

ALBRIGHT COLLEGE
Employee Handbook

Revised October 2025

I. WELCOME TO ALBRIGHT COLLEGE	1
Introduction	1
History	1
Our Mission, Vision, Values, Outcomes	1
College Organization	3
II. BEGINNING AS A NEW ALBRIGHTIAN	3
Orientation for New Employees	3
Introductory Period	3
Business Hours	4
Work Schedule	4
Absenteeism and Tardiness	5
Weather Policy	5
Flexible Work Arrangement	5
Identification Card	6
Keys	6
Parking	6
Appearance/Dress Code	6
Use of College Name and Logo	6
Copyright Regulations	7
Confidentiality	8
Payroll Periods/Salary Payments	8
Payroll Deductions	9
Time and Attendance Cards/Time Reports	9
Overtime	9
Direct Deposit	10
Drug and Alcohol Policy	10
Smoke-free Workplace	10
Computer Equipment and Software	10
Telephone System	11
Equipment Maintenance	11
Solicitation Policy	11
Anti-Harassment Policy	12
Sexual Harassment Policy	12
Fraternization Policy	13
Grievance Policy	14
Disclosure of Misconduct Policy	14
Posting Policy	16
Workplace Ethics	17
Conflicts of Interest	17
Workplace Privacy	18
V. WORKPLACE SAFETY	19
Workers' Compensation	19
VI. EMPLOYMENT-RELATED POLICIES	21
Types of Appointments	21
Wage Equity	22
Job Analysis	22
Job/Position Descriptions	22

Job Posting/Recruitment	22
Equal Employment Opportunity Policy/EEO	23
Affirmative Action	23
Performance Evaluation	24
Rules of Conduct and Standards of Performance	24
Progressive Counseling	26
Resignation	28
Personnel Files	29
Consulting/Other Employment	30
Voting Time Off	30
Nepotism	30
Paid Time Off	30
Leave of Absence/Family and Medical Leave (FMLA)	32
Additional Leaves	35
The college also offers the following leaves to regular full-time employees:	35
Jury Duty	35
Bereavement/Funeral	35
Medical Insurance	36
COBRA Continuation of Coverage for Personnel, Dependent Children and Spouses	36
Long-Term Disability Insurance	36
Group Life and Accidental Death and Dismemberment Insurance	37
Retirement Plan	37
Tuition Exchange	37
Tuition Remission	38
Travel Reimbursement	41
Use of the Library	41
Use of the Dining Facilities	41
Use of the Schumo Center for Fitness and Well Being	41
Admission to Athletic Events	41

I. WELCOME TO ALBRIGHT COLLEGE

Introduction

This Employee Handbook includes an overview of Albright College's policies and procedures as well as a brief description of the benefits offered by the College. It is designed to be a reference guide to present employees as well as to provide information to new personnel. These policies apply to Faculty Members as well, except where explicitly stated otherwise. These policies are general guidelines and are not intended to and do not create a contract between Albright College and its employees and do not create any contractual rights for an employee.

These policies supersede all existing policies and practices and may not be amended or added to without the express written approval of the President and the head of Human Resources.

The College reserves the right to change or rescind the policies contained in this handbook at any time. Nothing in the manual in any way creates an expressed or implied contract of employment. Employment is terminable at-will so that both the College and its employees remain free to choose to end their work relationship at any time in keeping with the guidelines established by the Commonwealth of PA relating to at-will employment status. The only exception to this is for Faculty Members that are issued contracts. All contracts are issued by the Human Resources Department.

History

Albright College traces its origin to 1856. Affiliated with the United Methodist Church, Albright was formed through the mergers of three separate Pennsylvania institutions: Union Seminary of New Berlin; Schuylkill Seminary (later called Schuylkill College), Reading; and Albright Collegiate Institute (later called Albright College), Myerstown. The final merger occurred in 1929 when Schuylkill College and Albright College became Albright College at its current location in Reading.

Albright College is the oldest institution of higher learning in Berks County and is located on a 118-acre suburban campus nestled at the foot of Mount Penn in Reading, PA, a city of approximately 85,000.

The College is named for preacher Jacob Albright (1759 – 1808), founder of the Evangelical Association, a German-speaking denomination with beliefs similar to those of the Methodist Church.

The College's rigorous liberal arts curriculum has an interdisciplinary focus. Albright's hallmarks are connecting fields of learning, collaborative teaching and learning, and a flexible curriculum that allows students to create an individualized education. Fully half of Albright students have concentrations that combine two or three fields of learning.

Our Mission, Vision, Values, Outcomes

Our Mission is to provide students with an education that enables them to live their best lives, now and in the future. We immerse students in impactful experiences that foster social mobility and ensure exceptional outcomes through real-world engagement, a supportive community, and a distinctive co-major program rooted in the liberal arts and sciences.

Our Vision: We aspire to be widely known and respected for preparing our graduates to be exceptionally successful in navigating an increasingly complex and uncertain world characterized by continuous and dramatic change. We wish, therefore, to attract students who have the capacity and the desire to be engaged members of a supportive and caring learning community that is rooted in the liberal arts and sciences, includes a selection of well-integrated, professional programs, and is characterized by a strong interdisciplinary and collaborative approach to learning. We seek to excel in offering an integrative learning experience that synthesizes theory with practice, promotes critical thinking and effective self-expression, and fosters in our students a commitment to a lifetime of service and learning. We challenge our students to cross boundaries and make connections among academic disciplines, campus experiences, and community. We aim to educate individuals of integrity who possess intellectual competencies and personal qualities that will enable them to take up positions of leadership and service whatever their chosen fields and thereby add to the richness, , and welfare of our global society.

The values that guide the Albright College community shape both classroom practice and institutional culture. In daily decisions, attitudes, and relationships the entire community models the values, virtues, and skills that should be practiced by educated, discerning citizens of the world.

For generations, the words and symbols depicted on the official seal of the College have expressed and sustained those guiding values, including the values implicit in the current College mission statement. Imprinted on the seal are the words *Veritas et Justitia*, accompanied by the symbols of the lamp of knowledge, the open book (next to a stack of books), and the laurel wreath.

The open book affirms the value we place on academic freedom, in which all forms of truth may be pursued with rigor, candor, and openness, free from external restrictions but always subject to inspection, criticism, and modification according to the canons of research and reason. The open book, covering the lamp of knowledge, invites each of us to take up the book personally, light the lamp, and read for ourselves.

This lamp of knowledge, with its suggestion of enlightened guidance, thus affirms the value we place on wisdom and understanding as the basis for leadership in life, including leadership in personal, professional, religious and civic affairs.

A stack of books rests next to the lamp of knowledge, symbolizing the value we place on the interrelationship and interdependency of all forms of knowledge and on the vital contribution that every person, of whatever background or tradition, can make to the learning enterprise.

The phrase “truth and justice” points not only to the value we place on each of these ideals, but also to their mutual connectedness. We affirm that the search for knowledge should not be separated from the search for wise and just solutions in human affairs and in the conversation of the natural world. The combined pursuit of truth and justice means we honor, nurture, and celebrate human in all its forms and call into question whatever negates or endangers the dignity and worth of the human spirit.

The laurel wreath suggests the pride that we have in our tradition of liberal arts and sciences learning and in its enduring importance. It symbolizes our desire that the passion for knowledge, wisdom, skill and virtue [*arête*] will serve as the basis for lifelong endeavors and achievements.

Finally, we emphasize that these values historically guided our founding in 1856 by the Evangelical Association (later, the Evangelical United Brethren Church) and continue to connect us today to the principles and ideals of higher education of the United Methodist Church.¹

Our Outcomes: Employing an integrative approach to learning, Albright expects our students to achieve the following core outcomes:

- Ability to ask meaningful questions about complex issues and to develop reasoned solutions
- Capacity to think critically and with discernment
- Ability to communicate effectively
- Capacity and desire to serve community and contribute to the greater good

College Organization

Albright College is a 501 (c) (3) not-for-profit private institution organized under the Laws of the Commonwealth of Pennsylvania and governed by a Board of Trustees and the President who serves as the Chief Executive Officer and who is assisted by several vice presidents who are each responsible for a major aspect of the College and ensure that the goals and objectives are met.

II. BEGINNING AS A NEW ALBRIGHTIAN

Orientation for New Employees

The first day at Albright will include a formal orientation meeting with the Office of Human Resources. This orientation will include completion of appropriate paperwork, an introduction to the Albright culture through presentation of the Employee Handbook, awareness training on sexual harassment and the assignment of a College ID card.

Each employee will participate in both , sexual harassment compliance, and Title IX training as part of their terms of employment. This training underscores Albright College’s commitment to respecting and valuing the differences among us while maintaining a workplace free of harassment.

Introductory Period

All new employees serve a minimum introductory period of 90 days and are deemed provisional employees during that time. The term “provisional employee” refers to all personnel during the introductory period. During the introductory period, a provisional employee may not be offered progressive counseling. Under special circumstances, the introductory period may be extended with concurrence of the head of Human Resources and the appropriate Vice President.

Reclassifications, transfers, or promotions do not initiate a new introductory period.

The supervisor shall explain the purpose of the introductory period at the time of the selection process. The supervisor is expected to provide the individual with a copy of the employee’s job description and explain the supervisor’s expectations regarding performance. During the prescribed introductory period, the supervisor is encouraged to conduct mentoring sessions with the individual to determine areas needing improvement, offer suggestions and relevant training for improvement and development, assist in solving problems, and commend outstanding performance.

A performance conversation shall be conducted on all new employees at the conclusion of 90 days. This evaluation shall determine whether to extend the employment relationship beyond the introductory period.

As previously noted, Pennsylvania is an employment at-will State and employment can be terminated at any time for any reason by the employee or the employer.

