet your needs throughout the various stages of your life. This overview is intended to be only a summary of the benefits available to you. Full details of each benefit are available in booklets and other documents issued by the College or its insurance carriers. For further information on the benefits outlined in this section, please contact a member of the Office of Human Resources.

<i>Benefit</i>	<i>Regular Full-time</i>	<i>Regular Part-time</i>	<i>Temporary</i>
Social Security	yes	yes	yes
Unemployment Insurance	yes	yes	yes
Workers' Compensation	yes	yes	yes
Life Insurance	yes	no	no
Family Medical Leave	yes	yes	no
Short-Term Disability	yes	yes	yes
Long-Term Disability	yes	no	no
Retirement Plan	yes	yes	no
Medical/Dental Benefits	yes	yes *	no
Flexible Spending Account	yes	no	no
Employee Assistance Program	yes	yes	no
Tuition Remission – Self	yes	yes	no
Tuition Remission – Dependent	yes	no	no
Vacation	yes	yes	no
Sick Leave	yes	yes	no
Personal Days (non-exempt only)	yes	yes	no
Holidays	yes	yes	no

\* Regular part-time employees who work over 30 hours per week are eligible for health benefits.

Each plan year (effective November 1<sup>st</sup>) eligible employees (see table above) will have an opportunity to enroll in or change his/her selections of health insurance options, unless a life event is experienced. Life events are defined as marriage, divorce, birth of a child, loss of coverage, etc. However, federal regulations impose restrictions on enrollment and limitations on making subsequent changes. These opportunities and restrictions are explained in the materials available from the Human Resources Office. Your rights and obligations, and those of the College, are governed by the terms of each benefit plan and, in some cases, by contracts with insurance companies. The plans are based on current federal and state law and are regulated by those laws. Any changes that occur within the law or regulations may have an impact that would require modification of the plans. Benefits may be modified from time to time by the College at its discretion or as required by applicable law, and the College reserves the right to terminate or modify the benefits as may be necessary or appropriate.

Accrued sick days in addition to College-paid long-term disability coverage provide income protection when it is needed. Harcum College also provides financial protection for your family in the event of your death with College-paid basic life insurance and accidental death and dismemberment (AD&D) coverage. Three different flexible spending accounts allow you to reduce your taxable income. You may place monies into a pretax account for health care, dependent day care and mass transportation.

Paid time off is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits.

Planning for retirement is very important. TIAA-CREF offers retirement programs and provides you the opportunity to choose between two plans, the Contributory Tax-Deferred Annuity Plan or the Discretionary Contribution Plan.

## **Medical Plans**

Harcum College currently offers three comprehensive medical insurance options from Independence Blue Cross: the Direct Point of Service plan (DPOS), the Health Maintenance Organization Plan (HMO) and the Preferred Provider Organization (PPO or PC) plan.

The DPOS is a Direct Point of Service plan that provides more flexibility than a traditional HMO plan because it allows members to also seek care outside of the network. Members select a primary care physician who coordinates the member's care and provides referrals when specialty services for routine X-rays, podiatry, spinal manipulation, and physical/occupational therapy services are needed. For all other specialist services, you may seek care directly from in or out-of-network providers, however those services may be subject to deductible and coinsurance.

The HMO is a Health Maintenance Organization that requires participants to utilize physicians and services within IBX's extensive network. Each member chooses a Primary Care Physician (PCP) who coordinates the member's care and provides referrals when specialty services are needed. IBX's network includes thousands of PCPs in a variety of settings — from small private practices to large multi-specialty groups.

The PPO is a Preferred Provider Organization with a full level of benefits when services are obtained from participating hospitals, physicians, and other providers (in-network) and a lesser level of benefits involving deductibles and co-payments when non-participating providers are used (out-of-network). The PPO and the HMO provider networks are identical, but PPO members are not required to choose a PCP nor obtain referrals for specialty care. Information about the benefits and provisions of each medical plan is available from the Office of Human Resources.

New employees may enroll in any of the medical plans within 30 days of their hire date and may select from a variety of tiers of membership. A tier is classified as a particular level of coverage; such as, Employee Only, Employee & Spouse, Employee & Child(ren) and Family. Both employees and Harcum College contribute toward the cost of medical coverage. A current schedule of medical premiums is available on the HR web site or in the Office of Human Resources. Employee contributions are deducted on a pre-tax basis and are not subject to federal, state, and FICA (Social Security) taxes.

