

SIMON'S ROCK COLLEGE OF BARD

EMPLOYEE HANDBOOK

This Employee Handbook has been prepared as a reference guide for you as an employee of Simon's Rock College of Bard. It sets forth the college's policies and rules, as well as the many benefits, which the college makes available to its employees.

The contents of this handbook are presented as a matter of information only. While Simon's Rock College of Bard believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. Simon's Rock College of Bard reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures in whole or part, at any time, with or without notice. The language used in this handbook is not intended to create, nor is it construed to constitute, a contract between Simon's Rock College of Bard and anyone or all of its employees. Your employment with Simon's Rock College of Bard is at-will employment and either you or Simon's Rock College of Bard may terminate the employment relationship at any time, with or without notice, for any or no reason.

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FROM THE DEAN OF THE COLLEGE

On behalf of everyone at Simon's Rock, I want to welcome you to the Simon's Rock College of Bard community. This community, which consists of our students, parents, faculty, administrators, and staff, is a very special one. It is small enough that the talents and contributions of every employee matter and large enough, we hope that each employee is offered the opportunity not just to work but to grow.

A description of the history and mission of Simon's Rock begins this handbook because we think that it is very important for every member of our community to understand how the college began and what it stands for. I hope that you will take the time to read and ask questions about it so that you will be able to appreciate why we believe that what we do here matters not just to our students, but to American education.

The purpose of this handbook is to provide you with a clear and concise guide to the general policies and procedures, rules, regulations, and benefits that govern the employment of all of Simon's Rock's nonacademic employees. Employees in some departments of the college, including security, the physical plant, the dining hall, and student affairs, are also responsible for following additional or slightly different policies, procedures, or schedules that are specifically tailored to their duties and responsibilities. Information on these differences is included in supplements to this handbook available from the appropriate supervisor. This handbook is also designed to let you know about your rights as an employee: It tells you what you can expect of us as well as what we will expect of you.

We hope that your relationship with Simon's Rock will be long and mutually satisfying, and that you will quickly come to feel that you are a critical part of the college and its success.

Bernard F. Rodgers, Jr.

Vice President and Dean of the College

March 2003

THE HISTORY AND MISSION OF SIMON'S ROCK

Simon's Rock is the nation's only four-year college of the liberal arts and sciences specifically designed for younger scholars. Founded on the idea that many bright, highly motivated young people of fifteen or sixteen are ready to undertake serious college work, it was created through the extraordinary acts of philanthropy and vision of two women: Elizabeth Blodgett Hall and her mother, Margaret Kendrick Blodgett. Mrs. Blodgett gave the land that is now the college's main campus and established a foundation to support the construction and growth of a new educational institution on that property. Mrs. Hall had the vision to create the nation's first early college, and committed the resources of the Blodgett Foundation to realizing her vision, building and sustaining Simon's Rock through its first decades.

The two hundred acres that now form the main campus of Simon's Rock were part of the property known as Great Pine Farm, purchased by Mrs. Hall's father, Thomas Blodgett, in the 1920s. What is now Blodgett House was the family's home; Red Brick House, the Gatehouse, the Pond Cottage, the Owl's Nest, the Pebble, and most of the buildings on Alford Road that now make up the Arts complex were also originally parts of the farm.

As the 1960s began, Mrs. Hall was headmistress of Concord Academy, then a private girls school. Her experience there led her to examine ways to address the deficiencies she observed in American secondary education, particularly in the repetition that students faced as they made the transition from the last two years of high school to the first two years of college. It seemed obvious to her that adolescents were growing up faster than the young people of earlier generations and that the American educational system was failing to respond to this change. Unwilling or unable to address individual differences in development, still structured as it had been in the 19th century, the typical American high school failed to challenge many adolescents. Instead, the last two years of high school became, for many, a time of boredom, frustration, and diminished expectations.

In 1964, Mrs. Hall founded Simon's Rock as an alternative to this pattern. Originally, it was a women's school, offering its students a four-year program combining the last two years of high school and the first two years of college and concluding with an Associate of Arts degree. As Simon's Rock's first president, Mrs. Hall planned the campus and hired its first faculty and staff, working with them to develop a curriculum and recruit the college's first classes. Crosby, Dolliver, and Kendrick Houses (all named after Mrs. Hall's ancestors), the Dining Hall, the College Center, the Library, and the classroom complex were all built between 1964 and 1970. In the fall of 1966, while the campus was still under construction, Simon's Rock enrolled its first class; in 1970, the first graduates received their degrees and the college became coeducational.

Simon's Rock has changed a great deal since 1966, but the assumptions upon which Mrs. Hall founded the college continue to be its fundamental principles: that many students of fifteen and sixteen are fully capable of beginning serious college work; that they are best able to develop in a small college, populated by their peers, where both academic and social programs are specifically designed to meet their needs; that serving such students requires an extraordinary faculty, as committed to assisting adolescent development as they are to scholarship and teaching; that a strong general education in the liberal arts and sciences should be the foundation of the curriculum for such students; and that an early college founded on these assumptions can serve as a model for reforming American secondary education.

Since Mrs. Hall began planning Simon's Rock in 1964, others have sought to address the same issues that concerned her. Over the past thirty years, early admission to college has become more widely accepted. Programs for the gifted and talented, although chronically underfunded, have slowly developed in most states. Governor's schools, state academies for mathematics and sciences, and magnet schools have been established. A variety of programs modeled on the Johns Hopkins University's Center for Talented Youth

(CTY) have been created to identify and enrich the educational opportunities of younger students. And a handful of colleges, such as Clarkson University, Mary Baldwin College, California State University at Los Angeles, and the University of Washington, have allowed small numbers of students to accelerate their educations by entering early college programs that are small parts of larger institutions with other missions.

Yet Simon's Rock remains unique: the only college in America specifically founded and solely dedicated to offering students the opportunity to become full-time college students after the tenth grade. Meanwhile, the problems that Simon's Rock and these other programs were established to address have gotten worse. Over the past three decades, many studies have described the deficiencies of the education offered in the typical American high school. Other studies have demonstrated what Simon's Rock's own experience has confirmed: that entering college early works, providing an essential alternative for bright, highly motivated students whose high schools can no longer meet their needs. The most recent of these reports National Excellence: Developing America's Talent (U.S. Department of Education, 1993) demonstrates how farsighted Mrs. Hall's original vision was. Calling attention to the quiet crisis in American education, it warns, The United States is squandering one of its most precious resources the gifts, talents, and high interests of many of its students.

Having established Simon's Rock's mission and guided it through the turbulent years of the late 1960s, Mrs. Hall retired from the presidency in 1972. She continues to be an emerita member of the college's Board of Overseers. She was succeeded by Dr. Baird W. Whitlock, who served as the second president of Simon's Rock from 1972 until 1977. Dr. Whitlock led the college through a period of transition and growth. Between 1972 and 1974, the A.A. curriculum was restructured to eliminate its high school components; since then, students who enter Simon's Rock after the tenth or eleventh grade all become first-year college students. Through support from the National Science Foundation and the Carnegie Foundation, the college also developed its interdisciplinary B.A. program, which gained approval from the Commonwealth of Massachusetts in 1974. With the introduction of its first B.A. majors, Simon's Rock became what it has remained ever since: a four-year college of the liberal arts and sciences for younger scholars.

Dr. Samuel McGill served as the college's third president from 1977 to 1979. But by 1979, the future of Simon's Rock was in doubt as the college struggled with pressures of insufficient enrollment and inadequate financial resources, pressures that forced many of the other experimental colleges founded in the 1960s to close. At that critical moment, Mrs. Hall turned to President Leon Botstein of Bard College. Dr. Botstein, who had himself entered the University of Chicago at sixteen and had become president of Franconia College at twenty-two, believed in the importance of Simon's Rock. He also thought that Bard and Simon's Rock had much in common, including commitments to innovation, to quality undergraduate education in the liberal arts and sciences, to a curriculum that combines the best of the classical and progressive educational traditions, and to contributing to the reform of American secondary education.

Through his intervention and by actions of the boards of both institutions, in 1979 Simon's Rock became a unit of Bard College, and Dr. Leon Botstein became its fourth president. Under his leadership, Mrs. Hall's vision of Simon's Rock has been renewed and enhanced while the college has retained its separate identity. The curriculum has been reexamined and strengthened through the development and adoption of a oneweek Workshop in Writing and Thinking for new students, revision of the core curriculum in general education, and the introduction of a Moderation process, tutorials, and a required Senior Thesis into the B.A. program. Collaborative efforts with Bard College have expanded library resources, funded Junior Fellowships, and offered students who complete the A.A. program preferred transfer admission to Bard. The faculty has grown both in size and expertise, and both total enrollment and enrollment in the B.A. program have reached record levels. The college has also successfully undertaken major fund-raising efforts that have underwritten the greatest period of growth in its history. In 1981, gifts from Peter I. B. Lavan and other members of the Board of Overseers allowed the purchase of the 75-acre Upper Campus, which added Pibly Gymnasium, the Carriage House, the Annex, and the White House to the

college's facilities. Through the efforts of the Board of Overseers and the college's other supporters, a \$7 million Capital Campaign was begun in 1984 and successfully concluded in 1989, and a one-year Twenty-Fifth Anniversary Campaign in 1991-92 exceeded its \$2.5 million goal, raising \$2.75 million. Funds from these campaigns supported construction of the Liebowitz Arts and Humanities Building and establishment of the Livingston Hall Student Union in 1989; relocation and renovation of a former chapel into the Kellogg Music Center in 1993; renovations of the Arts Center's sculpture, ceramics, and photography studios, and of the Owl's Nest, Pebble, Orchard House, and Foster dormitories; creation of the Doreen Young Gallery and a language laboratory; remodeling of the chemistry and biology laboratories; creation of a physics laboratory and development of an advanced math and science computer network; establishment of campus-wide access to the Internet; and development of a campus radio station.

These campaigns also supported increases in general financial aid and the creation of more than twenty named scholarships; the development and expansion of co-curricular programs such as the Poetry & Fiction, DuBois, Kellogg, and Humanities Forum lecture series and the South Berkshire Concerts; and the introduction of a new BA major in Women's Studies. The college also initiated enrichment programs for high school students and faculty, including the Foreign Language Institute and Young Writers Workshop, conducted each summer; NEH Summer Seminars for High School Teachers; and an annual conference for high school teachers presented each year by Bard's Institute for Writing and Thinking. Simon's Rock has also encouraged the discussion of educational reform by sponsoring two national conferences A Case for Educational Restructuring in 1981 and Adolescence, Acceleration, and National Excellence in 1994 and by hosting a meeting of the National Commission on the High School Senior Year in 2001.

In 1992, Simon's Rock established its merit-based Acceleration to Excellence Program (AEP), through which it conducts an annual national talent search for tenth graders with outstanding records of academic accomplishment and community involvement. Each year, up to twenty of these students are offered admission to Simon's Rock on full two-year scholarships, and up to forty more are offered other merit scholarship awards.

In Fall 1996, Simon's Rock enrolled 154 new students, the largest first-year class in its history to date, and had a record total enrollment of 342 students. To accommodate its growing enrollment, in 1996-97 the college expanded its available student housing by the renovation of three historic campus buildings: the Annex and the Carriage House on the Upper Campus, and the Gatehouse on Alford Road. Each was renovated to provide small group housing with single rooms for Upper College students.

During 1996-97, significant changes also occurred in the curriculum, as the faculty completed its review and revision of the college's BA program. The revised program offers Simon's Rock's BA students more options and expands their access to the faculty and academic programs of Bard College, while retaining the essential elements that have always characterized the Simon's Rock BA: an emphasis on interdisciplinary study, small seminars, tutorials and independent studies, close, individualized work with faculty members, and the senior thesis.

After several years of planning, in March 1997 construction of the 25,000-square-foot Fisher Science and Academic Center began. The Center, which was the largest construction project at Simon's Rock since the main campus was built in the 1960s, opened for classes in January 1998. Designed by architect Peter Bohlin of Wilkes Barre, PA, it was made possible through gifts from Overseers Emily H. Fisher and James M. Clark, Jr. 78, Trustee Richard B. Fisher, and the Penzance Foundation, as well as tax exempt bonds issued by the Massachusetts Development Finance Agency. The \$4 million facility includes laboratories for biology, chemistry, ecology, and physics designed so that they may also be used for seminar classes in other divisions. It also has a computer classroom, a greenhouse, tutorial rooms, seminar spaces, faculty offices, and research labs for faculty and upper level students, as well as a sixty-seat auditorium, fitted for multimedia presentations and designed so that each seat has computer network connections.

As construction of the Fisher Science and Academic Center approached, in 1996 the Simon's Rock Alumni Association launched its first major fund-raising campaign, A Gift of Knowledge. The initial goal of this two-year campaign was to raise \$500,000 to support scholarships and renovation and expansion of the library. As planning for the renovation of the library was completed in 1997, the scope and cost of this project expanded. By July 1998, the Alumni Campaign had met its goal and an additional gift from Overseer Douglas Ahlers 79, which fully funded the expanded cost of the Alumni Library, brought the Campaign's total to \$850,000. The renovated and expanded Alumni Library opened in the Fall 1998 semester.