Business Hours

Due to its residential nature, the College is open seven days per week throughout the calendar year. Each Vice President is responsible for ensuring each department is appropriately staffed to support the business schedule of the College. Individual departmental and personnel schedules will be determined by the respective Vice President and communicated to the Office of Human Resources for review and approval.

In general, College administrative office hours are 8 a.m. until 5 p.m., Monday through Friday. At times, certain essential service operations, however, may be staffed 24 hours per day throughout the week. These may include, but are not limited to Food Service, Facilities Operations, Public Safety and Residential Life.

Work Schedule

The standard workweek for a full-time employee is a 40-hour week (unless previously designated otherwise). The 40 hours are to be scheduled within the designated workweek. Whenever possible, the workdays will be consecutive and the eight hours will be scheduled within the guidelines that are compatible with the operations of the College.

The Office of Human Resources and the appropriate Vice President are responsible for approving any workweeks which vary from the standard workweek.

The daily eight hours of work for an individual will be scheduled with provision made for meal periods on the employee's time. An unpaid meal period of no less than 30 minutes is required for any shift over five hours, taken in the middle of the work shift.

When establishing work schedules, supervisors need to be sensitive to the health and well-being of team members. In no case will personnel be routinely assigned to a weekly work schedule which requires their presence on the job seven days every week on a regular basis.

The College shall endeavor to provide an individual with at least one calendar weeks' notice of a change in their regular work schedule but reserves the right to alter this notice based on the operational needs of the College.

- **Non-exempt Personnel (Hourly)** - Non-exempt employees are paid for the hours that they work. Overtime hours worked within departments must be pre-approved and managed by respective supervisors and managers for the benefit of the College.
- **Exempt Personnel (Salaried)** - Exempt personnel are expected to work a schedule that reflects the regular business hours of the College and frequently may be required to work beyond normal business hours and weekends as necessitated by the responsibilities of the position and the operational needs of the College.

Absenteeism and Tardiness

All employees are expected to maintain the highest standard of dependability and reliability regarding their attendance and punctuality. If an employee is absent, tardy, or leaving work early for any reason other than a scheduled paid time off, (vacation, personal), the employee must report the absence and the reason for the absence to their direct supervisor as soon as possible (where possible a minimum of four hours) prior to their scheduled start of their work shift.

An employee may be required to provide a doctor's excuse upon return to work from an absence of three or more days due to illness or injury. In the same consideration, the requirement of producing a doctor's excuse for absences may be requested by Human Resources if there is a pattern of intermittent and unexcused absences. Failure to do so may result in disciplinary action up to and including termination of employment.

Repeated tardiness or absenteeism will be considered grounds for disciplinary action up to and including termination.

An employee who is absent for three or more consecutive days without notice will be considered to have abandoned their position and employment will be viewed as voluntarily terminated. If an employee does not properly report off from work it may result in disciplinary action up to and including termination.

Weather Policy

As a residential learning community, Albright College provides many services to its students and others on a 24/7 basis. It is imperative, therefore, that essential services be maintained and safety preserved. All efforts will be made to ensure the overall safety and security of our total campus community. This includes the students, faculty, support staff and administrators.

When inclement weather creates a condition that might raise questions whether the College can operate on a normal basis, the President will make a decision on the continued operations of the College based on the information provided.

If the President decides to modify the schedule or, on rare occasions, close the College, the President or their designee will communicate this decision via albright.edu and through the College's alert notification system.

Flexible Work Arrangement

Albright College is committed to supporting our students through in-person interactions., All flexible work arrangements, including deviation from core schedule are the exception rather than the norm. We believe we serve our students and colleagues best in person. Flexible work arrangements may be requested on an individual basis, with written approval of the appropriate Vice President and the head of Human Resources. All Flexible Work Arrangements, must put the interest of the community and our students first. Flexible work arrangements may be used by exempt and non-exempt staff. Because business needs and services within each department vary, not every position or department will be able to participate in flexible work arrangements. Only employees in good standing, with good performance indicators will be permitted to take advantage of this benefit.

The College reserves the right to approve, deny, or revoke a flexible work arrangement at any time, and for any reason.

Identification Card

All College personnel must obtain an Albright identification card and produce it upon request by College officials and/or Public Safety Officers. Display of the identification card will admit you to many College events and facilities. Misuse of identification cards will result in appropriate disciplinary action up to and including termination

Keys

The Office of Public Safety is responsible for the College “key control” program in concert with the appropriate Vice President and the Head of Human Resources. All requests for master keys must be approved by the President.

A charge of \$35 per key is made for any keys that are lost.

Parking

Parking permits, for which there is no charge, are required. Newly employed personnel are required to make application for such permits at the time they receive their College ID card and receive the accompanying parking sticker. College personnel are personally responsible for adhering to city parking regulations. Parking on the Albright campus is at your own risk and the college assumes no responsibility for theft or vandalism of personal property.

Appearance/Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and promotes the professional image Albright presents to its students. During business hours, employees are expected to maintain a clean, neat and professional appearance in their dress and grooming. Employees working in classrooms, office settings, and in service roles are expected to dress business casual. Coaches and athletic staff may wear appropriate attire for their role.

The intent of this policy is to reinforce the standards of personal appearance expected of employees representing Albright College, both in an office environment and in the field. In general, attire should not be tight-fitting, wrinkled, stained, dirty, exhibit distasteful and/or inappropriate slogans or signs, or be otherwise inconsistent with the College image. Shorts are not permitted.

Employees who fail to adhere to the personal appearance standards may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Repeated violations of this policy will result in disciplinary action, up to and including termination.

Use of College Name and Logo

Albright College does not permit the use of its name in any announcement, advertisement, publication, or report if such use in any way implies institution endorsement of any product or service without the expressed, written permission of the President.

Copyright Regulations

Albright College observes United States Copyright Law, in its use of copyrighted materials and in the placement of copied materials in any of its library collections. It follows and requires each user to observe the federal doctrine of Fair Use as set out in section 107 of Title 17 of the U.S. Code.

Reproduction of published works, printed matter, audio, and computer software in violation of copyright laws, or beyond what is historically and legally considered as “fair use,” is strictly forbidden. Violations could place both you and the College in legal jeopardy. The “fair use” principle means the extent that copyrighted materials may be copied without permission of the copyright owner and encompasses four conditions or tests: (1) use to be made of the copies, (2) nature of the copyrighted work, (3) amount and substantiality of the portion used in relation to the copyrighted work as a whole, and (4) the effect of use on the potential market for the value of the copyrighted work. The following information should also be considered:

- Fair use applies only to reproduction for such purposes as criticism, comment, news reporting, teaching, scholarship or research.
- That copying is for nonprofit use has no bearing on the questions of fair use.
- Copying portions of a news article may be fair use, but not copying from a workbook designed for a course of study.
- Photocopying or duplicating by an individual for his or her personal use, as long as it is in a single copy of an article, short poem, or small portion of the work as a whole, is generally considered fair use.
- Fair use allows teachers, acting on their own, to copy small portions or a work for the classroom, but does not allow the College to do so.
- Systematic duplications, whether making multiple copies at one time or single copies that in the aggregate add up to multiples, is not considered fair use.
- If resulting economic loss to the copyright owner can be shown, even making a single copy of certain materials may be a violation.

If you do need to distribute information in print or online that violates Fair Use, contact the Library for possible purchase of permission rights. The Library has several reference books that go into detail about Title 17 of the U.S. code and give examples of “fair use.” Please check with the Reference Staff for assistance with any specific questions you might have and discuss the matter with the appropriate chair, dean or administrator. Adjudication of questions will be resolved, if necessary, by the appropriate Vice Presidents.

Confidentiality

The College has a responsibility to insure that all information with respect to student, administrative and faculty personnel remains confidential and is only released to appropriate governmental agencies and/or authorized College officials. Individuals who have access to such information or any proprietary information during the course of their employment have an obligation to protect the confidentiality of such information. This policy applies to all employees, volunteers, and contractor of the college.

Confidential information includes, but is not limited to, student grades; financial aid information; academic standing; student, faculty and staff personnel and compensation records; correspondence; draft and final communications of a sensitive nature; contracts; and financial information not released through official channels. Individuals who routinely deal with sensitive and confidential information have a special duty to exercise caution and discretion when discussing and/or transmitting confidential information.

Personnel who compromise the confidentiality of such information by releasing, accessing or transmitting it directly or indirectly will be subject to disciplinary measures up to and including termination of employment. An individual may be asked to sign a confidentiality statement to outline the specific areas for his/her department. Employees will be held to the College's standard of professional discreteness and confidentiality whether they sign or not. The College reserves the right to share home addresses and telephone numbers with other departments as deemed necessary.

No information regarding the professional operations of the office or information regarding an individual student, faculty or staff member is to be discussed with anyone outside the department or office without the knowledge and approval of the supervisor and, if it deals with an individual, the written consent of the person or persons involved. Unauthorized release of confidential information relating to students, faculty or staff is both a violation of College policy and state and federal laws regarding individual and family rights to privacy.

Unauthorized disclosure or use of confidential information will result in disciplinary action up to and including dismissal.

Should questions arise as to whom information should be discussed with or released to, it is the individual's responsibility to discuss the question or request with their supervisor immediately.

III. PAYROLL

Payroll Periods/Salary Payments

- Non-exempt (Hourly) personnel are paid on a biweekly basis, every 14 days (usually 26 annual pay periods). Payroll checks will generally be deposited on alternate Fridays unless the designated Friday falls on a College observed holiday, in which case, checks will be issued on the preceding day.
- Exempt (Salary) personnel are paid either on a monthly basis for the entire month on the 15th of each month. If the normal payday falls on a holiday or weekend, checks will be issued on the preceding day.