## **Dental Plans**

Harcum College currently offers a choice of two Delta Dental plans: Delta Enhanced/Premier and Delta Basic. The Delta Enhanced plan provides benefits under three main categories of dental services: (I) diagnostic and preventive services, covered at 100%; (II) restorative and other basic services, covered at 80%;

and (III) prosthodontics and major restorative services, covered at 50%. There is a \$1,500 calendar year maximum benefit. Additionally, orthodontic services and surgical implants are covered at 50%, each with a separate \$1,000 lifetime maximum. Approximately 95% of Pennsylvania dentists participate in the Delta Enhanced/Premier plan.

Delta Basic is a managed-care dental plan, which means that each participant chooses a Primary Care Dentist from the Delta Basic network who will coordinate all dental care. The plan has affordable premiums and low out-of-pocket costs. Most preventive and diagnostic services are covered at 100%; other services are subject to a co-payment schedule

More detailed information about both plans may be obtained from the Benefits Office. To participate in either plan, complete the Enrollment Form and send it to the Office of Human Resources.

As with the medical plans, new employees may enroll in either plan within 30 days after their hire date and may choose an individual or a family membership.

Employees bear the cost of dental coverage. A current schedule of dental premiums is available on the HR web site or from the Office of Human Resources. Employee contributions are deducted on a pre-tax basis and are not subject to federal, state, and FICA (Social Security) taxes.

Under both Delta Enhanced/Premier and Delta Basic, unmarried dependent children can normally be covered up to age 26.

## **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Harcum College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Upon termination of employment, under provisions of a law commonly referred to as COBRA (Consolidated Omnibus Budget Reconciliation Act), an employee may continue his/her medical and dental coverage, normally for a period up to eighteen months. The terminating employee is responsible for paying the normal employee share of the premium for the first month and for paying the full premium cost for subsequent months. Arrangements for continuation of coverage are made through the Office of Human Resources.

Also, under the COBRA law a participant who becomes ineligible for coverage due to a loss of dependent status (a divorced spouse, for example, or a child reaching the maximum age) can continue coverage, normally for a period up to 36 months, but the participant must notify the Benefits Office within 30 days of the qualifying event.

## **Medical Coverage at Age 65**

Employees who continue working beyond age 65 are entitled to the same medical coverage they had before age 65. However, employees and their spouses should contact the Social Security Administration about three months before turning 65 in order to enroll in Part A of the Medicare program (and also to inquire about beginning or deferring Social Security income payments). Part A Medicare enrollment, although not required, could facilitate future interactions with the Social Security Administration. Enrollment in Part A of Medicare

can be done online at [www.socialsecurity.gov](http://www.socialsecurity.gov) . It is not necessary to sign up for Part B of Medicare (for which there is a cost) as long as coverage continues under an employer's medical plan.

## Paid Time Off

### Vacation Benefits

Vacation time is accrued from the employee's date of hire, but not available for utilization after the successful completion of the probationary period. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- \* Part-Time Employees over 20 hours
- \* Regular full-time employees (Service, Support, NTP's, Executive)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

#### *SERVICE AND SUPPORT EMPLOYEES*

- Upon hire the employee will begin to accrue 5 vacation days over the first year of employment, accruing at a monthly at the rate of 0.416 days.
- After 1 year of service the employee is entitled to 10 vacation days each year, accrued monthly at the rate of 0.833 days.
- After 5 years of eligible service the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.25 days.
- After 10 years of eligible service the employee is entitled to 20 vacation days each year, accrued monthly at the rate of 1.667 days.

#### *NON-TEACHING PROFESSIONAL EMPLOYEES*

- Upon hire the employee will begin to accrue 10 vacation days over the first year of employment, accruing at a monthly at the rate of .833 days.
- After 1 year of service the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.25 days.
- After 10 years of eligible service the employee is entitled to 20 vacation days each year, accrued monthly at the rate of 1.667 days.

#### *EXECUTIVE/SENIOR STAFF EMPLOYEES*

- Upon hire the employee will begin to accrue 15 vacation days over the first five years of employment, accruing at a monthly at the rate of 1.25 days.
- After 5 years of service the employee is entitled to 20 vacation days each year, accrued monthly at the rate of 1.667 days.