In May 1997, the Board of Overseers adopted a new Master Plan for the Simon's Rock campus. In addition to the Fisher Science and Academic Center, the Alumni Library, and the additional student housing, several of the other projects outlined in the plan have been completed or are currently underway. Completed projects include renovation and furnishing of the Livingston Hall Student Union to improve the dining hall, snack bar, lounge, and meeting spaces available to the student body; completion of the campus computer network, which allows all students, faculty, and staff to have direct connection to the Internet from their rooms or desks; and replacement of all exterior campus lighting.

In August 1998, the college took another important step toward realizing the goals of its Master Plan by breaking ground for a new 50,000-square-foot Athletic Center. The \$8.5 million cost of the facility was provided through the generosity of Overseers Emily Fisher and Douglas Ahlers and Trustee Richard B. Fisher. The Kilpatrick Athletic Center, named in honor of Mr. Ahlers' grandmother and designed by Chad Floyd of Centerbrook Associates in Essex, CT, opened for the Fall 1999 semester. This Athletic Center includes an NCAA-size basketball court, which can also be used for volleyball, indoor soccer, and other activities; an elevated 100-meter indoor track; an eight-lane swimming pool; three squash/racquetball courts; exercise, weight, and aerobics rooms; lockers, offices, and a juice bar.

In 1999-2000, the college also developed and began to implement a Landscape Master Plan with the support of the Margaret Kendrick Blodgett Foundation. The first two of the three phases of this plan which included paving and improving the drainage of most of the main campus roads, new parking, planting of new trees and shrubbery, and development of a set of guidelines for campus landscaping was finished in Fall 2000.

In Fall 2000, the college's admissions and enrollment again set new records, with an entering class of 165 new students and a total full-time enrollment of 375. This resulted in extensive discussion throughout the college and a determination by the Board of Overseers that Simon's Rock should plan for a total enrollment of 450 a number that will allow some further growth and expansion of the faculty and academic program while retaining the intimate character that has always defined the college and should design any additional facilities with that enrollment in mind. Following the opening of the Kilpatrick Athletic Center, and in anticipation of this increased enrollment, during the summer and early fall of 2000 the college renovated Pibly Gymnasium on the Upper Campus. The totally refurbished building renamed Pibly House was transformed from a basketball court into nine two- and three-bedroom duplex apartments for Upper College students.

In 2000-2001, two other housing facilities were also approved for construction. The Lake Mansfield Houses four four-bedroom Cape Cod houses located at the edge of the Upper Campus on Lake Mansfield Road and designed to offer an independent-living option for juniors and seniors opened in Fall 2001. And an 82-bed dormitory for sophomores, located on the main campus, opened in Fall 2002.

In May 2002, the Board of Overseers approved a \$35.7 million Building the Future Campaign. The Campaign includes \$26 million to fund construction of these dormitories, a new Visual and Performing Arts Center, a new Student Union, and improvements to the campus landscaping and infrastructure; \$5 million for Endowment; and \$4.7 million for annual operating funds. Plans call for the \$15 million Visual

and Performing Arts Center, designed by Ann Beha Architects of Boston, to be completed by January 2004. The Student Union is scheduled to open in Fall 2004.

In the 2001-2002 academic year, Simon's Rock also joined Bard College in creating the Bard High School Early College (BHSEC) in New York City. A joint project of Bard and the New York City Board of Education, BHSEC is a variation on the early college model of Simon's Rock which offers two years of enriched high school and two years of early college. It is a free public school and recruits students on a competitive basis from the five boroughs of New York. At the end of this four-year program, students earn the AA in Liberal Arts degree and are eligible for transfer to other colleges and universities, just as Simon's Rock's AA graduates are. To launch the school Simon's Rock Provost Ba Win and Dean of Academic Affairs Pat Sharpe are spending the 2001-2002 and 2002-2003 academic years at BHSEC. Together with other Bard and Simon's Rock administrators, they recruited the school's first faculty and students, defined its curriculum, and launched the program in September 2001. The first year's enrollment included 125 ninth graders and 125 first-year early college students; in 2002 the school will add two more classes, reach its full complement of 500 students in four classes, and award A.A. degrees to its first graduates. During its first year of operation, BHSEC was visited by educators from throughout the United States, was featured in New York magazine, the New York Times, and in reports on National Public Radio.

As Simon's Rock has developed, external recognition of its mission and quality has also grown. Simon's Rock's AA graduates who transfer to complete their undergraduate studies are accepted by the best colleges and universities in the nation; Simon's Rock's BA graduates have succeeded at the country's most prominent graduate and professional schools. In 1976, the Carnegie Quarterly described Simon's Rock as in many ways. . . the epitome of the small liberal arts college, noting that it provides what every college catalogue professes to offer. In 1983, the Carnegie Foundation for the Advancement of Teaching's School and College: Partnerships in Education echoed this observation, describing Simon's Rock as one response to the plaintive plea of adolescents crippled by the inertia of some high schools a paradigm from which educators can learn.

More recently, the college has been cited in discussions of reforming the education of American adolescents in publications such as the New York Times, the Washington Post, Newsweek, and the Boston Globe and broadcasts on National Public Radio, ABC News, CBS News, and CNN.

EMPLOYEE POLICIES AND PROCEDURES

Equal Opportunity and Affirmative Action

Simon s Rock College of Bard is committed to equality of opportunity, nondiscrimination, and to the goals of affirmative action. It is the policy of the college to provide equal opportunity in employment and to prohibit discrimination in admissions, employment, education, or services on the basis of race, age, gender, sexual preference, religion, national or ethnic origin, disability, or previous military service. (This policy includes, but is not limited to, the college s conforming to federal Executive Orders 11246 and 11375 as amended, Massachusetts Executive Order 74, Regulations 503 and 504 of the federal Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, et al.)

In addition to providing equal employment opportunities for all qualified persons, the college has a special commitment to engaging in affirmative action to seek qualified women and minorities for its faculty and professional staff. The college s director of human resources serves as director of affirmative action, and is responsible for insuring consistent efforts toward achieving the goals of equal opportunity and affirmative action as well as maintaining records in compliance with the college s affirmative action policy.

Definition of Employees

Employees of Simon s Rock are generally divided into academic employees and non-academic employees. Academic employees are full-time and part-time faculty whose appointments, conditions of work, contractual obligations, etc., are governed by the Faculty Handbook. Non-academic employees are all of the other members of the college s administration and staff, who are governed by the policies and procedures outlined in this Employee Handbook. Throughout this handbook, the term employees refers to the college s non-academic employees.

Employee Recruitment, Appointment, and Orientation

RECRUITMENT

Academic and professional staff are recruited through the process described in the college s affirmative action policy. Other non-academic staff are recruited through a search process which involves advertisements in appropriate local and/or national media. The college will make a special effort to consider current employees for vacancies that arise. The director of human resources will circulate and post notices of vacancies or new positions so that current employees will have an opportunity to apply for any positions for which they believe they may be qualified. Employees interested in being considered for open positions should contact their supervisors or the director of human resources. Such discussions will be kept in confidence.

APPOINTMENT

During the search process, all finalists for a position will be provided with a copy of this handbook. Once the successful applicant has been selected, (s)he will be offered an appointment through a letter outlining specific terms and conditions of employment, in addition to information about salary and other benefits. Unless otherwise specified in their letters of appointment, all non-academic employees who have

successfully completed the three-month orientation period described below are considered to be regular employees and serve without specified terms.

Federal law requires the college to verify every employee's eligibility to work in the United States. Employees must complete an Employment Eligibility Verification (Form I-9) and provide the identification required. If this cannot be done within five days of employment (or proof provided that the employee has applied for the necessary identification), the employee is not allowed to work.

All new employees are required by the Massachusetts Department of Public Health to be certified as free from communicable tuberculosis before beginning employment. Testing is available through Simon's Rock Health Services during the academic year at no charge.

ORIENTATION

All employee appointments are subject to an orientation period of 90 days. Before completion of the orientation period, the employee's work will be formally evaluated by the supervisor. Unless the employee receives written notice of criticism or concerns that require further evaluation, at the end of this orientation period, the employee will be considered qualified and suitable for the position and will be classified as a regular employee. If there are concerns about the employee's job performance, the orientation period may be extended for up to 60 days. At the conclusion of that period, the employee will either be classified as regular or separated from service.

Except as required by law or where specifically indicated below, employees do not become eligible to receive the college benefits outlined in this handbook until they have successfully completed their orientation period and been classified as regular.

Position Classification Plan

CATEGORIES OF EMPLOYEES

Depending on the amount of time they work each week and whether their appointment is regular or temporary, employees at Simon's Rock are classified as full-time, part-time, or temporary. Full-time employees are appointed to work 35 hours per week or more on a regular basis. Part-time employees are appointed to work less than 35 hours per week on a regular basis. Temporary employees are appointed to work less than 35 hours per week on a temporary, irregular, and strictly hourly basis. Part-time employees who work at least 25 hours per week or 1300 hours per year will be eligible to receive the benefits described herein; part-time employees appointed to work fewer hours and temporary employees will receive only those benefits mandated by law. An employee's classification will be explicitly stated in his or her letter of appointment.

Employees are classified into three broadly defined categories: Support Staff, Senior Support Staff, and Professional Staff (Exempt Salaried Positions). There is a salary range for each category, but within each range, salaries may differ to allow for seniority, extraordinary responsibility, special training, and special skills.

SUPPORT STAFF

This category includes clerks, secretaries, security officers, housekeepers, physical plant and dining hall staff, academic support staff, and other hourly employees in the administrative and support departments of the college. Employees in this category report to a supervisor or department head and are expected to have general competence in the area of their appointment as well as specialized vocational or technical skills. Support staff are paid on an hourly basis, weekly, and are required to submit time cards.

SENIOR SUPPORT STAFF

This category includes clerical and financial positions that require extraordinary levels of responsibility and imperative time deadlines (such as payroll), fiduciary care of large sums of money, frequent arrangements for large public events, etc. A senior support staff member may be an administrative assistant who serves as the appointments secretary and office coordinator for one of the principal officers or departments of the administration a post which requires tact, diplomacy, discretion, and maturity as well as a wide ranging knowledge of all aspects of the college. Or the employee may be responsible for bookkeeping and other financial record keeping functions that require unusual skills acquired through significant experience and/or specialized education. The assistants to the deans of the college, academic affairs, and student affairs; the director of external affairs, and the director of the physical plant; the coordinator of security, and the assistant director of financial aid are examples of employees in this category.

Depending on responsibilities senior support staff may be paid on an hourly or annual salaried basis. Hourly employees are subject to the federal Wage and Hour Law, must submit time cards, and are paid weekly. Salaried employees are paid on an annual salary basis, semi-monthly, and are not entitled to overtime. Salaried senior support staff who work twelve months per year are, however, entitled to an additional five days of paid vacation each year up to the total maximum outlined in the vacation section of this handbook.

PROFESSIONAL STAFF (EXEMPT SALARIED POSITIONS)

This category includes employees with specialized graduate education and/or experience who are responsible for the delivery of services and management of an area of the college's operations. Professional staff usually work independently, supervise others, and have significant responsibility for managing a budget. The directors of counseling, publications, public information, and computer services; assistant directors and associate deans; the business manager; the full-time nursing staff; the librarians, residence directors, and counselors are examples of professional staff.

This category also includes the college's senior administrators whose positions require executive skills and talents, managerial experience, specialized education, and professional qualifications as defined by the Wage and Hour Law. Members of the senior administrative staff report directly to the president or the vice president and dean of the college, direct the work of all of the college's other employees, make decisions involving policy level discretion, and are responsible for the overall management of the college's operations. The executive vice president, vice president and dean of the college, provost, dean of academic affairs, dean of student affairs, and the directors of admission, external affairs, finance, and physical plant are included in this category.

Professional staff have either ten- or twelve-month appointments. They are paid on an annual salary basis, semi-monthly, and do not receive overtime. Professional staff who work twelve months per year, are entitled to an additional five days of paid vacation each year up to the total maximum outlined in the vacation section of this handbook.

Personnel Files

When an employee is appointed to any position at the college, personnel files are established in the business office and the office of the dean of the college. The personnel file in the office of the dean includes the employee's application materials, letter of appointment, and annual salary letters. It also includes all evaluation reports, commendations, or warnings. The personnel file in the human resources office includes application materials, letters of appointment, salary letters, copies of all required tax

withholding and other forms, payroll records, records of the employee s accrued vacation days, etc., and information concerning the employee s participation in other benefit programs.

The materials in an employee s personnel files are considered confidential and are available only to those administrative staff members whose job it is to deal with the matters that they contain. Employees have a right to expect that the contents of their files, the terms of their employment, their salaries, etc., will not be discussed with unauthorized personnel. By law, employees also have the right to see the materials in their own personnel files.