Payroll Deductions

The Internal Revenue Service, Pennsylvania commonwealth, and local regulations require that the College withhold a portion of your wages based on the amount earned and the number of exemptions claimed on the Form W-4 Employee's Withholding Allowance Certificate that you must file with the College.

Though benefits enrollment you may also elect optional deductions to the wages.

Time and Attendance Cards/Time Reports

Non-exempt personnel shall be compensated for all hours worked in a payroll period following College policies and in accordance with the appropriate commonwealth and federal guidelines. Supervisors are responsible for and accountable to the appropriate Vice President for ensuring the accuracy of time records and the timely submission to the payroll office, no later than Monday at noon, prior to payday. Time reports shall note any deviations from the normally scheduled hours to include lateness; absences for sick, vacation, personal time and holiday; other release time; and overtime.

Exempt personnel attendance cards must be submitted to the supervisor on either a monthly or a biweekly basis, based on the employee's pay frequency. Attendance cards shall detail any absences for sick, vacation, personal time and holiday.

Improperly completing or tampering with attendance cards is a very serious offense and will result in disciplinary action including possible dismissal to the individual(s) actually tampering with the cards or the individual who knowingly has approved or is aware of the tampering.

The employee's signature, whether digital or written, signifies that the information entered is accurate and complete. The supervisor's signature, whether digital or written, shall attest to the accuracy of the card/report.

Overtime

Individuals classified as non-exempt as defined by the provisions of the Fair Labor Standards Act (FLSA), as amended, must be paid overtime at an hourly rate equal to one and one-half times their base hourly rate for all hours worked in excess of 40 hours in the regularly scheduled pay week. All overtime compensation will be paid to non-exempt personnel in accordance with College policies. For the calculation of hours worked in a week, Albright's pay week runs Sunday through Saturday.

In calculating hours worked for overtime pay purposes, hours paid shall be considered hours **worked**. For example, if an individual works 40 hours in a workweek and the week also includes a paid absence (holiday, vacation, sick pay, personal time, etc.) totaling more than 40 hours, this individual would be paid their regular pay rate for all hours **worked**. If an employee has a paid absence for holiday, vacation, sick, or personal time in a workweek, that time is not considered hours worked for the purposes of calculating overtime.

At times, a department may require a minimal amount of overtime to meet its operational needs. Personnel may not determine the need for overtime without supervisory approval. Overtime must be

directed and authorized by the supervisor who will secure budgetary approval from their Vice President as appropriate. The College reserves the right to schedule mandatory overtime if needed. An employee who works overtime that was not authorized in advance may be subject to disciplinary action.

Direct Deposit

Employees are required to enroll in the direct deposit system which ensures timely deposit of your paycheck. Individuals, generally at the time of hiring, will complete a direct deposit form in the Office of Human Resources.

Each individual's first payroll check will be processed manually to ensure the accuracy of our files. As of the second pay, the salary/wage amounts will be automatically deposited to the depository of the individual's choice. The individual will receive an electronic payroll remittance advice documenting the amount that was deposited.

Each individual must complete a new direct deposit form when changing the bank or credit union or account number.

IV. WORKPLACE ENVIRONMENT

Drug and Alcohol Policy

Albright College is committed to the maintenance of a learning and working environment free from the unlawful use of drugs and alcohol and in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is the intent and obligation of the college to provide a drug-free, healthful, safe, and secure work environment free of drug and alcohol abuse. As such, the college prohibits the unlawful possession use or distribution of illicit drugs and alcohol by students and faculty and staff on its property or as part of any of its curricular and co-curricular activities.

The unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on college premises or while conducting college business off college premises is absolutely prohibited. All applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs or alcohol will be applied.

Smoke-free Workplace

Albright College discourages smoking on campus grounds as a matter of good health practices, safety and professional decorum. The College's policy on smoking is to define restrictions on smoking in the workplace in order to ensure the safety and well-being of our community.

In the interest of promoting community-wide health and safety, use of smoking materials is prohibited inside campus buildings and on campus grounds, except in designated smoking areas (25 feet from entrance to campus buildings). Use of smoking materials refers to smoking of cigarettes, cigars, pipes, vapes or other similar items.

Computer Equipment and Software

The Department of Information Technology Services has the responsibility of overseeing all computing on campus. Please refer any requests for service or information to the Client Services at extension 7676 or 610-921-7676 or send an e-mail to clientservices@albright.edu.

Computer purchases and allocations of computer software, equipment, and services are handled through this department. The department provides maintenance services and supplies for all College-owned computer equipment.

Possessing or using unlicensed copies of software is a violation of federal copyright laws as well as policy and is forbidden. Please insure that your software is properly licensed under the terms specified by the particular vendor.

Telephone System

Information Technology Services is responsible for overseeing the College telephone services. Please refer any requests for service or information to Client Services at extension 7676 or 610-921-7676 or send an e-mail to clientservices@albright.edu.

The College telephone system is intended for College business as well as the general use of all resident students. Personal calls should be limited to those that are reasonable (time-wise) and necessary. Personal toll calls must be made at employee's expense.

Requests for new phones are processed by Information Technology Services upon required approval by the appropriate department head/budget manager and the appropriate account will be charged.

Equipment Maintenance

The Director of Facilities Operations is responsible for College facility maintenance. The Facilities Operations and Services Department may be reached at extension 7520. Generally, the Facilities Operations Department is responsible for maintaining equipment that is part of the building, including heating, ventilation, air conditioning, plumbing and lighting. Specific movable equipment such as telephone systems, copying equipment, computers, etc., is handled by a specific department.

Any condition which requires maintenance care should be reported immediately to the Facilities Operations.

Solicitation Policy

In order to avoid disruption of College operations, Albright has established the following rules related to solicitations and distribution of literature on College property.

1. Employees may not solicit or distribute literature during working time without approval of Human Resources.
2. Soliciting by one employee of another employee for any purpose is prohibited during either employee's work time.
3. Non-employees may not solicit or distribute literature on College property, at any time for any purpose, without appropriate approval from the appropriate Vice President and the Director of Human Resources.

Anti-Harassment Policy

As a place of work and learning for staff, faculty, students and their guests, Albright College nurtures respect for the individual within a communal environment, one that encourages each of its members to develop his or her full potential.

To preserve this environment, the College will not tolerate harassment of any kind. Harassment is defined as verbal or physical conduct which has the intent or effect of interfering with an individual's or group's educational and/or work performance at Albright, or conduct that creates an intimidating, hostile, or offensive educational and/or work environment on- or off-campus. Such behavior undermines the atmosphere of trust essential to the academic enterprise and represents a failure of professional ethics. Harassment on the basis of race, color, gender, religion, national origin, sexual orientation, or disability includes harassment of an individual in terms of stereotyped group characteristics. In addition to violating the rights of an individual, harassment is inconsistent with the policies and interests of the College, including the preservation of academic freedom, an element at the core of the College's mission.

Any member of the Albright community who believes that he or she has been harassed is encouraged to raise the issue with the Director of Human Resources, the respective Vice Presidents or the President.

Sexual Harassment Policy

All new employees will be required to participate in the Sexual Harassment on-line training session as part of their new hire orientation. This training, which is provided, will be offered to all staff and faculty members as part of their new employee orientation process.

In addition, current staff and faculty members will be expected to participate in an on-line refresher course on sexual harassment every two (2) years to ensure compliance with the College's policy on sexual harassment. This training is accessible at the Albright College Human Resources website and is geared specifically to the respective members of our community; Faculty, Supervisors (Administrators/Professionals), Non-Supervisors (Support Staff), and Students.

Each Divisional Vice President will be responsible to provide encouragement and oversight to members of their respective division for adherence to this requirement in concert with the Human Resources Department, which will administer and maintain the record of training compliance. In addition, the following guidelines are to be considered as a part of each employee's commitment to maintain a working environment free of harassment and incivility.

1. All employees are responsible for conducting themselves in a professional manner which includes extending respect to others. Any behavior or action, which is unduly coercive, intimidating, harassing, or sexual in nature, is inappropriate and prohibited. This guideline applies to all professional and/or personal interaction between all members of the Albright community including but not limited to students, staff, faculty, supervisors or managers, etc.
2. Each supervisor or manager is responsible for administering employment practices in a manner which is consistent with this policy. The supervisor or manager is encouraged to confer with his or her superior or the Director of Human Resources in making employment decisions which may be in conflict with the intent of this policy.

3. All individuals are urged to exercise common sense and respect for individuals in the exercise of this policy. Incidents of harassment may be subjective in nature. As a guide for supervisors and managers, sexual harassment is defined below based on governmental definitions:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when, a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

4. In the event of a question, complaint, or allegation regarding fair employment practices, any employee may speak with his or her supervisor or manager. In the event the employee is not comfortable discussing the matter with the supervisor or manager, the employee may contact their respective Divisional Vice President, other Vice Presidents, the President, or the Director of Human Resources.
5. When or if a supervisor or manager becomes aware of an incident of harassment, the matter should be discussed with his or her Divisional Vice President as well as the Director of Human Resources. The matter shall be investigated in a discreet and confidential manner in concert with the Office of Human Resources. Investigation may include private discussions with the complainant, the alleged harasser, and any witnesses.
6. The Office of Human Resources, in concert with appropriate management personnel, shall consider the facts of the case and take corrective action as deemed appropriate in the best interests of the College and the individual(s). Such action may include counseling, disciplinary warning, transfer, reclassification, termination, or other action as deemed appropriate.
7. Employees, supervisors, and managers are cautioned to consider allegations of harassment as a serious matter which should be resolved discreetly and confidentially in order to minimize work disruption and potential liability.
8. In the event the complaining employee is not satisfied with the results of the action taken as defined above, the employee may request that the matter be reviewed by the Divisional Vice President, other Vice Presidents, or the President.