#### *PART-TIME EMPLOYEES*

- Vacation is accrued monthly based on the average hours worked bi-weekly, not to exceed sixty-eight (68) hours per year.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.



Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including College needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Paid vacation time is to be used by the end of the fiscal year, which is currently June 30<sup>th</sup>.

Upon resignation of employment, employees will be paid for vacation time that has been earned but not used through the last day of work.

## **Personal Days**

Full-time employees are entitled to five personal days each fiscal year. Personal days for part-time employees are calculated in hours. One personal day equals the number of hours in an "average day," which is the number of hours worked per week divided by five.

Personal days are provided for situations where an employee needs to have a day off for personal reasons not related to vacation or illness. They may not be accumulated from one year to the next, and employees are not compensated for unused personal days upon termination or layoff. A supervisor reserves the right to require an employee to use personal days for absences not caused by sickness.

## **Birthdays**

Full-time employees shall be granted a full day of leave not to exceed eight (8) hours annually, to be used in the calendar month in which their birthdays occur. The hours must be taken consecutively in one working day. Prior to taking leave, employees must obtain approval from their immediate supervisors. Leave in conjunction with a birthday shall not be charged against an employees' annual leave and may not be accrued. Likewise, employees shall not receive compensation for unused leave upon termination of employment or retirement from a regular position.

## **Blackout Days**

The following dates have been designated as "blackout dates". "Blackout dates" are times when vacation and personal days are not to be utilized as these are crucial periods for all personnel to be available.

### **Fall Semester**

- Week before classes begin
- First two weeks of classes
- Move In Weekend – Essential personnel only
- Open House

## **Spring Semester**

- Week before classes begin
- First two weeks of classes
- Open House
- Commencement

## **Summer Session**

- Orientation & Open House

\*\* Exception to this policy due to extenuating circumstances require approval from the President

## **Holidays**

The Department of Human Resources distributes a holiday schedule at the beginning of each fiscal year. The official list may vary from year to year, however, depending on the requirements of the academic schedule and the days on which particular holidays fall. Any changes will be communicated by the Department of Human Resources. Harcum College will traditionally grant holiday pay and time off to all full-time employees on the holidays listed below:

- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day
- New Year's Day (January 1)
- Memorial Day (last Monday in May)

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

\* Regular full-time employees

\* Regular part-time employees over 20 hours (paid for normally scheduled work days only)

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their regular rate for the hours worked on the holiday.

## Sick Leave Benefits

Harcum College provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- \* Part-Time over 20 hours
- \* Regular full-time employees (Service, Support, NTP's, Executive)

### *SERVICE AND SUPPORT EMPLOYEES*

- Upon hire, employees will accrue sick leave benefits at the rate of 5 days per year (.415 of a day for every month of service). Employees who are hired in the midst of the fiscal year will have their sick time prorated to reflect their length of service until the end of the fiscal year.
- After one year of service, eligible employees will accrue sick leave benefits at the rate of 10 days per year (.83 of a day for every month of service). Employees who are hired in the midst of the fiscal year will have their sick time prorated to reflect their length of service until the end of the fiscal year.

### *NON TEACHING PROFESSIONAL EMPLOYEES*

- Upon hire employees will accrue sick leave benefits at the rate of 6 days per year (.5 days for every month of service). Employees who are hired in the midst of the fiscal year will have their sick time prorated to reflect their length of service until the end of the fiscal year.
- After one year of service, eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 a day for every month of service). Employees who are hired in the midst of the fiscal year will have their sick time prorated to reflect their length of service until the end of the fiscal year.

### *EXECUTIVE/SENIOR STAFF EMPLOYEES*

- Upon hire employees will accrue sick leave benefits at the rate of 8 days per year (.67 a day for every month of service). Employees who are hired in the midst of the fiscal year will have their sick time prorated to reflect their length of service until the end of the fiscal year.
- Eligible employees will accrue sick leave benefits at the rate of 15 days per year (1.25 days for every month of service). Employees who are hired in the midst of the fiscal year will have their sick time prorated to reflect their length of service until the end of the fiscal year.

### *PART-TIME EMPLOYEES*

- Sick leave is accrued based on the average number of hours worked bi-weekly, not to exceed sixty-eight (68) hours per year. Employees who are hired in the midst of the fiscal year will have their sick time prorated to reflect their length of service until the end of the fiscal year.