Drug-Free Workplace Policy

Federal laws prohibit the use, possession, manufacture, distribution, or sale of all illegal drugs or drug paraphernalia; Massachusetts law prohibits the use, possession, manufacture, distribution, or sale of alcoholic beverages by or to persons under the age of 21. Any person who violates these laws on or of f campus is responsible for his or her own actions and may be subject to civil or criminal complaints or proceedings, as well as to college disciplinary proceedings.

College policy conforms to these laws. In addition, the college prohibits: possession or consumption of alcoholic beverages on campus or as part of any college activities by students or their guests, regardless of their age; possession or consumption of alcoholic beverages on campus by employees except by employees or guests at special events sponsored by the college, and by adult resident staff in the privacy of their residences; and the serving of alcohol at any events attended by students.

Any employee who violates these policies will be subject to disciplinary action, up to and including dismissal from the college. Any employee found to be selling or distributing an illegal drug on campus, or as part of a college activity off-campus, will also be reported to the legal authorities. Further, any employee convicted of a drug-related offense must notify the dean of the college no later than five days after such conviction. If an employee working on a federal contract or grant is convicted of a drug-related offense, the Drug-Free Workplace Act of 1988 requires that the college notify the appropriate federal granting agency no later than ten days after receiving notice of such conviction.

For further information on college policy, applicable legal sanctions, and the effects of substance abuse, see the College Policies section of this handbook.

Separation

DISMISSAL

During or at the conclusion of the orientation period, an employee may be dismissed as unqualified. Unless otherwise specified in their letter of appointment, all employees of Simon s Rock who successfully complete the orientation period serve on regular appointments without a specified term. This means that employees serve at will, and the college reserves the right to dismiss any employee, either immediately or following warnings.

REDUCTION IN FORCE

If reductions in force are necessary because of financial exigency or reorganization, orientation employees will be laid off first and will have no rights to recall. Other employees will be given as much notice as possible and every effort will be made to find other work for them at the college. Should circumstances require a reduction in force, the quality of job performance and seniority will be the criteria used to determine which employees are retained. Seniority will govern unless the college determines that the job performance of the more senior employee does not warrant preference in retention.

Seniority will be recognized in order of: (1) time employed in a particular position or job classification; and (2) time employed by the college. Employees will be recalled from reduction in force on the same bases. Employee rights to such recall are limited to six months after the day of separation for employees with less than five years of seniority, and twelve months for employees with more than five years seniority.

RESIGNATION

Hourly employees who voluntarily resign are expected to provide the college with at least two weeks notice; salaried employees are expected to provide at least one month s notice. A resignation letter should be submitted to the employee s supervisor. Employees who resign should visit human resources for an exit interview and review of benefit changes.

Unless extraordinary circumstances preclude timely notification, employees who are absent from work for three consecutive work days without the express permission of or notification to their immediate supervisors will be assumed to have resigned without notice.

ACCRUED VACATION AT SEPARATION

Employees will be paid for any vacation they may have accrued or earned at separation.

CONTINUATION OF GROUP HEALTH CARE BENEFITS (COBRA)

Simon s Rock College of Bard will comply with all COBRA mandates and any other state or federal legislation relating to an employee s right to continue group health coverage after leaving the employ of the college. This applies to employees on a group health plan at the time of their termination and includes spouse and dependents if on a family plan. The former employee must pay the full cost of the group health plan, and coverage will be stopped if payment is not received by the first of the month. Detailed information about your rights under COBRA is available from the human resource office.

Grievances

The college recognizes that problems involving employee-employee and employer-employee relations will arise from time to time in any organization. It is in the best interests of both the college and its employees to resolve these matters as soon as possible at the lowest possible level.

In order that employees may be assured fair consideration of their grievance, a means of review and appeal to higher authority, without prejudice, has been established. In the event of a grievance or concern about rules, regulations, working conditions, or their application, the following grievance procedure should be followed:

The employee should first attempt to resolve the grievance informally by discussing it with his or her immediate supervisor. If the matter is not resolved to the employee s satisfaction, the employee should present the grievance in writing to the director of human resources. If this second step does not resolve the matter, the employee may present the grievance to the dean of the college, who will be the final level of review. The decision of the dean of the college will be final and binding on all parties.

Hours of Work

NORMAL WORK HOURS

All college offices are open from 8:30 a.m. to 4:30 p.m., Monday through Friday. The normal workweek for employees is 35 hours per week plus one hour off each day for lunch and/or breaks. Some offices and some employees work according to schedules which vary from this norm. Such schedules will be established by the appropriate supervisor, but will not exceed 40 work hours per week.

Since all offices are required to transact business continuously during the workday, including during lunch periods, the supervisor in each department will insure continuous coverage by varying the lunch periods of the department's employees. Most departments do not have a formal system of breaks. In departments where formal breaks have been established, employees have one-half hour for lunch plus breaks that are not to exceed fifteen minutes twice a day.

Employees are expected to comply with the established hours of work, and to be at work on time. Frequent absences or tardiness undermine the ability of the departments of the college to function properly, and may result in disciplinary action, including dismissal.

OVERTIME

It is the policy of the college to accomplish the necessary workload within the normal workweek; therefore, normally hourly employees will work overtime only at the request of their supervisors.

Overtime pay for hours worked in excess of 35 hours in a regular workweek which begins at 12:01 a.m. Sunday and runs continuously through Saturday midnight are paid at straight time. Overtime pay for hours worked in excess of 40 hours in a regular workweek are paid at time and a half, in accordance with the requirements of the Federal Wage and Hour law.

If an employee has pre-approved vacation or personal time scheduled and is requested to work on a Saturday (during the same pay period), the pre-approved time off will be treated as time worked and any hours worked over 40 will be paid at time and one half.

Only hourly employees are eligible for overtime pay. Salaried employees are not entitled to overtime pay since their responsibilities may require them to work occasionally beyond the normal hours.

Payroll

TIME CARDS

All hourly employees are subject to the Fair Labor Standards Act and Federal Wage and Hour Law. This law requires that all employees paid on an hourly basis report their weekly hours on time cards. Cards should be prepared, signed, and sent to the human resources office promptly by Monday 9:00 a.m. of each week. They should be signed or initialed by both the employee and the supervisor. Absences, for whatever reason, must be indicated as excused or unexcused, with the reason for each absence.

Falsified or deliberately misleading time cards are a serious matter and in flagrant cases may lead to immediate dismissal. Employees who present such cards are not relieved of responsibility because their supervisors sign them either carelessly or knowingly.

Salaried employees must submit notification to the human resources office for any semi-monthly period in which they were absent from work for vacation, sickness, or any reason which requires explanation.

PAY PERIODS

The college operates on a fiscal year which runs from July 1 to June 30. Hourly employees are paid weekly, every Thursday, for all hours worked as of the previous Saturday. Other employees are paid semimonthly on the fifteenth and last day of each month. If the scheduled payday falls on a weekend, payment will be issued the previous Friday; if the scheduled payday falls on a holiday, payment will be issued the previous business day.

Vacation pay is not paid in advance. If a pay period occurs during an employee's absence from work, arrangements can be made with human resources to have their paycheck mailed.

In order to be placed on the payroll, all new employees must complete and submit the necessary employment, withholding, and other forms required by the human resource office. Forms are available in the human resource office.

PAYROLL DEDUCTIONS

The college is required to deduct federal income tax, FICA (Social Security), and Massachusetts state income tax payments from all salaries and wages. The human resource office will also arrange for additional payroll deductions at the employee's request. These may include insurance premiums, TIAA/CREF payments, other contributions (e.g., United Way, Simon's Rock), or other deductions. Each pay statement accompanying the employee's check shows a breakdown of all deductions made each pay period, as well as calendar-year-to-date cumulative totals of these deductions.

WAGE AND SALARY INCREASES

Whenever possible, the college provides annual cost-of-living increases in wages and salaries to all employees. These pay increases, when given, usually occur at the beginning of the new fiscal year in the first pay period in July. Before July 1 of each year, all continuing employees will receive a salary letter stating their annual or hourly salary rate for the new fiscal year. Wage or salary increases due to reclassification, reassignment, or promotion may occur at other times under special circumstances; generally, however, they are also given in July.

Appropriate Behavior

All employees of the college are expected to behave in a professional and courteous manner at all times to their fellow employees, as well as to the college's students, parents, and guests. Rudeness and disrespect will not be tolerated. Every employee is expected to remember that the primary purpose of the college is to meet the academic and developmental needs of the students who attend it. The adults in the community are employed to assist in or support that mission. Behaving with maturity, judgment, and patience is essential, as is acting in a way that provides a good example to young people.

In order to maintain a professional business atmosphere, we ask that snacks and lunches not be eaten in office settings. Snack/break rooms are located in various buildings throughout campus.

Personal Telephone Calls

College phones are for college business. Since the college has only a limited number of lines available, and these lines must be kept open for business calls, the college requests that all employees keep their use of telephones for personal business to an absolute minimum. Employees are required to reimburse the college monthly for personal long-distance or toll calls.

Emergency Closing Procedures

When classes are in session and students are on campus, the college tries to avoid closing for any reason, including snow emergencies. The decision to cancel classes and/or to close the offices of the college in the event of a snow or other emergency will be made by the dean of the college or, in his absence, the provost. If circumstances require that the college close, an announcement will be made on WSBS-860 AM before 8:00 a.m. Please contact the college at (413) 528-0771 if you live outside the listening area.

When the college announces such a closing, the closing applies only to classes and offices. Since certain essential services must continue to be provided even in an emergency, the security, physical plant, and dining hall staffs are expected to attempt to report to work as scheduled. Employees in these groups who come to work as scheduled on a day when the college is closed due to a snow or other emergency will be paid at the overtime rate. Those who do not will not be paid for the day, unless they use a floating holiday, personal day, or vacation day or are able to make up the time during the same pay period with the approval of their supervisor.

EMPLOYEE BENEFITS

Holidays

The college has a schedule of eleven paid holidays. Since the college is in session and/or offices are open on certain legal holidays Columbus Day, Veterans Day, Labor Day, Martin Luther King's Birthday, and President's Day these national holidays are consolidated into an extended winter break of five working days between Christmas and New Year's when the college's offices close. This winter break makes up five of the paid holidays and does not count against an employee's accrued vacation time.

There are six additional paid holidays on which the college closes: New Year's Day, Memorial Day, Independence Day, Thanksgiving, the day after Thanksgiving, and Christmas. (The physical plant and security staffs have an alternate schedule of eleven paid holidays.) A calendar of holidays is issued each year by the human resources office. If it is necessary to change the calendar during the year, a revised calendar will be distributed.

Employees who have accrued personal leave or vacation time may elect to use such paid leave for religious or other holidays when the college is not closed. Employees who have not completed the orientation are not entitled to holiday pay.

In order to be eligible for holiday pay, employees (except those on vacation) must work the last scheduled workday before and the next scheduled workday after the college holiday. Employees on vacation when a scheduled holiday occurs are entitled to an extra vacation day. An hourly employee who is required to work on a scheduled holiday will be paid double-time for hours worked and may choose to receive holiday pay or elect to take an alternative day off within that pay period.

If a scheduled holiday falls on a Sunday, it will be observed on the following Monday. If it falls on a Saturday, it will be observed on the preceding Friday. Part-time employees who would normally be scheduled to work on the day that the holiday occurs will receive holiday pay for the number of hours which they would have been scheduled to work. Temporary employees are not eligible for paid holidays.

Vacations

ACCRUAL

The length of an employee's annual paid vacation depends on the length of continuous service with the college. Continuous service is calculated from the employee's most recent date of hire as shown in the college's personnel records. Vacation time is granted to all regular full-time and regular part-time employees after they have completed the orientation period.

Vacation time for hourly employees is accrued annually based on length of continuous service according to the following schedule:

Years of Service 1-4 5-9 10+

Vacation Accrued 10 days (80 hours; .83 days per month) 15 days (120 hours; 1.25 days per month) 20 days (160 hours; 1.66 days per month)

Vacation time for salaried employees is the amount indicated above plus five additional days, and is accrued on the same annual basis.

The amount of an employee's vacation pay is determined on the basis of the employee's regular rate of pay, excluding overtime.

All regular full-time and regular part-time employees will be eligible to receive paid vacation upon successful completion of the orientation period. Vacation is accrued during the orientation period and prorated from the date of hire through June 30 for an employee's first year of service. If an employee fails to complete the orientation period, any accrued vacation time will be forfeited.

The college believes that every employee needs and deserves a vacation each year. For this reason, college policy requires that accrued vacation must be taken during the year following the year in which it is earned. Vacation time may not be accumulated from year to year, and vacation time that is not taken when it should be will be forfeited. In unusual circumstances, and only if approved by the employee's supervisor, an employee may be allowed to carryover no more than five days of vacation to be used during the first three months of the next year.

Regular part-time employees are eligible for paid vacation on a pro rata basis. For example, an employee who works half-time is eligible for half of the paid vacation of a full-time employee. Temporary employees are not eligible for paid vacations.

SCHEDULING VACATIONS

Employees are responsible for scheduling their vacations with their supervisors well in advance to avoid conflicts with work responsibilities or possible loss of vacation time. The scheduling of all vacations must be approved by the employee's supervisor. Whenever possible, vacations will be scheduled at the time of the employee's preference. In the case of conflicts within a department, vacations will be determined on the basis of seniority.