Fraternization Policy

There are special risks in any amorous, dating, sexual, or non-sexual yet intimate relationship between individuals in inherently unequal positions of authority, and parties in such a relationship assume those risks. Because of the potential for conflict of interest may undermine the real or perceived integrity of the supervision and evaluation provided, relationships between employees and students are impermissible. and therefore, it is a violation of College policy for an employee to engage in an amorous, dating, sexual, or non-sexual yet intimate relationship with students.

Such relationships between employees are also impermissible when the employee has supervisory or evaluative responsibility for the other. Therefore, it is a violation of College policy for employees to engage in such relationships with employees whom they evaluate, supervise, or over whom he/she is in a situation to exercise employment authority in any way. In isolated cases, the intimate relationship could pre-date the supervisory relationship. When this occurs, the person in the position of greater authority or power will bear the primary burden of accountability. Any such relationship must be disclosed in writing to the Human Resources Department. Failure to comply with notification requirements is a violation of this policy may result in discipline up to and including termination of employment.

In general, the College does not support the employment of relatives, spouses, or those in dating relationships.

Grievance Policy

A grievance is a work-related problem or condition which an employee alleges to be unfair, inequitable, or a hindrance to the employee's effective work duties. The College has established a uniform and impartial policy for the resolution of problems arising from College employment. This grievance process is for full-time administrative and staff employees.

1. An employee who wishes to pursue an appeal shall initially discuss the matter with his or her supervisor, in an informal manner. If the individual feels that they cannot discuss the matter with the immediate supervisor, the Director of Human Resources may serve as an intermediary to attempt to bring the parties together. Most appeals will be settled at the informal level.
2. In the event that this informal discussion does not lead to a satisfactory resolution of the problem, the individual may file a formal written appeal within five working days. The appeal should be addressed to the immediate supervisor with copies to the appropriate Vice President and the Director of Human Resources. The appeal should contain a brief statement of the nature of the complaint. The Vice President will provide a written reply within five working days after the discussion.
3. If the employee remains dissatisfied with the response, within five working days of the written reply, the employee may appeal in writing to the Director of Human Resources and request a hearing by an appeals panel comprised of three college employees, immediate supervisor and the Director of Human Resources. The employee may choose a college employee of their choosing who is both willing and able to serve as a representative. The appeals panel will function in an advisory role and will provide a report to the President who will make the final decisions. No further appeals will be considered and the decision is binding.

Any attempt to penalize an employee for initiating a grievance is prohibited. Alleged attempts to penalize employees who have filed a grievance should be reported to the Director of Human Resources, who will initiate action if warranted.

Disclosure of Misconduct Policy

The purpose of this policy is to set forth a process at Albright College relating to the disclosure of misconduct and to protect individuals from retaliation in the form of an adverse employment action for

disclosing what they believe evidences certain unlawful or unethical practices. This policy is applicable to all employees of Albright College.

It is policy of Albright College that employees shall be free without fear of retaliation to report conduct at Albright College that they reasonably believe may constitute misconduct, including but not limited to the following: wire fraud, bank fraud, securities fraud or questionable accounting and internal controls, auditing matters, harassment, discrimination, hostile workplace, safety and security issues, illegal or unethical business practices, wrongful termination, hate messages, faculty and staff handbook violations, violations of laws, mismanagement, waste of institution resources, and abuse of authority. This policy is not a contract and it can be modified at any time, with or without notice. It does not provide greater or lesser rights than applicable law provides.

A representative of Albright College shall not take or refuse to take any employment action in retaliation against an employee who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy or any law or other Albright College policy. However, employees who knowingly file false or misleading reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy, and may be subject to disciplinary actions, including possible termination of employment.

Process of Disclosure

- 1.** An employee who becomes aware of misconduct as described previously shall disclose all relevant information regarding evidenced misconduct to the Director of Human Resources in a signed written document within ninety (90) days of the day on which they first knew of the misconduct. If the employee would rather contact a source outside of Albright College, he or she may contact the confidential Campus Conduct Hotline service provided by professionals from Educational & Institutional Insurance Administrators, Inc. (EIIA) at 1-866-943-5787. Human Resources shall consider the disclosure and take subsequent action determined to be appropriate under the law and circumstances of the disclosure. This disclosure will be treated with the highest degree of confidentiality within the confines of the investigation.
- 2.** In the case of disclosure of misconduct involving Human Resources, the disclosure shall be directed to the President or the Campus Conduct Hotline service provided by EIIA. The President shall consider the disclosure and take subsequent action they determine to be appropriate under the law and circumstances of the disclosure.
- 3.** In the case of disclosure of misconduct involving the President, the disclosure shall be directed to the Chairperson of the Albright College Board of Trustees or the Campus Conduct Hotline service provided by EIIA. The Chairperson shall consider the disclosure and take subsequent action they determine to be appropriate under the law and circumstances of the disclosure.
- 4.** In case of disclosure of misconduct involving a Trustee, the disclosure shall be directed to the Chairperson of the Albright College Board of Trustees, Chairperson of the Audit Committee or the Campus Conduct Hotline service provided by EIIA. The Chairperson shall consider the disclosure and take subsequent action he or she determines to be appropriate under the law and circumstances of the disclosure.

Complaints of Retaliation as a Result of Disclosure

If an employee believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, the employee may file a written complaint requesting an appropriate remedy.

For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

Process for Filing Complaints Stemming from Disclosure (Retaliation)

Similar to the above-noted process for filing a complaint/disclosure of misconduct, an employee must file a complaint with the President within ninety (90) days from the effective date of the subsequent adverse employment action or from the date on which the employee should reasonably have had knowledge of the adverse employment action.

Adjudication of Misconduct and/or Retaliation Complaints

Within sixty (60) calendar days of receipt of complaint of misconduct and/or retaliation, the recipient shall consider the written complaint, shall conduct or have investigated which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall report to the complainant the conclusions of the investigation absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept private to the extent possible within the legitimate needs of law and the investigation.

The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision shall be final.

False Allegations of Wrongful Conduct

Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment.

Posting Policy

Posting is considered to be any information tacked, tied, taped, stapled or written on any surface on campus. It is an expectation that all members of the College community will adhere to the policy and will aid in removing expired and improperly posted notices. All materials must be posted on bulletin boards or cork strips or designated posting lines and designated posting areas. No postings are permitted on glass, painted, wooden, metal, plastic, or other surfaces.

Materials that promote the use of alcohol and other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity, and/or national origin, or that are obscene, socially

inappropriate, intimidating or which are offensive to the prevailing standards of an academic community are prohibited.

Permission is not needed for posting on “College community” board/strips as long as the posting policy is adhered to.

Items may not be posted on any outside areas except on bulletin boards provided expressly for this purpose. Outside areas include lampposts, street signs, sidewalks, exterior walls and doors, utility poles, trees and other immobile objects considered part of College property. Items may not be distributed among parked vehicles.

Workplace Ethics

Albright is committed to fostering and maintaining an environment where all employees promote and practice a high standard of ethical behavior. Any employee who feels subjected to unethical behavior is expected to discuss the issue with their immediate supervisor, the Vice President, the Director of Human Resources, other Vice Presidents, or the President.

The College is determined to maintain an environment that respects others and values high ethical behavior.

Conflicts of Interest

All employees have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which Albright College wishes its operations to be conducted. The purpose is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflict of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the College in concert with the President and his/her Advisory Council. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, bonuses, specific fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the vendor, the employee or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Albright College’s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Director of Human Resources as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Albright College does business, but also when an employee or relative receives any

kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Albright College. Failure to disclose a conflict of interest may included discipline up to and including termination.

Workplace Privacy

Albright expressly reserves the right to conduct searches of its property, (desks, file cabinets, lockers, office areas, electronic files, including e-mails, etc.), to ensure protection of the interest of the College.

V. WORKPLACE SAFETY

The personal safety and health of each employee of Albright College is of primary importance. The prevention of work-related injuries and illnesses is of such consequences that it will be given precedence over operating productivity whenever necessary to protect employees.

Albright maintains a safety-conscious environment which fosters accident prevention and complies with federal, state, and local laws regarding accident prevention and working conditions. We encourage a positive attitude toward injury and illness prevention on the part of management, supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employees but also between each employee and his or her fellow workers. Only through such a cooperative effort can an effective safety record be established and preserved.

1. Any accident resulting in personal injury or illness must be reported within eight hours of the accident to the employee's supervisor and the Office of Human Resources.
2. No employee shall knowingly commit an act which would endanger the safety of any one member of the campus community, or visitor on Albright's premises, or which might damage the tools or equipment, which the employee is operating.
3. Horseplay and practical jokes can result in personal injury to any and all participants regardless of employment status and, therefore, are prohibited.
4. All signs posted for safety and fire protection must be obeyed.
5. Employees who operate College owned vehicles or who operate personal vehicles on College business must comply with all motor vehicle regulations and be subject to periodic motor vehicle report checks.
6. Defective or faulty equipment or safety hazards must be reported immediately to the appropriate supervisor.

Employees who violate the safety rules listed in this policy will be subject to disciplinary action, up to and including termination.

Workers' Compensation

The College maintains a workers' compensation liability insurance program. The plan shall serve as protection for injuries or illnesses compensable under the Workers' Compensation Act. A copy of the Workers' Compensation Insurance policy is on file in the Office of Human Resources.

The Workers' Compensation Insurance plan, which begins for all employees on their first day of employment, covers medical expenses related to on-the-job injuries and occupational illnesses and provides financial compensation when off work without pay as a result of the injury or illness.