Employees can request use of paid sick leave after completing a waiting period of 90 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one-half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 10 or more consecutive calendar days, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate up to a maximum of 65 days.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

## **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 5 days of paid bereavement leave will be provided to full-time employees if they suffer a loss of an immediate family member. For purposes of this policy an immediate family member is a spouse, parent, child or sibling who is related by blood or marriage to the Harcum employee.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Your supervisor and/or manager must approve all bereavement leave. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

## **Jury Duty**

Harcum College encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to ten (10) days of paid jury duty leave over any 1-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- \* Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The employee may request an excuse from jury duty if, in Harcum College's judgment, the employee's absence would create serious operational difficulties.

Harcum College will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Employees of the College will not be discriminated against or terminated because an employee has taken time off for jury duty. This is the case even if individuals do not receive pay or benefits during extended jury duty leave.

## Leaves of Absence

### FMLA – Family Medical Leave Act

#### EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

#### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

#### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”. Benefits and Protections** During FMLA leave, the employer must maintain the employee's health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**

**For additional information:**

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

**[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)**

U.S. Department of Labor Wage and Hour Division

WHD Publication



## **Pregnancy/Adoption Leave**

Harcum College will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the family and medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

After four years of full-time employment, an employee may receive up to six weeks of paid maternity leave. The maternity leave period is defined as the period preceding the impending due date and after delivery.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical conditions for those conditions will be considered in the same manner as other requests for unpaid family and medical leave.

## **Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use vacation and/or personal time for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Office of Human Resources for more information or questions about military leave.

## Workers' Compensation Insurance

Harcum College provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment and arising out of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. After the supervisor is advised of the injury and proper medical attention is sought, the employee should notify the Office of Human Resources.

Neither Harcum College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any social, or athletic activity sponsored by Harcum College.

## Long-Term Disability

Harcum College maintains a group Long-term Disability Insurance Plan, which provides each participant a portion of his/her income in the event of a long-term disability. The cost of the insurance is paid by Harcum College. Under this program, disability is defined as either (1) being completely unable, due to sickness, bodily injury, or pregnancy, to perform your normal occupation, and not performing any other occupation (total disability); or (2) working, but being unable, due to sickness, bodily injury, or pregnancy, to earn more than **80%** of your basic salary (partial disability).

**Enrollment:** Employees are enrolled in the Disability Plan on the first of the month following 90 days of eligible full-time employment.

**Benefits:** Disability insurance benefits may begin as of the first of the month following 90 days of disability. During the initial three months, the employee will be paid in accordance with the relevant sick leave policy. (Employees on the weekly payroll may also be eligible for payments under the University's short-term disability provision outlined below.) Once approved, disability insurance benefits may continue until the employee's Social Security Normal Retirement Age.

The plan provides an Income Benefit of **60%** of base monthly salary, with a maximum benefit of \$5500 per month. The Standard's payments are reduced by the amount of any Social Security and/or Worker's Compensation benefits.

## Voluntary Programs

### Harcum College Defined Contribution Plan – 403b Retirement Plan

Employees may participate in the Voluntary 403(b) Program without having to satisfy a waiting period. The 403(b) Program is available to employees who satisfy the eligibility requirements as per the plan.

Employees interested in maximizing their retirement contributions, within IRS guidelines, can contact the Office of Human Resources to request assistance in determining correct contribution percentages. All employee contributions are counted toward the maximum. College contributions to the plan do not count toward the annual maximum.

All contributions to 403(b) accounts are fully vested in (owned by) the participant immediately. The accumulations are not accessible to the participant while he/she is still working at Harcum College. However, upon retirement or termination of employment, several distribution options will be available. The accumulation may be used to purchase a lifetime annuity or, alternatively, may be payable in a lump sum, rolled over to an Individual Retirement Account, or paid over a fixed period. Accumulations in the 403(b) Program are generally not accessible before age 59½ except in the case of termination of employment, death, disability, or financial hardship (as determined by IRS regulations). Certain other restrictions may also apply. Within certain parameters, loans may also be obtained based on 403(b) plan accumulations. More complete information describing the options may be obtained directly from TIAA-CREF (1-800-842-2776).