Once a vacation schedule has been established by a department, seniority will not apply to any requests for changes in that schedule. In all situations, the college reserves the right to designate the time for taking vacations.

VACATION RECORDS AND SCHEDULES

Administrators and supervisors are responsible for maintaining accurate vacation records on themselves and their employees, and for submitting accurate and current information to the human resource office. The following procedure for record keeping will be observed by all departments of the college.

Each time an employee takes vacation, he or she must submit a vacation request form with adequate advance notice to their supervisor. The human resources office will record vacation time taken on the employee's attendance history card and applicable paycheck.

PAY IN LIEU OF VACATION

Pay in lieu of vacation is authorized only at the time an employee retires, resigns, or is terminated. In such cases, the employee is entitled to receive pay in lieu of vacation equal to the individual's base rate of pay for any unused accrued vacation. Vacation may not be taken during a Notice of Termination period.

Leaves of Absence

CONTINUOUS SERVICE

Continuous service refers to the length of unbroken service since an employee's latest date of employment. The leaves described in this section are not considered breaks in service and will not be charged against any rights or seniority, except that sick leave with pay and paid vacation time will not be earned during the period of a leave.

A request to take a leave signifies an intention to return to work on the expiration of the approved leave. During a leave, the college will make every reasonable effort to keep the employee's position open, staffing it where possible with temporary, substitute, or reassigned help. Normally, upon return from an authorized leave, an employee is entitled to return to the same position. Should it prove impossible for the college to keep the exact position open, the employee will be entitled to the nearest equivalent job with equivalent benefits, pay, and other terms and conditions of employment, unless there has been a reduction in force due to financial exigency or changes in operations affecting other employees of equal length of service and status in the same or similar positions.

If an employee is unable or unwilling to return to work at the end of an approved leave, the guarantee of re-employment may cease. The employee can, of course, apply to be rehired at the same or a similar position at any subsequent date, but rehiring will be according to the needs of the college at that time.

The guarantee of re-employment at the conclusion of an approved leave will be terminated immediately if the employee accepts full or substantial part-time work elsewhere, applies for unemployment insurance,

permanently moves away from the vicinity of the college, declines to return to work when good health is restored, or takes any step which clearly contradicts an intention to return to work at the college.

SICK LEAVE

A regular full-time employee starts accumulating paid sick leave benefits on the first day of employment at the rate of one and one-quarter days per month. However, the employee becomes eligible to receive this sick leave only following successful completion of the orientation period.

If no sick leave is taken and no other absences are charged to sick leave, an employee may accumulate twelve days of paid sick leave per year, to a maximum of thirty accumulated days.

Regular part-time employees are entitled to a pro rata portion of the paid sick leave benefits described above. Temporary employees are not eligible for this paid sick leave but are eligible for statutory disability benefits.

Paid sick leave should be viewed as insurance which is available to provide income in the event of an illness or disability. It should not be treated as a right to additional paid vacation days or compensatory time, either at termination or resignation, or at any time during the employee's service to the college.

An employee may take sick leave only in cases of personal illness or as described below. The college reserves the right to request verification by a physician for sick leaves of more than three days. Absences of less than half a day will be counted as one half a day of sick leave; absences of more than half a day will be counted as a full day of leave.

MATERNITY LEAVE

According to Massachusetts law, an employee who has completed her orientation period and been awarded a regular appointment is entitled to maternity leave without pay. The employee must give two weeks notice in writing of her expected departure, as well as written notice that she intends to return to work following the leave.

If the above conditions are met, the employee is entitled to eight weeks (40 working days) of unpaid leave for the purpose of childbirth, adoption of a child under eighteen years of age, or adoption of a child under the age of twenty-three if the child is mentally or physically disabled. Employees who have accumulated paid sick leave as described above may use this leave to be paid for all or part of the maternity leave without pay to which they are entitled by law. Employees who do not have enough accumulated paid sick leave to cover all or any portion of the maternity leave period of eight weeks are still eligible for such leave, but any portion of the maternity leave that exceeds their accumulated paid sick leave will be without pay.

Following state guidelines, the college suggests eight weeks as a reasonable leave for recuperation from a normal birth. However, the college also recognizes that, in the case of complications prior to birth, at birth, or postpartum, additional leave time may be granted for recuperation. In such cases, the college reserves the right to ask the employee to furnish documentation from her physician.

All of the employee's benefits will continue during a paid maternity leave; an employee taking an unpaid maternity leave may continue all of her benefits during the leave by arranging to pay any premiums usually paid by the college.

SMALL NECESSITIES LEAVE ACT (SNLA)

Under Massachusetts law, employees who are eligible for Family Medical Leave (regular employees who have completed at least one year of service and have worked at least 1,250 hours during that year) are also

entitled to 24 hours of unpaid Small Necessities leave during a twelve-month period. The 12-month period will be calculated from July 1 through June 30th, the college fiscal year. Leave may be taken for the following reasons:

1. To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school
2. To accompany the son or a daughter of an employee to routine medical or dental appointments, such as check-ups or vaccinations
3. To accompany an elderly relative of the employee to routine medical or dental appointments and for other professional services related to the elder s care, such as interviewing at nursing or group homes. (An elderly relative is defined as one who is 60 years of age and related by blood or marriage.)

Employees requesting to take Small Necessities Leave are required to complete a Request for Time Off Under the Small Necessities Leave Act. The request must be submitted to your supervisor for approval. If the leave is foreseeable, the request must be submitted not less than seven days prior to the beginning of the leave. If the necessity for the leave was not foreseeable, employees must provide such notice as practicable.

FAMILY AND MEDICAL LEAVE (FMLA)

Regular employees who have completed at least one year of continuous service and have worked at least 1,250 hours during that year are eligible to take advantage of the provisions of the Family and Medical Leave Act of 1993. This act gives an employee the right to up to twelve weeks (60 working days) of leave without pay in the following situations: (1) the birth or adoption of a child, or the initiation of foster care; (2) the need to care for the serious health condition of a spouse, child, or parent; or (3) a serious health condition sustained by the employee which leaves the employee incapable of performing the functions of the job. The term serious health condition means a serious illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing outpatient care by an authorized health care provider. The college reserves the right to request certification from the health care provider as a condition for granting medical leave.

When the need for the leave is foreseeable, the employee must provide written notice to the college at least thirty days prior to the date when the leave is to begin. Employees who have accumulated paid sick leave may use this time to be paid for up to thirty days of a family or medical leave. All of the employee s benefits will continue during such a paid leave. The college will maintain health insurance coverage for the employee when the leave is unpaid. An employee taking an unpaid leave may continue the rest of his or her benefits during the leave by paying any premiums usually paid by the college.

PERSONAL LEAVE

Regular full-time employees who have completed their orientation period are entitled to three days of personal leave (non-cumulative) with pay per year. These days will be charged against sick leave. They are to be used for personal business which cannot be conducted other than on a normal workday. Normally, personal leave days must be taken one day at a time and should not be combined with vacations, holidays, weekends, or sick leave.

BEREAVEMENT LEAVE

Regular full-time employees who have completed their orientation period are entitled to three days of bereavement leave with pay in the event of the death of a member of their immediate family. Absence from work for attendance at the funerals of other family members should be charged as personal leave.

Additional time may be granted upon request in the case of such emergencies, but such time will be charged to vacation time or taken as a leave without pay.

MILITARY LEAVE

A leave of absence without pay will be granted for the length of service time an employee may require to fulfill military obligations. Such a leave will not be viewed as a break in continuous service, so the waiting periods for benefit eligibility will be waived upon the return of the employee to the college.

JURY DUTY AND NATIONAL GUARD

When an employee is called to serve on jury duty, the college will pay the difference between any jury fee and the employee's regular pay. Salary is continued in full. The employee is required to endorse the reimbursement check for the jury fee to the college and give it to the business manager. Leaves of absence for other civic duties, such as National Guard service, should be planned ahead of time and discussed with the employee's supervisor as early as possible. The college will try to minimize the financial loss an employee may suffer when fulfilling such duties.

Social Security

Simon's Rock College of Bard participates in the Federal Insurance Contribution Act (FICA), which provides death, disability, and retirement benefits for employees and their families as prescribed by law. For this purpose, the prevailing tax is deducted from the employee's salary and matched by a like contribution from the college.

Worker's Compensation

All employees are covered from the date of hire by worker's compensation insurance for illness or injury caused while carrying out their normal work. In order to receive this coverage, an employee must report the illness or injury to the supervisor at the time of the incident; an accident report must be completed immediately. In the event of a job-related injury, this plan provides for medical expenses and the payment of a portion of normal earnings as determined by the worker's compensation board. The benefits of this compensation are subject to state law. Workers compensation does not cover wages lost to illness or injury that does not occur on the job.

Unemployment Insurance

All employees are eligible for Massachusetts unemployment insurance protection in the event of involuntary termination of employment. The amount and duration of payments are determined by the state on the basis of individual claims submitted.

Health Insurance

Following successful completion of the orientation period, all regular full-time employees and regular part-time employees who work at least 25 hours per week or 1300 hours per year are eligible for medical and hospitalization insurance through the group plan offered by the college. The college pays the individual premium for the employee. An employee may obtain two person, family or domestic partner coverage through this program, by paying the difference between the individual premium and the full premium.

Long-Term Disability Insurance

A total long-term disability insurance program covers all regular full-time and regular part-time employees who work at least 25 hours per week or 1300 hours per year after successful completion of the orientation period. This coverage applies when an employee is declared totally disabled, and becomes effective six months after the establishment of total disability. This plan, in conjunction with Social Security benefits, provides for approximately 60% of total salary for as long as the disability continues. The plan also calls for continuation of retirement premium payments if the employee is a participant in the college's retirement plan. The college pays the entire premium for this protection.

Life Insurance

Following successful completion of the orientation period, all regular full-time and regular part-time employees who work at least 25 hours per week or 1300 hours per year receive a life insurance policy equal to one year's salary. However, this benefit will be reduced by 35% at age 70. The college pays the entire premium.

Additional Insurance Available

The college has negotiated discounted group rates on dental insurance and supportable life insurance. The employee pays the entire premium. For more information, contact the business manager.

Retirement Plan

Simon's Rock participates in the Teachers Insurance Annuity Association (TIAA) and College Retirement Equities Fund (CREF). All regular full-time employees and regular part-time employees who work at least 25 hours per week or 1300 hours per year are eligible to participate in this program. Following successful completion of the orientation period, such employees who have participated in TIAA/CREF prior to coming to Simon's Rock, or who have been employed full-time for two years by another institution of higher education are eligible to receive college contributions to their retirement program upon regular employment. If they do not meet these criteria, such employees are eligible to join the program following their orientation period, but the college will not begin its contributions to their accounts until they have completed two years (24 months) of service at Simon's Rock.

If an employee elects to participate in this program, the college will contribute an amount equal to 10% of the employee's salary each year to the retirement program of each eligible employee.

Educational Opportunities

COURSES AT SIMON'S ROCK COLLEGE

After 6 months of employment, all full-time employees may take one or two courses per semester at Simon's Rock without charge. Employees will be granted release time to take one course per semester; the time to take a second course must be made up. The employee's supervisor must approve the employee's registration, class schedule, and work schedule.

After 6 months of employment, all part-time employees who work 25 hours or more per week are eligible to take up to 2 courses per semester at Simon s Rock without charge, but these courses must be taken outside of their scheduled working hours. Regular part-time employees who work a minimum of 14 hours per week may take 1 course per semester at Simon s Rock without charge, this course must be taken outside of their scheduled working hours.

TUITION REMISSION FOR DEPENDENTS

Dependents of full-time employees with at least one full year of service may enroll in the regular undergraduate program (but not the Continuing Studies Program) at Simon s Rock College of Bard or Bard College without payment of tuition. Dependents attending the college under this policy must be admitted by the office of admission and must pay all room, board, a portion of student service and other fees, and incidental charges and expenses. Where the dependent is eligible for state, federal, and/or private grants or scholarships restricted to tuition only, the employee and/or dependent is required to complete the financial aid forms necessary to secure these funds and to pay these funds to the college. Contact the director of administration and finance for details of the remission policy.

TUITION EXCHANGE WITH OTHER COLLEGES AND UNIVERSITIES

Dependents of regular full-time employees also have the opportunity to attend a college which is a member of the Tuition Exchange Program without payment of tuition, subject to the certification requirements of the Tuition Exchange Governing Board. In order for dependents to be eligible for tuition exchange, an employee must have completed three years of full-time service.

Through Bard College, the college has also been able in the past, with varying degrees of success, to arrange for bilateral tuition agreements between institutions that are unable to certify students through this program. There is no guarantee that such agreements can be made in the future. Further information can be obtained from the director of human resources.

Meals in the Dining Hall

All employees are entitled to have lunch in the dining hall without charge when the college is in session. They may also have other meals if their professional responsibilities require that they be on campus early or late in the day. No meals may be taken out of the dining half. As specified in their individual appointments, resident employees are entitled to take all meals in the dining hall when the college is in session. Employees should bring their ID cards to meals, and be prepared to show them to the checker in the dining hall.