Employees shall be responsible for promptly notifying their immediate supervisor and the Office of Human Resources in the event of a work-related injury (within eight hours of incident). The College

reserves the right to refer non-emergency injuries to pre-approved providers. Individuals who suffer a work-related injury or illness that is compensable under the state's workers' compensation law must elect to receive workers' compensation insurance.

In an effort to standardize procedures in reporting work-related injuries, the following procedures are reaffirmed and/or clarified.

- Injury should be reported to immediate supervisor and Human Resources as soon as possible (within eight hours of incident).
- Based on the nature of the injury, the employee will be immediately referred and/or transported to our primary treatment center or the closest hospital for treatment. In some instances, Albright's Gable Health and Counseling Center can assist in providing emergency first aid.
- In cases of extreme emergencies, the closest hospital would be the appropriate medical site to seek treatment. In all cases of emergencies, the employee's health and well-being is our top priority.
- If able, the injured employee should visit the Office of Human Resources to complete an OSHA 300 incident report. Should s/he be unable to do so, the supervisor will be asked to complete the form as appropriate and visit the injured employee if convalescing at home or in the hospital.
- When an injury occurs after hours, (5 p.m. and later), or on a weekend, the incident should be reported immediately to the supervisor as well as the Office of Public Safety. In cases of serious injury requiring hospitalization, both the next level supervisor within the department and the Director of Human Resources should be contacted within a reasonable time after the accident.
- Follow up medical treatment and any insurance reporting issues will be provided through both the treatment center and the Human Resource Office collectively.

VI. EMPLOYMENT-RELATED POLICIES

Types of Appointments

Policy

Employees will be classified under one of the following appointment types:

<u>Schedule</u>	<u>Full-Time/ Part-Time</u>	<u>FLSA Exempt/ Non-Exempt</u>	<u>Hours Per Week</u>	<u>Minimum # of Months</u>	<u>Benefit Eligible?</u>
Regularly Scheduled	Full-Time	Exempt – Not Overtime Eligible	40 hours	10	Yes - all benefits after meeting plan design criteria
Regularly Scheduled	Full-Time Reduced Hours	Exempt – Not Overtime Eligible	30 hours to less than 40 hours	10	Yes – for certain benefits and pro-rated personal, sick, and vacation leave after meeting plan design criteria
Regularly Scheduled	Part-Time > 1000 Hours Annually	Exempt – Not Overtime Eligible	less than 30 hours	10	No
Regularly Scheduled	Full-Time	Non-Exempt – Overtime Eligible	40 hours	10	Yes - all benefits after meeting plan design criteria
Regularly Scheduled	Full-Time Reduced Hours	Non-Exempt – Overtime Eligible	30 hours to less than 40 hours		Yes – for certain benefits and pro-rated personal, sick, and vacation leave after meeting plan design criteria
Regularly Scheduled	Part-Time > 1000 Hours Annually	Non-Exempt – Overtime Eligible	Less than 30 hours		No
As-Needed	Part-Time < 1000 Hours Annually	Non-Exempt – Overtime Eligible	Less than 24 hours		No
Temporary	Varies	Varies	Varies	Limited Period of Time	No

Regularly scheduled is defined as having a set number of hours per week. As-needed employees do not work a standard number of hours per week and are called in as the College deems necessary. Temporary employees may work a standard number of hours per week, but it is for a finite, limited period of time.

Please note, all employees serve in an “at-will” status as defined by the Commonwealth of PA and as noted previously in this handbook.

Practices and Procedures

All personnel appointments will be classified according to the specific position responsibilities and requirements, the number of scheduled hours in a workweek, the number of workdays in a week, and/or the number of scheduled work months in a calendar year.

As part of the pre-employment process, the College will require selected background checks, which may include a criminal history report, social security and educational verifications, motor vehicle reports and credit checks as necessitated by the nature of the position being filled.

Wage Equity

The College shall periodically review salaries and pay rates in an effort to maintain and fair market value for the compensation offered for each position. Excellent performers may from time to time receive increases to recognize their contribution. Promotional increases may be granted upon the assumption of new job duties coupled with a significant increase in level of responsibility. At no time will employees with performance issues be provided with a promotion or increase.

All pay increases proposed shall be reviewed by the Director of Human Resources and approved by the President.

Job Analysis

The College shall systematically obtain, analyze, and interpret information about jobs and apply carefully defined compensable factors to job tasks to determine the relative value of jobs within the organization.

The head of Human Resources shall classify the job as exempt or non-exempt according to the guidelines of the Fair Labor Standards Act (FLSA) and College standards. The Director of Human Resources shall evaluate the job on a series of carefully defined compensable factors related to skill, effort, and responsibility in order to determine the relative worth of the job within the organizational hierarchy.

Job/Position Descriptions

The College shall prepare and maintain written position descriptions. Supervisors shall be responsible for updating and revising current Job/Position Descriptions in their area of responsibility. Human Resources shall approve all job descriptions and shall maintain a central file of all official job descriptions.

Job Posting/Recruitment

The College will routinely post notices of vacant positions on the website. Position for which an external applicant is hired should be posted. Internal postings may either precede or run concurrently with

outside advertising. The College reserves the right to eliminate outside applicant recruiting if an internal applicant is identified. The College reserves the right to assign individuals to jobs without posting, as appropriate, to meet the operational needs of the College or in cases of economic retrenchment.

College personnel interested in applying for a posted vacancy should contact the Office of Human Resources. The Director of Human Resources will be responsible for reviewing the credentials of applicants and referring them to the hiring supervisor. Employees interested in possible internal transfers must have been in current position for a minimum of one year.

The Office of Human Resources will be responsible for preparing external vacancy advertisements, placing such advertisements.

Equal Employment Opportunity Policy/EEO

Albright College maintains and promotes personnel policies that are in accord with federal equal employment opportunity laws and executive orders that prohibit discrimination against all people, which includes our employees and applicants. This policy mandates that no discrimination shall be made against any employee or applicant regarding hiring, wages, job assignments, seniority, promotions, transfers, layoffs, discipline, discharges, or any other term or condition of employment on the basis of an individual's race, creed, color, religion, marital status, gender, sexual orientation, gender identity, age, national origin, status as a disabled veteran or veteran of the Vietnam era, or physical or mental disability. It is also the College's firm belief that adherence to these laws will better enable us to achieve our strategic goals by encouraging us to make employment decisions on the basis of individual skill, talent, and merit rather than on the superficial characteristics or stereotypes associated with the group to which an employee or job applicant belongs.

The College is committed to maintaining a work environment free of discrimination and/or intimidation and shall provide ongoing awareness training to promote a harmonious environment for all.

College personnel and applicants are encouraged to report any practices or behaviors that are in conflict with the policy to any or all of the following: Supervisor(s), Department Head(s), Divisional Vice President(s), the Director of Human Resources/Affirmative Action Officer.

Affirmative Action

It is the policy of the College to promote affirmative action in order to increase the prospects of employment for protected class individuals and assist in diversifying its employee population at all levels.

The Affirmative Action Officer/Director of Human Resources will update the College's Affirmative Action Plan as appropriate, and monitor its implementation in collaboration with various administrators and senior officers of the College. The Affirmative Action Officer/Director of Human Resources shall maintain equal employment opportunity data based on the information confidentially received.

Albright College affirms the concept of human rights and dignity and is committed to provide leadership in taking affirmative action to assure equal employment rights for all persons without regard to race, creed, color, religion, marital status, gender, sexual orientation, gender identity, age, national origin, status as a disabled veteran or veteran of the Vietnam era, or physical or mental disability. The principles of equal opportunity and affirmative action will be followed to recruit, hire and promote for all vacancies.

Performance Evaluation

The supervisor shall coach and counsel each employee supervised on an ongoing basis. At least annually, the supervisor shall complete a formal evaluation of each position he or she supervises, establish performance goals, complete a performance appraisal form and conduct a performance appraisal interview with each employee supervised. This evaluation is intended to accomplish the following:

- Acknowledge the good work of the employee
- Assist in the development of strategies to achieve job requirements
- Communicate expectations regarding performance
- Establish goals and objectives that are specific, measurable, attainable, reasonable, and timely
- Formulate a development plan for improving job performance

An overview of the annual process includes the supervisor completing the College evaluation form prior to the appraisal discussion and obtain concurrence of the next level of supervision. An open and direct discussion between supervisor and employee should occur. This discussion should help the employee in developmental planning for professional growth. If the employee disagrees with any part of the performance appraisal rating, the employee should first discuss the matter with the supervisor. If areas of disagreement continue to exist, the employee may respond in writing on a separate sheet of paper, describing specifically the areas of disagreement, and submit it to the next level supervisor for review and discussion.

Personnel shall sign the performance appraisal form. Signing indicated you have received it not necessarily that you agree with the appraisal. A copy of the signed performance appraisal form should be provided to the employee.

Completed performance appraisal forms shall be sent to the Office of Human Resources for the Director's review and signature.

Rules of Conduct and Standards of Performance

Albright College as an institute of higher education holds ourselves to a high standard. We expect the flowing from ourselves and our employees:

1. Conduct yourself and all of your business activities ethically and honestly.
2. Approach your job responsibilities with enthusiasm, professionalism and self-confidence and demonstrate a desire to see Albright succeed.