Investment options under the Voluntary 403(b) Program include TIAA and CREF regular Retirement Annuities (RAs; not available to new participants) and Group Supplemental Retirement Annuities (GSRAs), using the TIAA-CREF accounts.

For more complete information, employees should refer to the [Summary Plan Description](#), available online or from the Office of Human Resources.

### Flexible Spending Plan

Through the Harcum College Flexible Spending Account (FSA) Plan, employees may save taxes on the money they spend for uncovered medical/dental and dependent care expenses. Participants in the calendar year FSA plan elect to set aside money through payroll deductions during the calendar year to pay for certain predictable expenses. The amounts are then deducted before federal, state, and Social Security taxes are withheld.

The Medical/Dental Account may be used to pay for such expenses as deductibles and co-payments under health insurance and dental plans, orthodontic care, chiropractic care, eyeglasses, contact lenses, and many over-the-counter medications and products. The maximum annual contribution is \$2,500.

The Dependent Care Account is used to pay for certain dependent care expenses. Eligible expenses include charges for the care of dependent children age 12 and under or for elderly or disabled family members. The maximum annual contribution is \$5,000 and may be less under certain circumstances.

Employees may elect to participate in either or both accounts, but funds may not be transferred between accounts. Deductions may not be changed or stopped during the year unless there is a specific change in family status (marriage or birth of a child, for example).

Claims for eligible expenses are submitted to a third-party administrator via a debit card (Payflex) and reimbursements are paid directly to the provider. Accounts stay open through January 15th after the end of the enrollment year (October 31<sup>st</sup>), but any unused funds remaining in the accounts at that time must, by law, be forfeited.

Contact the Office of Human Resources for more detailed information about the FSA plan, eligibility, and enrollment requirements.

## **Tuition Reimbursement & Reduction**

### **Reimbursement**

Harcum College recognizes that the skills and knowledge of its employees are critical to the success of the organization. The tuition reimbursement program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Harcum College.

Harcum College will provide tuition reimbursement to all full-time employees who have completed 90 calendar days of service. Before enrolling in a course, the employee must take an application for tuition reimbursement form to his or her supervisor for signature. After the supervisor has signed, the employee must send the form to Human Resources.

Upon successful completion of the course, employees will be reimbursed up to \$3,000.00 per fiscal year, upon submitting to their supervisor and Human Resources proof of their grade of a C or better and a paid invoice from the institution. This program does not reimburse full-time employees for books, fees and/or parking. Only the tuition of the course is reimbursable. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Course must be taken for credit at an accredited, degree granting college or university. Courses may be taken in either a non-degree or degree status. Course should normally be taken after working hours. However, if the course is not offered at that time and the course is during working hours, the employee must have the approval of his or her supervisor, who must verify that the employee's attendance at classes will not adversely affect department services. The employee will make up the time devoted to classes taken during working hours. Enrollment in courses by one employee in a department should be managed so that it does not create extra work for co-workers.

Courses specifically excluded from reimbursement under this policy are workshops, seminars, conferences, institutes, and courses at non-degree granting institutions. Where these are determined by a department to be directly related to the performance of an employee's job, departments may send an employee but must fund the cost from their departmental budget for professional development. In these cases, departments may determine their own eligibility requirements.

While tuition reimbursement is expected to enhance employee's performance and professional abilities, Harcum College cannot guarantee that participation in formal education will entitle the employee to

automatic advancement, a different job assignment, or pay increases. Employees should contact the Office of Human Resources for more information or questions about tuition reimbursement.

## **Reduction**

Full-time employees may attend Harcum classes tuition-free, provided that attendance at these classes does not interfere with their job responsibilities. Full-time employees taking more than 6 credits must have written permission from their supervisor and the Executive Director of Human Resources. Dependent children and spouses of full-time employees may be granted up to a 50% reduction in Harcum tuition, provided they are able to meet the educational requirements. Part-time employees may be granted up to a 50% reduction in Harcum tuition also, however their eligible dependents may only be granted up to a 25% reduction. The student and family are expected to apply for appropriate grants and scholarships. This policy does not apply to fees, textbooks or other related materials.

## **Life Insurance**

Harcum College provides group term life insurance coverage for all regular full-time employees who work at least 30 hours per week. Group term life insurance is provided equal in value to one times an employee's annual salary to a maximum amount that varies by employee classification. Coverage is effective the first of the month following satisfaction of the waiting period. The premiums are paid by the College.