This policy does not apply to employees families or guests. While family members and guests are always welcome to join an employee in the dining hall, the employee is expected to pay for their meals according to the established price schedule.

Kilpatrick Athletic Center Membership

All full-time employees and their partners/spouses are invited to use the Kilpatrick Athletic Center. Parttime employees are eligible to receive a membership for themselves during the period of their employment; they also may purchase a partner/spouse membership at a discount. Short-term temporary employees are not eligible for this benefit.

Discount Purchases

The Follette Company extends a 10% discount to all employees on any regularly priced item purchased at the Hart Bookstore.

Library Privileges

Employees may borrow books from the college library by presenting their ID cards. Books must be returned by their due date. Employees must pay any overdue charges that may be assigned to them.

Parking Privileges

A campus parking decal is required to operate and park a motor vehicle on campus. Parking decals are issued free of charge. Employees may obtain their decals from the security office.

All employees must park in designated parking areas and follow all college parking regulations. Any parking tickets that an employee is issued by security must be paid promptly.

For further information on any of the benefits described above, please see the human resource staff.

Financial Services Office Procedures

PURCHASING

All purchasing must be approved in advance through use of a Simo11-.S Rock purchase order, available from the Financial Services Office. The purchaser must complete the purchase order request form, indicating the vendor's name, the description, the quantity, and the cost of the item(s) to be ordered. Next, the purchaser must obtain approval of his or her division head, who should indicate the specific budget account number to which the purchase is to be charged, and sign the purchase order request. The purchase order request should be turned in to the Financial Services Office for approval and processing. Two copies of the purchase order will be returned to the purchaser. One copy should be submitted to the vendor; the other should be retained on file. Orders should not be placed by telephone unless a purchase order has already been provided by the Financial Services Office. If purchases are made without following the above procedure, the purchaser may be held responsible. Local vendors have been notified to accept only approved purchase orders.

CHECK REQUISITIONS

The Financial Services Office has forms to request payment for services rendered and for travel reimbursements. All relevant receipts should be attached to this form. The procedure for obtaining budget approval is the same as that for purchase orders. Requisitions submitted according to the accounts payable schedule will be paid in the next scheduled check run.

Check requisitions for travel reimbursements must be accompanied by the expense voucher with related receipts and be approved by the employee's supervisor. When traveling for the college, employees should seek reasonable accommodations at the lowest possible cost.

COLLEGE POLICIES

Affirmative Action

It is the policy of Simon s Rock College of Bard to provide equal opportunity in employment and to prohibit discrimination in employment because of age, color, handicap, marital status, national origin, race, religion, sex, sexual preference, and Vietnam-era status. (This policy includes, but is not limited to, the requirements of Federal Executive Orders 11246 and 11375 as amended, regulations 503 and 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972.)

In addition to providing equal employment opportunities for all qualified persons, the college has a special commitment to the principle of affirmative action, which entails a positive, ongoing effort to seek qualified members of two historically under-represented groups women and minorities as faculty and professional staff. It is the goal of the college to achieve equitable representation of women and protected minorities in all academic and administrative units of the college. When two candidates appear equally qualified, the candidate who will contribute the most to the achievement of the college s affirmative action goals shall be selected for appointment. Such affirmative action efforts are required by federal and state guidelines, but more important, are a function of this college s commitment to the spirit and aspirations of a democratic society. Guidelines for conducting searches for full-time faculty and professional staff in accordance with the college s affirmative action policy are available from the director of human resources who serves as the college s affirmative action officer.

Nondiscrimination

THE COLLEGE S COMMITMENTS

The college is legally and ethically committed to maintaining a community free of discrimination and harassment, a community where diversity is encouraged and where individual differences of background and perspective enrich the experience of all. The college is equally committed to maintaining a community of open debate and free inquiry, where the expression and exploration of differences of opinion are encouraged rather than suppressed. We do not view these commitments as incompatible.

Discrimination and harassment are forms of oppression, not forms of expression. They undermine the fabric of the college community, and may have devastating consequences. Through fear of reprisal, a student, staff or faculty member who has been a victim of discrimination or harassment may feel compelled to overlook it (at the price of debilitating personal anguish), or to withdraw from a course or position of employment.

At the same time, the college s commitment to a discrimination- and harassment-free community includes an understanding that disagreement is not discrimination, and vigorous debate is not harassment. Precisely because the college seeks to create a multicultural community (one made up of individuals of as many different backgrounds, attitudes and experiences as possible), it cannot expect to have unanimity of opinion on controversial issues. Consequently, while every member of the college community must be conscious of the feelings of others, each member must also be committed not just to tolerating, but to encouraging the legitimate freedom of expression of all its other members, even when those views do not coincide with one s own. On occasion, this commitment will lead to conflict; at times, it may also lead to an individual s feeling uncomfortable.

While overt forms of discrimination and harassment will usually be obvious, more subtle forms may be difficult to identify. It is also possible for words or behavior to be misunderstood, for personal conflicts to be misconstrued as harassment based on racial, sexual or other differences, or for legitimate disagreement to feel like harassment to a person who holds an unpopular opinion. It is therefore incumbent on all members of the college community to recognize both the seriousness of discriminating against or harassing someone and the seriousness of charging someone with these acts. Discrimination and harassment will not be tolerated at Simon s Rock; but neither will unwarranted accusations of discrimination or harassment.

Simon s Rock is a small, tightly knit community. Close and professionally appropriate relations between colleagues; among faculty, staff members and students; among students, are an essential part of membership in this community. These relationships must neither be undermined nor exploited. For this reason, it is college policy that sexual relations between faculty or staff members and students constitute unprofessional conduct and are strictly prohibited.

Recognizing the need to respond with sensitivity, tact, confidentiality and equity to any incidents of discrimination or harassment at Simon s Rock, the college has established a Discrimination and Harassment Committee to act as a resource, support and mediator for community members.

In order to protect both the safety and the rights of all members of the college community while addressing questions of discrimination and harassment promptly and effectively, Simon s Rock has established the following policies and procedures.

NOTICE OF NONDISCRIMINATION

Simon s Rock College of Bard does not discriminate in admissions, employment, education or services on the basis of race, age, gender, sexual preference, religion, national/ethnic origin, disability or previous military service. College policy is consistent with state mandates, as well as federal statutes and regulations, including those pursuant to Title IX of the federal Education Amendments of 1972, Section 504 of the federal Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964.

The college also expects that no member of its community will be discriminated against by any other member for any of the above characteristics. Consequently, the college prohibits the denial of any academic, social, recreational, residential, employment, medical or any other college opportunity or service by any individual to any individual on the basis of race, age, gender, sexual preference, religion, national/ethnic origin, disability or previous military service. The college also prohibits the use of different standards of evaluation for disciplinary action, academic work, job performance, employment or promotion based on any of these characteristics.

DISCRIMINATION AND HARASSMENT

Verbal, physical or written harassment of any individual, on the basis of race, age, gender, sexual preference, religion, national/ethnic origin, disability or previous military service are forms of discrimination, and are therefore prohibited by both the college s Nondiscrimination Policy and the Principles of Community Living.

Forms of harassment explicitly prohibited at Simon s Rock include:

Physical harassment. Assaulting or threatening to assault an individual because of race, age, gender, sexual preference, religion, national/ethnic origin, disability or previous military service.

Verbal harassment. Written or oral statements that can reasonably be supposed to have the effect of producing fear for one's personal safety, or freedom of movement or expression because of these factors; or the written or oral use of offensive or insulting epithets to refer to any individual or group.

Sexual harassment. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when submission to such conduct is either implicitly or explicitly made a term or condition of an individual's employment, academic work or evaluation, or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic work, or of creating an intimidating, hostile or offensive working, academic or social environment.

Any member of the college community who discriminates against or harasses another member will be subject to appropriate disciplinary action. In the case of employees, disciplinary action may range from a formal warning to termination; in the case of students, from formal warning to expulsion.

PROCEDURES FOR DEALING WITH DISCRIMINATION OR HARASSMENT

IDENTIFYING HARASSMENT At Simon's Rock, any behavior that makes an individual feel uncomfortable deserves to be acknowledged and addressed, but not all such behavior is harassment. The person who feels uncomfortable may not be sure if (s)he has been a victim of harassment; a person who makes another feel uncomfortable may not be aware that his (her) behavior is inappropriate or unwelcome. All members of the Simon's Rock community should be aware that harassment can take place in a social setting as well as a work or academic situation. Sexual harassment will most often occur between persons of unequal power, and will involve the exploitation of that power for sexual purposes. But, sexual harassment can also occur between peers. It can occur between acquaintances, between friends, and even between lovers. Racial harassment most frequently involves the victimization of minorities by members of the majority population, but it can also occur between members of the same minority group or between members of different minority groups. Members of the majority may also be racially harassed.

ADDRESSING HARASSMENT A person who feels that (s)he has been harassed should discuss the situation with someone who has had training and experience in such matters and can review the person's options for dealing with the situation. Members of the college community who have had such training include the deans, the counseling staff, residence directors, residence assistants, peer counselors and the Discrimination and Harassment Committee (hereafter referred to as the Harassment Committee).

If possible, a person who feels that (s)he has been harassed should try to discuss the problem directly with the person whose actions (s)he has found objectionable. In many cases, direct discussion can resolve the problem. The people named above can facilitate such a discussion. If direct discussion is not possible, for any reason, the person who feels that (s)he has been harassed may bring the issue to the appropriate dean or to any member of the Harassment Committee.

If an individual chooses to bring a complaint to a dean, in disputes involving a member of the faculty, the case should be brought to the dean of academic affairs; in disputes involving a student or member of the student affairs staff, the case should be brought to the dean of student affairs; in disputes involving staff members, the case should be brought to the director of human resources. The complainant and the appropriate dean or director may choose to handle the matter informally themselves; or the dean or director may forward a written complaint to the Harassment Committee for review, considering the committee's recommendation before taking any action.

DISCRIMINATION AND HARASSMENT COMMITTEE

PURPOSE The committee is dedicated to providing everyone involved in a dispute with due process. The alleged victim must be protected from pressure and reprisal, while the accused must be protected from unjust charges and abusive behavior. It will make every effort to support any person who approaches the committee, and to treat all with care and respect. Any attempt by an alleged harasser to penalize a person in any way for initiating an inquiry or complaint with the committee will be viewed as a separate and very serious incident of harassment. Likewise, any harassment of a person who is the object of a complaint will not be tolerated.

The Harassment Committee is also charged with periodically reviewing the definitions, policy and procedures outlined in this document, and revising them as necessary.

CONFIDENTIALITY AND RECORD KEEPING The Harassment Committee takes confidentiality very seriously. In this spirit, any member of the committee who is found to be in violation of the code of confidentiality will be dismissed immediately from the committee and may not serve again as a member of the Harassment Committee.

All cases brought before the committee will be treated confidentially, though committee members may consult one another about a complaint without disclosing identities or details of the situation. As a matter of policy, the dean of the college and the dean of student affairs will be informed that a case is happening if appropriate. Otherwise, members are forbidden to discuss the details of the case with anyone outside the committee. The committee chair is required to keep records of all grievances and actions taken to resolve them. Harassment committee files are kept confidential, and may be accessed only by the complainant and the defendant, harassment committee members, the dean of the college, and the dean of student affairs. The files are used by the chair to generate an anonymous annual report on the types of grievances addressed by the committee.

It is understood that either the complainant or the defendant may want to turn to friends for support. However, any attempts by members of the community to discuss a case with any committee member in order to influence him/her will be considered a disruption of proper procedure and will be dealt with in the same manner as breaches of confidentiality.

MEMBERSHIP The membership of the committee shall consist of the chair, co-chair, four students, two faculty members, two staff members, and one student life staff member. The Community Council will elect the student members; the faculty members will be elected by the Faculty Senate, and the staff members will be appointed by the chair of the committee. All non-student members except the chair and co-chair shall serve at least a one-year term. Student committee members are named for one-year terms, but may serve a second term. Whenever possible, the committee should strive for equal male and female representation. Any member who misses more than three committee meetings without an excuse shall be dismissed from the committee. The college provides appropriate training for all members of the committee during the tenure of their service.

The chair of the Harassment Committee is appointed by the dean of the college. This person also serves as the Simon s Rock Title IX coordinator, making him/her responsible for ensuring that the regulations outlined in Title IX of the Education Amendments of 1972 are followed. The chair will notify other members of the committee meetings.

The chair of the Harassment Committee serves a special mandate for maintaining confidentiality and ensuring compliance with procedure in all cases brought before the Harassment Committee. (S)he may not vote in cases handled by the committee. Any indications of breaches of confidentiality or procedure should be brought to his/her attention by any member of the community. The chair is responsible for

formally filling the complaint with the appropriate body for review, and for immediately removing members of the committee who have been found to breach confidentiality.