3. Promote good will by handling all contacts with co-workers, supervisors, students and other community members in a spirit of courtesy, cooperation and mutual respect.
4. Interact with all co-workers, supervisors, students and other community members without unlawful regard to their race, creed, color, religion, marital status, gender, sexual orientation, gender identity, age, national origin, status as a disabled veteran or veteran of the Vietnam era, or physical or mental disability.
5. Refrain from sexual, racial, ethnic and all other forms of unlawful harassment and/or inappropriate behavior.
6. Refrain from engaging in hostile, abusive, intimidating, threatening or demeaning behavior when dealing with subordinates, co-workers, supervisors, students and other community members with whom you do business.
7. Report to work physically and mentally fit for duty (e.g., free from the influence of either drugs or alcohol) and avoid consumption of the same during the course of the working day.
8. Report to work promptly and regularly, keeping absences, late arrivals and early departures to a minimum. Provide appropriate notice of an unavoidable absence or lateness in accordance with established policy.
9. Perform your job responsibilities efficiently, thoroughly and promptly, seeking continually to improve quality.
10. Remain actively engaged in the performance of your job responsibilities throughout the entire day.
11. Perform your job responsibilities prudently and carefully, observing all health, safety and security rules at all times.
12. Protect the confidentiality of information which you acquire in the course of your employment and which is not generally accessible to the public.
13. Avoid engaging in any conduct which could create an actual or potential conflict of interest. Avoid any behavior that would work against the best interest of the College. Always putting the College's interest above self-interest.
14. Safeguard and maintain College property to prevent its damage, loss, misuse or theft.
15. Report accidents, injuries, fire, theft or other unusual incidents immediately after occurrence or discovery.
16. Follow all established College policies, rules and procedures as well as the specific instructions of your supervisor.

17. Refrain from using College property, services or supplies for personal reasons, unless prior permission has been obtained.
18. Provide complete and honest information in connection with all pay, time, business expense and employment records.
19. Ensure that your personal appearance, oral communication and physical conduct are consistent with high standards of professionalism.

The College generally may impose discipline after counseling has been unsuccessful or in circumstances when the College determines that counseling is inappropriate. Except for instances of gross misconduct, extreme performance problems, or other circumstances when the College determines that discipline such as immediate discharge is appropriate, corrective counseling may be utilized in an effort to correct performance problems. In circumstances where the College chooses to use counseling, its purpose is to identify problems and to assist employees in taking the necessary steps to correct such problems. The employee and his or her supervisor will discuss the nature of the problem, how and when it is to be corrected, and what the next step will be if the employee fails to meet the requirements of the position.

Progressive Counseling

It is the policy of Albright College to provide guidelines and assistance to employees to meet the stated standards of the College. To that end, the College may utilize the practice of a Progressive Counseling System to help employees improve their performance and further their professional development. Failure to meet stated standards or follow College work rules may result in progressive counseling sessions which include the following progressive counseling steps:

- Verbal Warning – documented in writing by the appropriate management personnel and in consultation with the Office of Human Resources. A copy of the documented verbal warning should be sent to the Office of Human Resources.
- Written Warning – documented in writing by the appropriate management personnel and signed by the employee. A copy of the written and verbal warning document should be sent to the Office of Human Resources.
- Suspension – to be determined by the appropriate management personnel in concert with the Director of Human Resources. When decisions are clear, this step may be unnecessary.
- Termination – to be determined by the appropriate management personnel in concert with the Director of Human Resources.

During these steps a performance improvement plan will be initiated with employee, if applicable. Supervisors shall monitor performance on a continuous basis and provide informal and formal coaching to each employee as needed. In the event that previous informal attempts at effecting performance improvement are not sufficient, a formal performance improvement procedure will be invoked with the concurrence of the appropriate Vice President and the Director of Human Resources.

Under certain circumstances, the progressive counseling process may be circumvented or shortened based on the severity of the infraction. Some of these instances where immediate termination may result are listed below.

Gross Misconduct

The following misconduct demands disciplinary action, up to and including termination of employment.

1. Falsification of College records, including employment applications, time or medical records, or the recording of anyone's time but your own or the granting of permission to another employee to record your time
2. Deliberate destruction or defacing of College property, or the property of a fellow employee
3. Fighting or provoking a fight on College premises
4. Assaulting, threatening, intimidating, coercing or interfering with fellow campus community members, including supervisors, fellow employees and students
5. Possession of weapons while on College premises
6. Unauthorized removal or alteration of College records or release of confidential information, dishonesty, bearing false witness
7. Theft or misappropriation of money or College property
8. Gross negligence
9. Willful misconduct
10. Insubordination
11. Engaging in behavior that is in conflict with the College's success
12. Engaging in criminal conduct, regardless of whether such conduct is related to job performance
13. Dishonest actions toward others, misrepresentation of facts that result in a negative impact and willful malice toward others
14. Blatant disregard for safety guidelines in conjunction with assigned duties
15. Behavior that creates the potential for accident and/or injury to self and others while creating potential liability to the College
16. Consumption of alcohol, use of illicit drugs during the work day.

The misconduct described above shall in no event be inclusive of all forms of misconduct requiring disciplinary action and determination of such shall be in the College's sole and absolute discretion, and in concert with the College's "at-will" status of all employees.

Job Abandonment

Generally personnel who have been absent from work for three consecutive work days without notice shall be considered to have abandoned their position and shall not be eligible for vacation pay or rehire. Personnel who by action or conduct refuse work or evidence an intention not to fulfill legitimate work assignments will be deemed to have resigned without notice. Extenuating circumstances that prohibit appropriate communications will allow for flexibility of this policy at the discretion of the Director of Human Resources.

Dismissal

If the individual fails to meet acceptable standards of performance and if in the judgment of the supervisor, dismissal is warranted, a final meeting shall be held with the supervisor and a Human Resources representative. Prior to conducting the final meeting, however, the supervisor shall review the situation with the appropriate Vice President or their designate and the Director of Human Resources and obtain concurrence on the determination. At the final meeting, the supervisor shall communicate the decision and the reason for termination. Human Resources will discuss any final financial arrangement and return of college property.

Immediate Dismissal

If an individual is guilty of a major act of misconduct, or when continued employment is contrary to the best interests of the College, the supervisor and/or the appropriate Vice President shall recommend immediate dismissal to the Director of Human Resources. At the final meeting, the supervisor shall communicate the decision and the reason for termination. Human Resources will discuss any final financial arrangement and return of college property.

Resignation

It is the policy of the College that the separating personnel shall receive fair and equitable treatment. The employee, supervisor, and Office of Human Resources shall work jointly to provide a smooth transition and exit from the College. In order to ensure eligibility for payment for unused vacation and eligibility for rehire, separating personnel are expected to adhere to the following guidelines.

- Exempt personnel shall notify the supervisor in writing and forward a copy to the Director of Human Resources at least **one month prior** to the effective date of separation.
- Non-exempt personnel shall notify the supervisor in writing and forward a copy to the Director of Human Resources at least **two weeks prior** to the effective date of separation.

Layoff or Reduction in Force

Albright College will follow all state and federal guidelines if a reduction-in-force becomes necessary. We also recognize that from time-to-time and as programs change, position elimination and layoffs are inevitable. In order to assist with the transition, Albright will offer the following program, based on length of service, to individuals who are laid off or whose positions are no longer available:

Once week of severance pay for every completed year of service, with a minimum of two weeks pay and a maximum of six weeks pay.

Employees terminated for cause are generally not offered severance pay. Part-time, temporary and contract employees are not eligible for severance pay. Severance pay does not include benefits and will require the College to withhold necessary taxes and withholding.

Vacation Payment

Unused accumulated vacation days may not be used to extend the separation date. The last day worked is the date of separation, and the dollar value or any unused vacation accumulation due in accordance with applicable policy provisions is paid in a lump sum. The individual is eligible for a vacation payment

only after fulfilling 90 days of service. Only employees in good standing will receive vacation payback. Those terminated for cause will not receive vacation payback.

Final Paycheck

The last paycheck is processed as soon as all obligations to the College have been met. This final paycheck may be processed as a “live” check rather than through direct deposit. Such obligations include, but are not limited to, repayment or return of travel advances, identification cards, credit cards, telephone access codes, computers, keys and other College property.

Exit Interview

Upon receiving notification of resignation, the supervisor shall contact the Director of Human Resources to arrange for an exit interview. The Director of Human Resources or designee may conduct the exit interview which will be conducted with all due confidentiality. The department head or supervisor shall complete the departmental exit checklist and return the form to the Office of Human Resources. A general summary of exit information will be compiled on a periodic basis and shared with the appropriate Vice President.

Personnel Files

A personnel file may contain personal data as well as employment information. The College regards this information as confidential. Dissemination of this information will be closely monitored so that only those parties authorized by the individual, or approved administratively or legally warranted, receive it.

Generally individual personnel file will include, but not be limited to the following documents. These documents shall be accessible for review upon written request.

1. Personnel Action Forms/Documents
2. Internal correspondence to the staff member
3. Attendance records
4. Letters of commendation
5. Letters of reprimand
6. Insurance forms
7. Retirement forms
8. Biographical data forms/documents
9. Employment application
10. Tuition benefits forms
11. Appeal forms and answers
12. Official management performance evaluations
13. Other documents as required by law

The following documents or copies may also be included in the personnel file and are not accessible for review by the individual:

1. Letters or memoranda of reference
2. Information relating to the investigation of a possible criminal offense
3. Information being developed or prepared for use in civil, criminal, or grievance/appeal procedures

4. Materials used by the College to plan for future operations

Medical information will not be maintained in the personnel files.

Any request for access to inspect the personnel file shall be made in writing to the Director of Human Resources. Every effort will be made to provide access to the file within five business days of receipt of the written request. An individual may make handwritten notes from the file but shall not be permitted to copy, remove the file or portions thereof. A representative of the Office of Human Resources shall be present with the individual during his/her review of the file.

Files will be maintained for a period of seven years following termination.

Consulting/Other Employment

Individuals may engage in outside consulting or employment as long as the activity does not interfere with the individual's performance of regular College duties or create a conflict of interest. While engaging in outside employment/consulting activities, personnel have the obligation to avoid ethical, legal, financial, and other conflicts of interests to insure that their outside activities and interests do not conflict with their primary institutional responsibilities. All outside employment must be reported in writing to the Director of Human Resources.