Check with the Office of Human Resources website for information on your employee classification's eligibility requirements and benefit amounts. It is the responsibility of the employee to ensure that Human Resources have an up-to-date designation of beneficiaries.

## **Life Assistance Plan**

Employees and their household members may use LAPs to help manage issues in their personal lives. LAP counselors typically provide assessment, support, and referrals to additional resources such as counselors for a limited number of program-paid counseling sessions. The issues for which LAPs provide support vary, but examples include:

- substance abuse
- emotional distress
- major life events, including births, accidents and deaths
- health care concerns
- financial or non-work-related legal concerns
- family/personal relationship issues
- work relationship issues
- concerns about aging parents

An LAP's services are usually free to the employee and their household members, having been pre-paid by the employer. In most cases, an employer contracts with a third-party company to manage its LAP. Some of these companies rely upon other vendors or contracted employees for specialized services to supplement their own services, such as: financial advisors, attorneys, travel agents, elder/child care specialists, and the like. Confidentiality is maintained in accordance with privacy laws and ethical standards.

## Hours of Operation

The regularly scheduled workweek is 40 hours, depending on the employee's job category. Most offices are open weekdays from 8:00 a.m. to 6:00 p.m. To meet operational needs, employees in some departments will have different work schedules. The supervisor will inform the employee of the regular work schedule.

## Overtime

This section is under review to determine if OT should be calculated at hours beyond 8 per day or 40 per week. Currently, we compensate for any hours beyond 8 per day; however, PA law only requires paying OT beyond 40 hours per week.

## Breaks and Mealtimes

Non-exempt staff is allowed two 15 minute breaks per day and a meal period not to exceed 30 minutes. A non-exempt employee cannot work more than six hours without a meal period. In addition, it is not permissible for an employee to work through meal periods/breaks for the purpose of shortening their work day. Exempt employees are allowed a meal period not to exceed one hour.

## Working from Home

Working from home is not ordinarily permissible. Extenuating short-term circumstances must be approved by the department supervisor and at the convenience of the College.

## Summer Hours

Harcum's summer flextime program is dependent on the annual approval of the President. It normally begins in May after Commencement and runs through the first week in August. The summer flextime program includes reduced daily hours and early dismissal on Fridays. Specific dates for the summer flextime program are announced annually in early summer.

Typically offices in the summer are open from 8:30 a.m. to 5:00 p.m. with an early dismissal on Fridays. Employees are allowed to leave two hours earlier than their regularly scheduled time on these selected Fridays. Because of operational needs, some College departments may have schedules that vary from the standard summer schedule. The supervisor will provide information on these schedules. Additionally, there may be times when office coverage requires an adjustment to the summer schedule. Department heads should meet with staff before the effective dates of this policy to discuss department plans for flextime.

## Emergency Closings

While the College rarely closes due to its multiple locations in the region and its clinical facilities for our students, should the weather be severe enough or there are other unusual conditions, Harcum College may close or announce a delay. The College Emergency Closing Policy conveys information for the College during periods of hazardous environmental conditions regarding faculty and staff responsibilities and allowances with regard to their presence on campus for the performance of their duties.

Harcum College will announce its closings or delays on its website and via its Emergency Alert System e2Campus. To register, go to [Harcum's e2Campus page](#) and follow the instructions shown. In the event you have forgotten your password and/or username prompts are available to assist you.

## EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Harcum College, and I understand that I should consult the Office of Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Harcum College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Harcum College or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This handbook is not intended to, nor does it, constitute a contract of employment or a promise or a guarantee of benefits or policies stated in it. Despite any provisions of this handbook, employment remains at will at all times. As the College considers it appropriate, changes or exceptions may be made to the provisions of this handbook at any time, with or without prior notice. These changes may supercede, modify, or eliminate existing policies. It is expected that there will be variations in the interpretations and application of the handbook's provisions by the administration of the College in individual circumstances. The College remains the final authority as to the proper interpretation and application of the provisions of this handbook. Deviations from its provisions may be authorized, or subsequently ratified, by the College, as it deems appropriate. Only the Board of Trustees of Harcum College has the ability to formally adopt any revisions to the policies of this handbook.

I acknowledge receipt of the handbook and acknowledge the foregoing terms under which this handbook is issued. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

**Employee Name: (Print)** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_