USING THE COMMITTEE

DISCUSSION AND INFORMAL COMPLAINT RESOLUTION Any member of the college community may seek advice from, bring questions about procedure, or present a complaint to any member of the committee, either orally or in writing. The committee will not address anonymous complaints or nameless accusations. An informal complaint is initiated simply by speaking with a committee member. It is the committee's policy to ask the complainant how (s)he wishes the problem to be handled and to discuss various options for dealing with the situation. If it is agreed that further action is necessary, the committee member may mediate the complaint informally, or a written complaint may be taken to the full committee.

In informal complaint resolution, the committee member draws the two parties together for open discussion, keeping in mind that the goal is to end the discriminating or harassing behavior and to insure that the accused understands why the behavior was offensive. A second committee member, to be chosen by the person charged with discrimination or harassment, will also be present. If this procedure does not resolve the difficulty (or if it has been decided to bypass this procedure), the complaint may be filed in written form for investigation by the full committee.

WRITTEN COMPLAINTS AND FORMAL HEARINGS A formal hearing of a case requires seven members of the Harassment Committee: the chair, one advocate for each party, three voting members, and an alternate. All decisions of the committee will be reached by majority vote.

A formal complaint is initiated by submitting a written statement to any member of the committee. The complainant should formulate this statement either in cooperation with the committee member (s)he initially approached or any other member of his/her choice who will serve as the complainant's advocate.

A written complaint to the Harassment Committee will be treated as follows:

1. After receiving a written statement from the complainant, the committee member first contacted will read the statement to the full committee without disclosing the identities of those involved. No committee member may take action on a written complaint without the approval of the committee.
2. The committee will consider whether the complaint falls under its general mandate. The complainant's advocate will inform the complainant of the committee's decision and, if the committee has come to the conclusion that the complaint does not fall within its purview, will discuss other appropriate courses of action.
3. The committee may suggest mediation to the complainant. In this process, two committee members will assist the complainant and the accused in speaking directly to one another and reaching a mutual decision on how to resolve the situation.
4. If the case will be heard by the full committee, the committee will designate an advocate for the defendant who will contact him/her and inform him/her of the situation. The complainant will be identified to the defendant and the defendant may read and take notes on the complainant's statement in the presence of his/her assigned advocate. The defendant has 48 hours to write a statement in response to the allegations with the assistance of his/her advocate. Until all procedures have been concluded, the complainant and the defendant must avoid contact with one another.
5. The advocates serve to support and advise their respective parties, as well as acting as liaisons between these parties and the committee, throughout the proceedings. They will be available to the committee for input and will attend all meetings but may not vote. Both parties involved in

the complaint will also be advised of all additional opportunities, both on- and off-campus, for support and care during the proceedings.

6. The complainant and the defendant each select one of the voting members; the third voting member will be the associate dean of student affairs. No more than one voting member in any given case may be a student.
7. A seventh member will be selected by the committee to attend the hearing. This alternate will substitute in the event that one of the committee members participating in the hearing is unable to continue. The alternate will observe all proceedings but will not vote.
8. In the event that the chair is unable to participate in a hearing, the co-chair or the staff or faculty member with the most seniority as a committee member will chair the committee.
9. If either the complainant, the defendant, or a committee member has a concern about the participation of an individual committee member in a particular case, (s)he should express this concern to the chair who will make changes, if appropriate. Committee members are expected to recess themselves if there is a reason why they are unable to serve impartially on a particular case.
10. The complainant may read and take notes on the defendant's statement in the presence of the complainant's advocate.
11. After each member has read the statements of both parties and witnesses, the committee will hear testimony from both the complainant and the defendant. The committee may also request information or testimony from witnesses or other community members who have relevant information or insights.
12. If the procedures are disrupted in any way, the committee may temporarily adjourn.
13. In cases involving a faculty or staff member, the committee will forward to the dean of the college a recommendation for appropriate action regarding the college employee. The committee will complete its attempts to resolve a situation as expeditiously as possible, ideally, within twenty-one days of the time the complaint is brought to the full committee.

You have the right to file charges about all forms of harassment with the Equal Employment Opportunity Commission or the Massachusetts Commission Against Discrimination. If you have any questions, contact the Director of Human Resources.

Human Subjects Research

Human subjects research is systematic investigation designed to develop or contribute to generalized knowledge, which involves the collection of data from living human beings.

The Academic Senate has established the Human Research Review Committee (HRRC) to review all research involving human subjects conducted at the college or by individuals associated with the college, regardless of the source of funding. The Academic Senate's Standards and Procedures Committee oversees the HRRC, making suggestions and, if necessary, arbitrating disputes between the HRRC and researchers. Policies and procedures are available from the business manager or the chairperson of the HRRC.

Alcohol and Other Drugs

Federal laws prohibit the use, possession, manufacture, distribution or sale of all illegal drugs or drug paraphernalia; Massachusetts law prohibits the use, possession, manufacture, distribution or sale of

alcoholic beverages by or to persons under the age of 21. Any person who violates these laws, on or off campus, is responsible for his (her) own actions and may be subject to civil or criminal complaints or proceedings, as well as to college disciplinary proceedings.

College policy conforms to these federal and state laws. In addition, the college prohibits: possession or consumption of alcoholic beverages on campus or as part of any college activities by students or their guests, regardless of their age; possession or consumption of alcoholic beverages on campus by employees, except by employees or guests at special events sponsored by the college, and by adult resident staff in the privacy of their residences; and the serving of alcohol at any events attended by students.

Any student or employee who violates these policies will be subject to disciplinary action, up to and including dismissal from Simon s Rock. Any student or employee found to be selling or distributing an illegal drug on campus, or as part of college activities, will be reported to the legal authorities. Furthermore, any student or employee convicted of a drug-related offense must notify the dean of the college no later than five days after such conviction. If an employee working on a federal contract or grant is convicted of a drug-related offense, the college must notify the appropriate federal granting agency no later than ten days after receiving notice of such conviction.

Students at Simon s Rock will be held responsible for whatever happens in their living space. Thus, one will be viewed as in possession of alcohol, drugs or other contraband if one allows one s friends or roommate to bring such material to one s room. Empty alcoholic beverage containers and drug paraphernalia will be considered evidence of alcohol or drug use. Occupants of a suite, house or module are responsible for what happens in their common areas. Illegal drugs, drug paraphernalia and alcohol will be confiscated and disposed of, or turned over to the proper outside authorities.

Mandatory penalties for students violating the college s drug and alcohol policies are: Sale or distribution: Suspension or expulsion, and notification of legal authorities Possession or use: First offense: Social probation/notification of parents Second offense: Suspension

DESCRIPTION OF APPLICABLE LEGAL SANCTIONS

Anyone who violates Massachusetts law prohibiting consumption of alcohol by those under 21, is liable for his (her) own actions and may be subject to civil or criminal complaints or proceedings.

In Massachusetts, the penalties for use, possession and distribution of illegal drugs are severe. Below are examples of such penalties, showing a range of legal consequences for-possession and/or distribution of controlled substances. For a more detailed outline of specific penalties and drug classifications, see the dean of student affairs..

Penalties for possession of controlled substances (first offense): Class B (e.g., cocaine): Not more than one year imprisonment and/or a \$1000 fine. Class E (e.g., marijuana): Not more than six month s imprisonment and/or a \$500 fine.

Penalties for possession with intent to distribute (first offense) include: Class B: Not more than ten years in a state prison or not more than two and half years in jail and/or a fine of \$1000 minimum, \$10,000 maximum. Class E: Not more than nine months in jail and/or a fine \$250 minimum, \$2,500 maximum.

SUBSTANCE ABUSE AND ITS EFFECTS

Substance abuse in the workplace and in educational institutions has become a major threat. The National Institute on Drug Abuse estimates that six million workers use drugs regularly on the job, and drug use is widespread among American school children. Drug use in the workplace costs industry as much as \$80 billion a year. According to the Department of Education, the biggest threat that now stands in the way of achieving the kind of educational system we know is needed is the widespread use of drugs by our nation's young people.

Drugs, including alcohol, threaten normal development. They can interfere with memory, sensation and perception. They distort experience and cause loss of self-control, sometimes leading users to harm themselves and others. Drugs interfere with the brain's ability to take in, sort and synthesize information.

Some facts: ¥ On the road, drunk drivers are responsible for nearly 50% of all traffic accidents (450 deaths per week according to 1985 statistics). ¥ Drugs can cause physical and emotional dependence. Users may develop a craving for specific drugs and their bodies may respond to the presence of drugs in ways that lead to increased drug use. ¥ Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. With prolonged use, these drugs become a part of the body's chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma of withdrawal.

The Berkshire Council on Alcoholism and Addictions provides information and treatment to alcoholics, substance abusers and their families. Call 499-1000 or 243-1703.

Smoking

The following smoking policy applies to all members of the Simon's Rock community, and is based on the principle that the college's responsibility to prevent unnecessary health hazards supersedes the right of smokers to smoke wherever they wish.

1. Smoking is prohibited in all college buildings.
2. Smoking is also prohibited at the entrances to or near all college buildings. This prohibition includes the balcony and patio of the Hall Student Union.
3. Smoking may be permitted in designated private spaces of the college's student residences. These areas may be further restricted by a vote of the appropriate house council. Each semester, the limitations on smoking in each residence are to be reviewed and reconsidered by the house council, which will then prominently post the policies for its residence.
4. Several designated smoking areas have been established at an appropriate distance from the College Center, the Student Union, the ARC and the main academic complex (which includes the library). Smoking is also permitted in the open air away from college buildings. However, smokers should be careful to remove their cigarette butts from campus grounds.
5. Students who violate smoking policy will be subject to an infraction. The first two infractions will have no financial penalty. The third infraction will result in a \$50 fine. Any subsequent infractions will result in a fine of \$100 per incident. The sequence of infractions will begin anew at the beginning of each academic year.

COMMUNITY BYLAWS

Preamble

Simon s Rock College of Bard is a community. A decision affecting some of its members affects, to varying degrees, all members. Those affected by decisions should have a say in formulating and implementing them. It is important that diverse perspectives be adequately represented in the various decision making bodies. But adequacy does not necessarily imply parity. Those with competence in particular areas should have a say in formulating and implementing decisions relating to those areas. The members of the Simon s Rock community have differing needs, differing talents, and differing responsibilities. These differences should be respected and used for the common good. The members of the community are interdependent, but their roles are not interchangeable. Government in the Simon s Rock community should be representative. For the process of decision-making to be effective, some must act in behalf of all. But those who make decisions should be responsive to the interests of the rest through procedures of accountability and distributed responsibility.

I. Legal and Delegated Authority

- A. Simon s Rock College of Bard (hereinafter referred to as Simon s Rock or as the college) is a unit of Bard College, a New York non-profit educational institution. Legal responsibility for the governance of the college is vested in the board of trustees of Bard College. Simon s Rock has its own campus, administrative officers, faculty, staff, student body, and appointments and other contracts.
- B. The president of Bard College shall be the chief executive officer of Simon s Rock. Subject to the control and direction of the Board of Trustees, he shall have and exercise general charge and supervision over the operation of Simon s Rock and its affairs not otherwise delegated by the bylaws of Bard College or by its Board of Trustees. He may from time to time delegate, retake and/or redelegate to the Simon s Rock community or to any committee or to any constituent part or person thereof such of his powers as he may determine.
- C. The Academic Senate, the Community Council, and the Faculty Senate of Simon s Rock receive such of their authority, as defined below, by virtue of the power of delegation indicated in Article LB.

II. Members of the College Community

- A. The Faculty shall consist of the president of the college, the executive vice president, the vice president and dean of the college, the dean of academic affairs, all persons appointed to teach on at least a one-half-time basis, and such other appropriate educational personnel as the president may designate.
- B. The Administration shall consist of those officers of the college appointed by the president to administer its various activities and shall include the executive vice president, the vice president and dean of the college, the provost, the dean of academic affairs, the dean of student affairs, the dean of admission, et al.
- C. The Students shall be those persons matriculated at Simon s Rock as degree candidates and considered to be in residence.
- D. The Staff shall consist of all those persons not specified above who are employed by the college.

III. Organs of College Governance

- A. There shall be three principal organs of college governance: the Academic Senate, the Community Council and the Faculty Senate.
- B. The responsibilities, functions, and memberships of these three bodies are defined in the following sections of the bylaws.