Voting Time Off

The College encourages individuals to fulfill their civic duty, each employee will be allotted one hour on election day to exercise their right to vote.

Nepotism

The employment of relatives or persons in a close personal relationship is generally not permitted at the College.

As exceptions due arise from time to time. Relatives or persons in a close personal relationship are never to be employed in a direct or indirect supervisor-subordinate reporting relationship up through the Divisional Vice President. No individual shall initiate or participate in personnel decisions involving any direct benefit to an individual employee who is a member of the same immediate family or with whom that employee shares a close relationship. When and if such situations arise, it is the obligation of such individuals to reveal themselves and notify the appropriate Vice President and the Director of Human Resources. The employee in the most senior position will bear the burden of the remedy.

VII. BENEFITS

Paid Time Off

I. Holidays

The College will annually post a listing of recognized holidays and corresponding dates. The College observes ten official holidays and one floating holiday, for a total of eleven holidays each fiscal year (June-May). The floating holiday must be used within the fiscal year and will not carry over.

College-Observed Holidays:

- New Year's Day
- Dr. Martin Luther King Jr.
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day

Classes may still be in session on college holidays and therefore the following applies:

Holiday Work Guidelines:

- *Non-Exempt Staff:* If required to work on a College-observed holiday, non-exempt employees will be paid for the holiday in addition to time-and-a-half for hours worked on that day.
- *Exempt Staff:* If required to work on a College-observed holiday, exempt employees will receive an equivalent day off to be used at a later time.

Additional Notes

- If a holiday falls on a day not normally scheduled as a workday, the College will reschedule the holiday accordingly.
- Holidays are **paid for all employees (part-time and full-time)**.

II. Paid Time Off (PTO) Policy

The College provides employees with Paid Time Off (PTO) to support work-life balance and provide flexibility for personal, vacation, or illness-related needs. PTO is provided in a single, flexible leave bank. Full-time employees (working 40 hours per week; those working less than 40 hours per week will receive pro-rated vacation time) are eligible for PTO after completing a 90-day introductory period.

PTO is allocated in full but earned continuously throughout the year. As a rule, PTO should be taken only after it has been earned. Whenever possible, the College will attempt to grant PTO when requested, subject to the operating needs of the College. While every effort will be made to approve such requests, the possibility of denial is real. Personnel requesting PTO should do so as far in advance of the proposed date of PTO as possible (preferably 30 days or more when possible).

Earned PTO accumulates while an individual is not actively at work as long as the individual is being paid full salary. For example, an individual being paid during a vacation or intermittent sick leave continues to accumulate PTO during that period.

General Guidelines

- **Annual Allocation:** PTO is credited in full on June 1 but is earned over the course of the year.
- **Proration for New Hires:** Employees hired mid-year will receive a prorated PTO allotment based on their start date and the number of days remaining in the fiscal year.
- **Carryover:** Employees may carry over up to **40 hours** of unused PTO into the following fiscal year. Any unused PTO above this limit will be forfeited.

- **Separation of Employment:** Employees in good standing who provide proper notice will be paid for unused earned PTO up to a maximum of **80 hours**. If more PTO has been used than earned at the time of separation, the difference will be deducted from the final paycheck.

PTO Allotments

Non-Exempt Employees

- 0–5 years of service: 144 hours
- 5–9 years of service: 176 hours
- 10+ years of service: 200 hours

Exempt Employees

- 0–2 years of service: 160 hours
- 2–5 years of service: 200 hours
- 5+ years of service: 240 hours

10-Month Full-Time Employees

- 0–2 years of service: 128 hours
- 2–5 years of service: 160 hours
- 5+ years of service: 192 hours

11-Month Full-Time Employees

- 0–2 years of service: 144 hours
- 2–5 years of service: 184 hours
- 5+ years of service: 216 hours

Leave of Absence/Family and Medical Leave (FMLA)

Eligible employees may be entitled to up to 12 weeks of paid or unpaid leave during any 12-month period. The 12-month period is measured backward from the date an employee uses any family medical leave (FML). Leave is granted based on the employee's or a family member's current medical condition. Each time an employee takes FML, the leave entitlement equals the balance of the 12 weeks that the employee has not used during the immediately preceding 12 months.

Under the Family Medical Leave Act (FMLA), an employee may take intermittent leave or leave on a reduced work schedule if he or she has a serious health condition or if he or she needs an altered schedule to provide a family member with medical care. The FMLA does not provide for intermittent leave or work on a reduced schedule for the birth and care, or placement and care, of a child for adoption or foster care. Intermittent leave or work on a reduced schedule due to the placement of a child may be allowed if the College deems it appropriate to do so.

FML leave will be granted to an eligible employee for the following reasons:

1. The employee's serious health condition
2. Placement of a child for adoption or foster care
3. Care of the employee's spouse, child, or parent with a serious health condition

4. Birth of a child
5. Qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty
6. Care for a family member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the servicemember (up to 26 weeks of leave in a 12-month period)

Leave for the birth and care, or placement and care, of a child must conclude within 12 months of the child's birth or placement. The leave available under the FMLA applies equally to either employees.

If the married parents of a newly born or newly placed child are both employed by Albright, they are entitled to a combined total of 12 weeks of FML leave in order to care for their child.

If the FML leave is for a planned absence, an employee seeking FML leave shall provide at least 30 days prior written notice of the proposed leave. Where advance notice is not possible, such as a FML due to a medical emergency, the employee should notify his or her supervisor as soon as possible. Failure by the employee to give advance notice where foreseeable may delay or postpone the commencement of his or her leave.

As set forth above, under the FML, an employee may use intermittent leave under some circumstances. The employee's request to use intermittent leave must be supported by medical certification from a health care provider.

When an employee on a leave under the FML is able to return to work, the employee should provide notice of his or her availability to return to work to the Office of Human Resources.

If an employee is absent from work due to his or her own illness, or due to the illness of a family member that meets the definition of a "serious health condition" as defined by FMLA, the employee's supervisor shall give notice to the Office of Human Resources so it can determine if the absence is a leave covered under the FML.

If an employee's absence from work is covered by the FML, Albright will provide him or her written notice that his or her absence from work is designated as a leave under the FML policy. Such notice shall provide the employee with the information required by the FML policy, including information regarding the continuation of his or her benefits and return to work.

If an employee applies for a leave under the FML policy and Albright determines that an absence from work is not covered by the FML policy, Dartmouth will provide written notice which identifies the basis for the decision that the employee is not eligible for leave under the FML policy.

If an employee's FML is based on his or her serious health condition or that of a family member (parent, spouse, or child), he or she is required to have medical certification from a health care provider. If an employee fails to provide such certification, it may delay his or her leave. The employee must provide the certification within 15 calendar days of the College's request. Albright may, under certain circumstances, require recertification of a medical condition.

More information regarding the FMLA can be found on the U.S. Department of Labor Web site at <http://www.dol.gov/>.

Under the FMLA, an employer may require an employee to submit to an examination by a health care provider selected by the employer. Thus, in some cases, as a condition of continuation of FMLA leave, an Albright employee may be required to submit to an examination by a health care provider selected by the College. If the opinion of the care provider selected by Albright and the employee's health care provider conflict, the employee may be required to submit to an examination by a third health care provider whose opinion shall control. The third provider will be selected by the employee's provider and the provider selected by Albright.

Albright will use reasonable measures to protect the privacy of medical information received under this policy. To protect the privacy of the employee, his or her medical information or that of his or her family member will only be requested by the Office of Human Resources, not the employee's supervisor. Supervisors who receive medical information from employees should transmit that information to the Office of Human Resources. In the event an employee is returning to work with a limitation due to a medical condition, human resources will advise the supervisor of the limitations on the employee's ability to work, but not the diagnosis for the limitation.

Employees who have a work-related illness or injury causing them to lose time from work are paid wages by workers' compensation according to the regulations of the Commonwealth of Pennsylvania.

Requests for job protection beyond 12 weeks will be considered based on the best interests of the College.

In some situations, a licensed health care provider may recommend that the employee return to work on a part-time basis (less than the normal workweek) in anticipation of his or her returning to work full-time. When the department is able to accommodate this arrangement, the employee's hours worked will be paid at the hourly rate of pay then in effect.

LONG-TERM DISABILITY

The College's long-term disability (LTD) program provides regular monthly income to participating benefits-eligible employees who become "totally disabled" while covered by the LTD program. Through this plan, disabled employees are assured of having a portion of their income replaced.

An employee is considered to be totally disabled under this program when he or she is unable to perform his or her job duties and responsibilities in a satisfactory manner because of an impairment that can be medically determined. If the disability continues beyond 12 months, the definition of total disability is modified to mean the employee's inability, due to the medically determinable impairment, to engage in any substantial, gainful activity that other individuals of similar age and with similar education, training, and work experience regularly engage in as a means of support.

To apply for benefits under the LTD plan, the employee must notify the Office of Human Resources, in writing, of his or her total disability. He or she must also complete an application form provided by the Human Resources Office. The employee is required to apply for a Social Security Disability Award as part of the application procedure and provide names of two treating physicians who can certify the disability.

If the application is denied, the plan administrator will notify the employee in writing within a reasonable period of time after his or her application has been received. The denial letter will state the reasons for denial and will reference the relevant provisions of the plan document on which the denial was based.

Additional Leaves

The college also offers the following leaves to regular full-time employees:

Child Care Leave – Both parents may be granted a childcare leave to care for a child upon birth or upon placement for adoption or foster care. This leave is considered unpaid by the College.