IV. The Academic Senate

- A. Membership Voting members of the Academic Senate shall include all members of the faculty (see Article II.A).
- B. Powers and Responsibilities of the Academic Senate
 - 1. Pursuant to the delegation of authority by the president of the college and subject to his approval, the Academic Senate shall have and exercise responsibility over policy concerning the following matters: degree requirements; approval of degree candidates; the curriculum; admission and financial aid policy.
 - 2. The Academic Senate, in defining policy on the curriculum, will establish broad policy guidelines for such activities as faculty evaluation and development.
 - 3. The Academic Senate shall also serve as a forum for the expression of concerns and the dissemination of information relating to the good of the college. It may consider any matters related to the general welfare of the college, expressing its considered opinion and making recommendations to the appropriate officers of the college.
 - 4. The Faculty Senate may bring concerns to the floor of the Academic Senate through its chair; the Community Council may bring concerns to the attention of the Academic Senate through its faculty representative.
- C. The Process of Policy-Making
Policy-making is a choice among contending goals, and its effectiveness depends upon its support. In a college community, the best way to insure the widest support for college goals seems to be a combination of open discussion and debate with a readiness to pay serious attention to expert opinion. This combination allows opportunities to explain and persuade as well as to communicate what is feasible. The college's decision-making processes are designed to assure that all constituencies are heard; that policy goals are set by the Academic Senate in open view; and that such policies are implemented by professional administrators whose imaginativeness can stimulate the cooperation and support of the faculty and students in their realization.
- D. Procedures
 - 1. Time of Meeting a. The Academic Senate shall meet in September at the call of the president, and thereafter at least once a month during the regular academic year. b. The Academic Senate shall meet in special session at the call of the president or the vice president and dean of the college, or at the request of the dean of academic affairs or the chair of the Faculty Senate.
 - 2. The Chair The president shall preside over the meetings of the Academic Senate. In his absence, the dean of academic affairs and the chair of the Faculty Senate shall co-chair.
 - 3. Quorum All members shall make a reasonable effort to attend the regular and special meetings of the Academic Senate. The presence of a majority of the voting members of the Academic Senate, not including members on leave, shall constitute a quorum.
 - 4. Rules of Order The Academic Senate is designed to be a forum for discussion among the faculty; therefore, it will generally be conducted as a conversation. The chair or co-chairs

will be responsible for moderating the conversation and seeing to it that all members have an opportunity to express their views.

5. Voting a. Questions before the Academic Senate shall be decided by voice vote or by show of hands at the option of the chair. If the ruling of the chair on a voice vote is challenged, voting shall be by a show of hands. b. Upon request of any two voting members present, the Academic Senate shall use a written ballot. Elections or questions involving a choice between persons shall require a written ballot unless there is but a single nominee for an office. after the meetings of the boards to which they are reported unless the boards take action otherwise at those meetings.
6. Order of Business a. In regular meetings of the Academic Senate, the order of business shall be: minutes; reports of the officers; reports of the committees; unfinished business; new business; proposals or comments for the good of the college; announcements; adjournment. New or unfinished business may be acted upon in conjunction with the report of the committee presenting it or may be deferred to the appropriate order at the option of the committee spokesperson. b. Unless there is objection from the floor, the chair or co-chairs may change the order of business as they consider appropriate. c. In special meetings of the Academic Senate, only those items of business stated in the call shall be presented, and their order shall be determined t the discretion of the presiding officer(s).
7. Advance Notice of Proposals
 - a. Officers, committees, and individuals intending to present proposals to the meeting shall provide advance notice thereof to each member of the Academic Senate by distribution through the college mail of the text of their proposal. Notices must be in the respective boxes of the members at least five days in advance of the time of the meeting. '
 - b. Changes in the structure, function, and manner of election of faculty committees shall be presented to the regular Academic Senate meeting preceding that at which the change is to be acted upon.
8. Discussions Confidential, Actions Binding
 - a. An abridged set of Academic Senate minutes will be made available in the library to all members of the college community. The abridged set will delete discussions concerning individual members of the community, and such deletions will be indicated by brackets in the unabridged copy.
 - b. It is the professional obligation of each member to enforce the rules, regulations, and procedures established by the majority of the Academic Senate: such actions of the Academic Senate are binding upon all.
9. Academic Senate Actions on Matters of Fundamental Policy
All actions of the Academic Senate deemed by the president or the vice president and dean of the college to be matters of fundamental policy shall be reported to the Board of Overseers and the Board of Trustees by the president or the vice president and dean of the college. Academic Senate actions which have been reported to the boards shall become effective ge, or any duly constituted Academic Senate committee or subcommittee. The person or committee conducting such hearings shall have full discretion in determining the topics for consideration and the mode of procedure. The officers or committees authorized in item 10.a. above t10.
10. Open Hearings
Open hearings on matters of concern to the Academic Senate may be called by the president, the executive vice president, the vice president and dean of the colle6. Order of Business
 - a. In regular meetings of the Academic Senate, the order of business shall be: minutes; reports of the officers; reports of the committees; unfinished business; new business; proposals or comments for the good of the college; announcements; adjournment. New or unfinished business may be acted upon

- in conjunction with the report of the committee presenting it or may be deferred to the appropriate order at the option of the committee spokesperson.
 - b. Unless there is objection from the floor, the chair or co-chairs may change the order of business, as they consider appropriate.
 - c. In special meetings of the Academic Senate, only those items of business stated in the call shall be presented, and their order shall be determined at the discretion of the presiding officer(s).
 - d. to conduct hearings shall, upon written request from three or more voting members of the Academic Senate, hold open hearings on subjects within their purview.
 - 11. Secretary of the Academic Senate
 - a. A member of the Academic Senate shall be elected secretary for a two-year term. The election shall take place in May simultaneously with the Faculty Senate elections and shall be administered by the Faculty Senate.
 - b. Not less than three days prior to each regular meeting, the secretary shall provide each member with a notice of the time, place, and agenda.
 - c. With reasonable promptness, the secretary shall send an authenticated copy of the minutes of that meeting to each member of the Academic Senate.
 - d. The secretary shall advise on the custody and safekeeping of the permanent minute books of the Academic Senate, and shall authenticate the approved minutes of each meeting upon transcription into the permanent record.
 - 12. Access to the Permanent Record When not in use, the permanent minutes of the Academic Senate shall be kept in a fire-resistant vault. Any member of the Academic Senate may have access to the permanent minutes during the regular office hours of the college.
 - 13. Visitors Except by invitation of the Academic Senate, no persons other than members shall be permitted to attend meetings of the Academic Senate. Electronic recordings or photographs of Academic Senate proceedings shall be prohibited without explicit permission by vote of the membership.
 - 14. Changes in the Bylaws
 - a. Three-fourths of the voting members present or a majority of all voting members of the Academic Senate, whichever is greater, shall be required to suspend a bylaw of the Academic Senate relating to the transaction of business at that meeting.
 - b. Not less than one month's notice shall be given of amendments proposed for the bylaws of the Academic Senate. An affirmative vote of two-thirds of the voting members present shall be required to adopt the proposed revision.
- E. College Committees
 - 1. Procedures
 - a. For purposes of representation on committees, except where otherwise provided, the faculty shall be divided into four divisions as follows: Division of the Arts: Art History, Dance, Music, Studio Art, and Theater Division of Languages and Literature: Creative Writing, English, Foreign Languages and Linguistics. Division of Natural Sciences and Mathematics: Biology, Chemistry, Computer Science, Environmental Studies, Physics, and Mathematics Division of Social Studies: African American Studies, Anthropology, Economics, History, Geology, Philosophy, Politics, Psychology, Social Science, and Sociology
 - b. Where four members are elected from the divisions, each division shall have one representative.
 - c. Upon expiration of a term of service on a standing committee, a faculty member becomes eligible for election to other committees. But a faculty

- member may not be re-elected immediately to the same committee until one year has elapsed, unless the term of service was less than one year.
- d. Subcommittees shall be chaired by a member of the parent committee, or by a parent committee appointee. Other members of subcommittees shall be selected from the college community, normally from among those not serving on elective Academic or Faculty Senate committees. Appointments to subcommittees shall be made by the chair of the parent committee. Subcommittees shall report regularly, at least twice yearly, to the parent committee.
 - e. Elections
 - (1) When vacancies occur, elections of faculty members to the Standards and Procedures Committee shall be held in April by the appropriate divisions and reported to the chair or co-chairs of the Academic Senate prior to the Senate's May meeting.
 - (2) Faculty members of Academic Senate committees shall be elected to two-year terms; student members to one-year terms. The terms of faculty members shall be arranged on a staggered basis, so that every year elections are held for one-half of the faculty positions on each committee.
 - (3) Elections to fill vacancies occurring during the course of an academic year shall be to fill the unexpired term and shall be part of the order of business at any regular division or Academic Senate meeting.
 - (4) Elections shall occur by written ballot.
 - (5) The procedures for the selection of student members of the Academic Senate and its committees shall be specified within Article V of these Community Bylaws, and shall be subject to the adoption and amendment procedures of that article.
 - f. Responsibility for Consideration The process by which Academic Senate committees assume responsibility for considering proposals, resolutions, and problems shall be guided by the following procedures:
 - (1) Responsibility for determining which Academic Senate committee has jurisdiction over a given proposal, resolution, or problem shall rest with the dean of academic affairs.
 - (2) All proposals shall be submitted to the dean of academic affairs, who will then assign the various committees responsibility for considering them. An Academic Senate committee may initiate its own consideration of an issue, in which case the committee's agenda, routinely sent to the dean of academic affairs, will constitute submission.
 - (3) The dean of academic affairs must assign jurisdiction over consideration, shall be regularly reported to the Academic Senate which may, if a majority so votes, overrule the dean of academic affairs and authorize another committee to consider the proposal. a proposal within two weeks of receiving it. A committee-initiated proposal may be reassigned to another committee only if the dean acts with two weeks of receiving the committee's agenda.
 - (4) Except as otherwise herein provided, only one committee may have jurisdiction over a given issue, although it may consult other committees or agencies in its deliberations.
 - (5) The dean of academic affairs may, if (s)he wishes, seek the advice of the chair of the Academic Senate committee in deciding the assignment of responsibilities.
 - (6) A list of new proposals, along with the committees charged with their g.
- Limitation of Service on Standing Committees. No member of the

college community, with the exception of the president, executive vice president, vice president and dean of the college, provost, dean of academic affairs or those who serve by appointment or without vote, shall sit on more than one standing committee of the Academic Senate. h. President and Dean of the College as Ex Officio Members. The president and the vice president and dean of the college are members with vote, ex officio on all Academic Senate committees.

2. The Committees a. Committee on Academic Standards and Procedures

(1) Functions

- (a) This committee shall review and make recommendations on all procedural matters involving graduation requirements, including: total number of courses, core curriculum requirements, general field-of-concentration requirements, and the number of courses a student may schedule per semester.
- (b) It shall decide all marginal cases involving application of academic standards, shall consider both the appropriateness of academic honors and the recommendations of students for such awards, and shall recommend changes in regulations or establishment of new regulations in those areas under its purview.
- (c) It shall consult with and advise the head librarian on matters pertaining to strengthening the library's collection and support of the curriculum, and it shall make appropriate recommendations as desirable. of new courses or majors, the general education core curriculum, and long-range educational policy, planning, and evaluation.
- (d) It shall review and make recommendations on matters affecting the academic calendar.
- (e) It shall approve and recommend all candidates for degrees and shall recommend candidates for Honorary Degrees to the Board of Overseers.
- (f) It shall make recommendations to the dean of academic affairs on allocations from the Faculty Development Fund and on criteria and guidelines for such allocations.
- (g) The faculty members of the committee shall establish criteria for, and consider and designate recipients of named scholarships.

(2) Composition. Membership of the committee shall be: the dean of academic affairs (chair); four faculty members, one from each division; the head librarian; and two students, at-large, who at the time of taking office will have completed one full semester at the college in good standing.

3. Committee on Academic Policy and Program

(1) Functions

- (a) This committee shall have overall responsibility for studying and evaluating all matters associated with the academic program of the college, including: proposed revisions of major program offerings, the schedule of course offerings each term, proposals for the introduction of new courses or majors, the general education core curriculum, and longrange educational policy, planning, and evaluation.
- (b) When the activities of the committee specifically affect a baccalaureate major program, such program shall designate a voting representative to sit with the committee.

- (2) Composition. Membership of the committee shall be: the dean of academic affairs (chair); the four division heads, or their designated representatives; two students, at-large, who at the time of taking office will have completed one full semester at the college in good standing.

V. The Community Council

Preamble The Simon s Rock Community Council discusses issues of concern to the students and the college. Although the final decision on all disciplinary issues and norms for community living rests with the dean of the college, the Community Council is influential in shaping the policies and regulations that govern student life. The council administers a budget drawn from student services fees and coordinates a variety of campus events and activities through its standing committees.

A. Powers and Responsibility of the Community Council

1. Pursuant to the delegation of authority by the president of the college and subject to his approval, the Community Council shall have and exercise responsibility over policy concerning the following matters: student organizations; student services budget; community elections. The council shall oversee and administer the monies generated by the student services fee. The council shall also assist, foster, advise, and promote student organizations and clubs.
2. The Community Council shall serve as a forum for the expression of student concerns and shall inform and advise appropriate officers of the college of the nature of student opinion. The council may request that any member of the administration of faculty meet with the students to address issues of concern to the college.
 - a. The council will consider matters related to student life but not directly within its purview, such as housing regulations, college regulations, disciplinary procedures, orientation, etc., and make recommendations to appropriate officers.
 - b. The council will consider matters relating to academic programs and policies and make recommendations to the appropriate officers.
3. The council shall be responsible for organizing a monthly community meeting during which matters of concern to the community can be discussed, academic or student life programs or policies explained by the appropriate officers, questions raised, problems identified, service to the college recognized, etc.
4. Acting through the vice president and dean of the college, the council shall serve as the primary conduit of student communication with the Board of Overseers.

B. Organization

1. The Community Council shall consist of eight student members, one faculty member (chosen by the faculty), a student affairs staff representative (chosen by student affairs staff), the director of activities, and a student representative of the Judicial Committee (chosen by the Judicial Committee). It shall also include a staff representative (defined as non-faculty, non-student affairs, non-administration) as a member of Community Council to be elected by a vote of the staff community.
 - a. Two of the elected student members shall be seniors, two shall be juniors, two shall be sophomores, and two shall be first-year students. In the first week of classes in the fall semester, the senior, junior, and sophomore representatives will be elected. In the fourth week of classes in the fall semester, the first-year student representatives will be elected. If positions are open at any time, elections will be held to fill them. The organization of Community Council elections of its own members shall be done by the members of the previous year s council who remain at the college and with the assistance of student affairs and faculty representatives. All student members of the council shall be

in good academic and social standing throughout their service. Students who are on social probation are not eligible to run for council, and students who are placed on social probation while in office must resign. Student representatives shall serve as liaisons between the council and the student body, representing student opinion and carrying information to the students, as appropriate.

- b. The faculty representative shall be elected at the Faculty Senate's earliest convenience each fall. The faculty representative shall serve as a liaison between the council and the faculty, representing faculty opinion and carrying information to the faculty, as appropriate.
 - c. The student affairs staff representative shall act as a liaison between the council and the student affairs staff.
 - d. The director of activities shall act as a liaison between the council and the activities department.
 - e. The Judicial Committee student representative shall act as a liaison between the council and the Judicial Committee.
 - f. The staff representative shall act as a liaison between the council and the staff.
2. The members of the council shall choose by secret ballot members to serve as chair, treasurer, and secretary. The faculty representative shall act as chair until someone is selected.
 - a. The chair shall moderate council meetings and community meetings. (S)he shall oversee the activities of the council and act as a liaison among the various constituencies of the college community.
 - b. The treasurer shall keep accounts of all council funds and report on their status to the council and the college's business office. The treasurer shall solicit budgets from the groups within the college, and prepare and submit for council approval the annual budget for student activities.
 - c. The secretary shall record the minutes of council meetings, distribute copies of those minutes to council members, and post copies. The library should receive one copy for its continuing council file. The secretary shall keep on file all council documents and carry on all correspondence of the council.

C. Procedures

1. Time of meeting
 - a. The council shall meet weekly while classes are in session.
 - b. The council may hold a special session at the request of any two members.
2. Attendance
 - a. A council member with more than two unexcused absences must resign.
 - b. The presence of two-thirds of the members shall constitute a quorum.
3. The chair shall preside over the meetings of the council. In the absence of the chair, the secretary shall call the meeting to order, and the council shall elect a temporary chair for the meeting.
4. The operating procedures of the council meeting will be guided, but not dictated, by the principles and procedures of Robert's Rules of Order, Revised.
5. Voting
 - a. Each member of the council shall have one vote. In matters pertaining to the expenditure of funds, the director of activities has veto power.
 - b. Voting shall be done by a show of hands unless a secret ballot is requested by any member of the council.
 - c. Except as noted in item 5.a. above and item 8. below, all issues shall be decided by a majority vote of those present; the chair shall vote only to break a tie. In matters requiring a two-thirds majority of those present, the chair may cast a vote.
6. Agendas

- a. The agenda for each meeting shall be determined by the chair. Any member of the council may place items on the agenda simply by informing the chair. The order of business in a meeting may be changed by the chair or a majority vote of those present.
 - b. Any member of the Simon s Rock community may bring proposals to the council for consideration by presenting them in writing or in person to any member of the council.
 - 7. Council meetings shall ordinarily be open to any member of the community. A visitor to the council meeting must conduct (her)himself with courtesy and speak only if recognized by the chair; unruly or disrespectful visitors will be expelled from meetings. A meeting or portion of a meeting may be closed to visitors by the chair or majority vote of the members present. Discussions of appointments to the Judicial Committee and to other positions shall be closed.
 - 8. Provided that two-thirds approve a proposed amendment to these bylaws, it shall then be presented to the community by the council.
- D. All-Community Elections
- 1. The council shall be responsible for organizing and carrying out all-community elections and referenda, determining the results, and publicizing the outcomes.
 - 2. Any member of the community may nominate for any position any eligible person who consents to the nomination. Self-nominations are possible.
 - 3. In each all-community election, each student, faculty member, member of the administration, and member of the staff shall have one vote.
 - 4. A majority of votes cast shall determine the election of a person to each office. In case no candidate receives a majority, there shall be a run-off election between or among the candidates receiving the two highest numbers of votes. In case of a tie for the office, there shall be a run-off election between or among those tied.

VI. The Faculty Senate

Preamble.

Mindful of the central role that a strong and confident faculty plays in the stable and consistent guidance of an educational institution, desirous of bringing to the academic community of Simon s Rock every source of strength and nourishment at its command, and determined to safeguard academic freedom as a primary condition of success in the teaching profession, the faculty of Simon s Rock creates an organization of its members to be known as the Faculty Senate.

A. Aims and Purposes

- 1. The fundamental and long-range purpose of this organization is to promote and foster the high character, the academic excellence, and the general well-being of Simon s Rock as an independent early college. In addition, it will seek:
 - a. to provide for the development and expression of group opinion on professional and academic matters both at Simon s Rock and elsewhere,
 - b. to provide a means of communication with similar organizations in other colleges,
 - c. to promote social, cultural, and recreational functions for faculty and their families.

B. Membership The Faculty Senate is comprised of all full-time teaching faculty and all part-time faculty teaching at least two courses per semester who have no administrative responsibilities (residence directors, division and major heads excepted).

C. Organization

1. The officers of the Faculty Senate are a chair, a secretary, and a treasurer, elected to serve for two year terms. In addition, the Faculty Senate shall elect: a Faculty Evaluation Committee, which consists of one member from each division, elected for two-year terms by the respective divisions, and one alternate, who serves for one year before becoming a regular member of the committee; two representatives to the Judicial Committee, elected for staggered two-year terms; two representatives to the Board of Overseers, elected for staggered two-year terms; co-representatives to the Community Council, elected for a staggered two-year terms; two representatives to the Discrimination and Harassment Committee, elected for staggered two-year terms; a Library Committee, consisting of one member from each division, elected by the respective divisions for staggered two-year terms; an Adviser to the College Affirmative Action Officer, elected for a two-year term, and a Committee on Professional Faculty Concerns (negotiating committee) consisting of three members, elected for staggered two-year terms (and the chair as ex officio).
 2. Decisions will be reached by a majority vote of those present and voting except in cases involving the structure of the organization or a matter of similar import, which shall be decided by the amending process described hereafter. The determination of the question in which category a case may fall will be made by a majority of those present and voting.
 3. The procedure for amending the Charter of the Faculty Senate shall be as follows:
 - a. A proposed amendment shall be discussed and moved at a regularly scheduled meeting of the Faculty Senate. At the same time, a date not less than a week later shall be set for a meeting at which the voting on the amendment shall take place.
 - b. All members of the senate shall be individually notified in writing of the wording of the proposed amendment and of the time of the meeting for the voting. Any member requesting an absentee ballot should notify the chair and must return the completed ballot to the chair by the time set for the voting. c. The amendment shall be accepted if it is approved by two-thirds of all members voting.
 4. From time to time, the Faculty Senate may wish to invite other members of the community to sit with it in the consideration of matters of common interest.
- D. Elections Nominations shall be made in April, and elections held in May by secret ballot. The Chair and the Secretary of the Faculty Senate has administer the nominations and elections.
- E. Procedures
1. Any matter can be brought before the organization provided it is placed on the agenda and the secretary is notified forty-eight hours before the time of the meeting.
 2. The Faculty Senate may make recommendations to any constituent element of the community. Communications to the Board of Overseers or the Board of Trustees shall be through the Office of the Dean of the College.

The Original Charter of the Faculty Senate was adopted April 28, 1969; last revised May 2002.

APPENDIX A

PHYSICAL PLANT POLICIES & PROCEDURE

Employees of the Physical Plant Staff are subject to all of the policies and procedures, benefits, and expectations included in the Employee Handbook, except where indicated in this Appendix.

HOURS OF WORK

Full-time employees in the Physical Plant work 40 hours per week. While individual schedules vary the normal workday for all employees is 8 hours plus a half-hour unpaid lunch break. Employees are also entitled to a fifteen minute break period in the morning, as scheduled by the Director of the Physical Plant. Employees should not exceed the fifteen-minute period of this break.

All employees are to report to the Physical Plant office each morning to punch in and receive their work assignments. Employees will be allowed five minutes before lunch and at the end of the day to wash up.

OVERTIME

All work over 40 hours per week will be considered overtime, and must be approved by the Director of the Physical Plant. Overtime will be paid at one and one-half times the regular rate. All physical plant personnel are expected to work overtime when requested to meet the needs of the College.

If an employee is required to work overtime on a Sunday they will be paid at double-time.

An hourly employee who is required to work on a scheduled holiday will be paid double-time for hours worked and may choose either to receive holiday pay or elect to take an alternative day off within that pay period.

All employees working more than six consecutive days are required to take a minimum of one day off.

EMERGENCY CALL-IN HOURS

If an employee is called in for work when he/she is assigned to be on-call, the employee shall be paid for a minimum of one hour at the overtime rate of pay.

EMPLOYEE RESPONSIBILITIES

While all employees have specific assignments and areas of responsibilities, every employee is also required to accept other responsibilities on a temporary basis when required by the needs of the College. The employee is responsible for seeing to it that work sites are left clean and tidy upon completion of an assignment.

APPENDIX B

SECURITY DEPARTMENT POLICIES & PROCEDURE

Employees of the Security Department are subject to all of the policies and procedures, benefits, and expectations included in the Employee Handbook, except where indicated in this Appendix.

1. Officers are not permitted to have friends or family members visit with them for an extended length of time, dropping off items and or/meals is permissible and should consume no more than ten minutes. All such meetings should take place at the Security Office. At no time is a friend or relative to be taken on patrol or a tour of campus grounds/buildings without first obtaining permission from a Security Supervisor.
2. Security is charged to insure the sanctuary of the college and private property, Security has access to almost all areas of the grounds, it is not permissible for officers to take items left behind by students at the end of a semester as it gives the appearance of impropriety.
3. Officers are not permitted to use their personal vehicles to conduct patrols, for any reason. If the Security vehicle should become inoperable, a supervisor should be notified immediately and steps taken to obtain a temporary replacement vehicle from Physical Plant.
4. The Security Department does not have fixed schedules for officers. An Officers schedule is subject to change at any time to ensure appropriate coverage for the college.

HOURS OF WORK

Security Department personnel, with the exception of one officer, have a four day ten hour shift per workweek. One officer works a five day, eight hour work week. Meals may be eaten at the dining hall during their normal hours, if one officer is at the office. As employees are paid for the hours they are on campus, it must be remembered that calls or requests for assistance must be answered when received, even if in the process of eating a meal.

OVERTIME

Any hours over the normal 40 hours per week will be considered overtime. Overtime will be paid at one-half times the regular rate, with the exception that working on a scheduled holiday will result in double time pay.

FIREFIGHTERS, EMT S AND OTHER EMERGENCY RESPONSE PERSONNEL

If you respond to a call prior to your shift and are unable to start work at your scheduled time, you will be required to submit a letter signed by your fire chief or supervisor stating the time of the call, the time at which you responded and the time you were released from your assignment. You will not be paid for the time you were absent from your shift and you should report to work as soon as possible as the person covering for you will be on overtime or working an extended shift.

If you are on duty and become aware that your agency is being called out, you will not be allowed to respond to the call. Your position at the college requires you to be on the campus, available to any situation that may arise.

You are not to have a pager or scanner that broadcasts emergency calls while on patrol or within the hearing range of students, staff, or faculty as your senses should be tuned to the job at hand. Not everyone understands the sounds or tones that may emanate from these devices and rather than cause concern or anxiety among the campus community use will not be allowed. While on duty at the office and while alone, such devices may be on but if it should cause interference or feedback on the college frequency, they are to be turned off and not used.

APPENDIX C

KILPATRICK ATHLETIC CENTER POLICIES & PROCEDURES

Employees of the Athletic Center are subject to all of the policies and procedures, benefits, and expectations included in the Employee Handbook, except where indicated in this Appendix.

HOURS OF WORK

Full-time employees in the Athletic Center work 40 hours per week. While individual schedules vary the normal workday for all employees is 8 hours plus a half-hour unpaid lunch break. Employees are also entitled to a fifteen-minute break period in the morning, as scheduled by the Director.

HOLIDAYS

The Athletic Center is available for use by the local community throughout the year, it does not follow the academic calendar. Therefore, there is an alternate schedule of eleven paid holidays. A calendar of holidays is issued each year.

SCHEDULING VACATIONS

In order to ensure adequate coverage for the athletic center no more than 2 weeks of vacation may be taken at one time. A leave request form must be approved by both your immediate supervisor and the Facility Director.