Family Care Leave of Absence – Individuals may be granted a family care leave for the purpose of caring for a child, spouse, or parent who has a serious health condition. The College reserves the right to require certification of the family member's condition before the leave is approved and on a periodic basis throughout the duration of the leave. This leave is considered unpaid by the College

Personal Leave – At the sole discretion of the College, employees may be granted an unpaid leave of absence to attend to personal matters. Certain fringe benefits may be maintained during a leave without pay, at the employee's expense. Employees are eligible for a personal leave after completion of one year of employment with Albright College. Application and requests for leave should be submitted to the Human Resources at least 30 days prior to the leave. This leave is considered unpaid by the College

Military Leave – Employees who participate in military reserve training exercises may receive time off without pay for one weekend a month and a two-week training period not to exceed 15 days in one calendar year. At an employee's request, the College will provide any earned accrual pay during this time. Please advise your supervisor and the Office of Human Resources as soon as you are scheduled for military training.

Employees may be released, without pay, for extended military obligations. A military veteran is eligible for re-employment rights to the same or similar job if the individual a) reapplies within 90 days of military separation, and b) he or she is qualified to perform the job. Monetary benefits such as vacation pay are not paid during a leave of absence. However, a returning military veteran retains length-of-service credit based upon the latest date of hire immediately preceding military service for reinstatement of pay and benefits.

Jury Duty

Policy

A regular full-time employee continues to receive regular pay while serving on a subpoenaed and shall reimburse the College for fees received as a juror. Subpoenaed witness time is not compensated.

A copy of the subpoena should be submitted to the immediate supervisor with the request for release time. The supervisor shall forward copies to the Office of Human Resources.

Bereavement/Funeral

Regular full-time employees are provided five days of paid time off to plan for or to attend the funeral of an immediate family member or significant other.

Regular full-time employees are provided one day of paid time off to attend the funeral of a non-immediate family member.

Part-time and temporary employees do not receive bereavement days.

Medical Insurance

The College will provide eligible personnel the opportunity to participate in a group medical insurance plan. Individual and College costs will vary from year to year depending on the coverage selected.

Regular full-time employees who are regularly scheduled for 30 or more hours per week (1,560 hours per year) are eligible for participation on the first calendar day of the month following their 90 day introductory period. Individuals who have declined medical insurance benefits shall not be eligible for coverage until the beginning of the next open enrollment period, with the exception of the occurrence of a qualifying life event for themselves and/or eligible dependent(s).

The College will offer regular full-time employees \$100 per month if the employee waives health/dental/vision insurance benefits.

COBRA Continuation of Coverage for Personnel, Dependent Children and Spouses

Medical insurance coverage will terminate on the last calendar day of the month in which the individual terminates from the College unless the individual is eligible and elects to continue coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act). Each individual has the duty to notify the College of a change in status that could affect COBRA continuation.

Employees who are on extended leave, in excess of three months, shall be offered continued health insurance through COBRA at their own cost for a period not to exceed 18 months.

In the event of termination of employment, coverage may be continued for up to 18 months through COBRA at employee's expense. This cost is the full premium rate, plus 2%.

Coverage for eligible dependent children who reach age 19, or cease to be a full-time student prior to age 25, or who reach age 25 while a full-time student may continue for up to 36 months. The cost is the full premium rate, plus 2%.

In the event of death or divorce, dependent coverage may be continued for up to 36 months. The cost is the full premium rate, plus 2%.

Details about continuation of coverage may be obtained in the Office of Human Resources. Contribution rates designated by plan are available in the Office of Human Resources.

Long-Term Disability Insurance

The College shall provide a long-term disability plan on a non-contributory basis for all benefit-eligible exempt and non-exempt personnel. (minimum 30 hours regularly scheduled per week)

Benefit-eligible exempt and non-exempt personnel are eligible for coverage the first calendar day of the month following the three month waiting period.

The income benefit under the plan is 60% of an employee's base wage not to exceed \$6,000 per month. Benefits will be payable as of the first day of the month following three months of continuous total disability.

An individual's coverage ceases on the date he/she stops active work. If the insurance ceases, it will not affect the benefits for a total disability existing on that date.

Complete plan documentation is available in the Office of Human Resources.

Group Life and Accidental Death and Dismemberment Insurance

The College offers two times your salary rounded up to the nearest \$1,000.00 for life insurance and accidental death and dismemberment insurance up to a maximum of \$300,000.00 for benefit eligible employees.

Retirement Plan

The College shall provide a fully vested, limited voluntary, defined contribution retirement plan for eligible personnel through TIAA. Their web site is www.tiaa.org.

All employees who work a minimum of 1,560 hours per calendar year are eligible to participate. If you are an eligible employee, you may voluntarily begin participation in this plan on the first of the month following the completion of a 12-month period that constitutes one year of service at the College.

The College, based upon its records and the official plan document, which is on file with the Plan Administrator, will make all determinations with respect to eligibility and participation.

If you are an eligible individual who has fully vested and funded benefits under the terms of a retirement plan of a previous educational institution, you may begin participation in the plan immediately upon employment at the College.

Upon termination, retirement the account is the property of the individual, in accordance with plan design rules.

Detailed plan information is available in the Office of Human Resources.

Tuition Exchange

Tuition Exchange is an association of colleges and universities offering scholarships to family members of faculty and staff employed at participating institutions. The college will participate in these programs when feasible and does not make any promises or guarantees regarding participation. Such benefits, if available require one year of service to be eligible.

Albright College may participate in one or more tuition exchange programs through a consortia tuition exchange program with other participating colleges and universities. Only Regular full-time employees their dependents are eligible.

The program is administered through the Office of Human Resources.

Eligibility for tuition exchange benefits is limited to IRS dependent children or stepchildren (i.e. you must be able to claim the individual as a dependent for federal tax purposes) of regular benefit eligible personnel, who satisfy one of the following conditions:

1. They are the natural progeny.
2. They have been legally adopted by a College employee prior to or coincident with the first day of classes in the semester in which benefits are to begin.
3. They are dependent stepchildren (as defined by IRS regulations) prior to or coincident with the first day of classes in the semester in which Tuition Exchange benefits are to begin.

Benefits at participating institutions are available for the completion of the first baccalaureate degree. Eligible personnel may apply for tuition exchange at any participating college. The dependent student must meet the usual admission standards at the participating institution and must maintain satisfactory academic standing in order to receive tuition exchange benefits.

In some instances full tuition exchange is granted; in others, a surcharge payable by the student may be required by the participating institution.

Each participating institution reserves the right to establish limits on the number of scholarships offered based on the balance of imports and exports to the program.

If an eligible individual were to enter a paid leave status for any reason, his or her children would remain eligible for the duration of the leave. If an eligible individual were to enter a paid or an unpaid leave status because of illness or injury, his or her children would remain eligible for tuition exchange benefits for the duration of the leave.

In the event of termination of employment all tuition benefits will end upon completion of the course in which the eligible employee, spouse and/or child is enrolled and begun at the time of separation from employment. Continuance of future courses will be at the individual's own expense.

Tuition Remission

Tuition charges for credit courses at Albright College will be waived for eligible employees, their spouses or domestic partners and children after service requirement are attained.

On a space available basis, the College provides the tuition remission allowance for eligible employees, spouses or domestic partners and children subject to payment of certain designated fees for which the participant is personally responsible. Any state and federal grants, scholarships and/or veteran's educational benefits, etc., for financial aid awarded to employees and/or their dependents who are using the tuition remission benefit will be credited to the employee's or their dependent's student account prior to the issuance of any tuition remission credit. The total tuition remission credit issued by the College will not exceed the total tuition cost and will be reduced by the net amount of the tuition

cost less any state and/or federal grants and scholarships. Room and board charges will not be paid by the College. Comprehensive fees, room and/or board charges may be offset by private scholarships and federal loans that have been granted.

Employees and/or dependents using the tuition remission benefit at Albright for a minimum of two courses in a semester must complete and submit a Free Application for Federal Student Aid (FAFSA) to the Financial Aid Department according to government guidelines. Information on FAFSA, along with an application, can be obtained by accessing www.fafsa.ed.gov.

Employee Eligibility

Regular full-time employees, minimum 10 months per year, are eligible for tuition remission benefits effective for the semester or session that commences after the employee has completed one year of full-time service with the College. Participation is approved for eligible employees on a space available basis after the minimum number of students has been accepted for the course. Tuition remission shall be on a course-by-course basis.

Dependent Eligibility

For a spouse or domestic partner to be eligible, he or she must be legally married/partnered to the eligible full-time employee and may use the tuition remission benefit after the employee has attained three years of full-time service with the College. Participation is approved only on a space available basis after the minimum number of students has been accepted for the course. Tuition remission shall be on a course-by-course basis.

For a child to be eligible, the employee must have completed three years of full-time service with the College. The child must be an IRS dependent child or stepchild (i.e. you must be able to claim the individual as a dependent for federal tax purposes) of regular benefit eligible personnel, he or she must not be married, under the age of 25 (supported by appropriate documentation), and satisfy one of the following conditions:

1. He/she is the natural progeny.
2. He/she has been legally adopted by a College employee prior to or coincident with the first day of classes in the semester in which benefits are to begin.
3. He/she is a dependent stepchild (as defined by IRS regulations) prior to or coincident with the first day of classes in the semester in which benefits are to begin.

Eligible children may use the tuition remission benefit beginning in any semester that commences following the individual's attainment of eligibility with the benefit not to exceed nine regular semesters (as may be required for selected academic program requirements, e.g., education).

Those using the tuition remission benefit must meet the current admission standards of the College, make academic progress, and maintain satisfactory academic standing.

Continuation of Benefits During Leave

If an eligible employee were to enter a paid leave status for any reason, his/her spouse and/or child would remain eligible for the duration of the leave.

If an eligible employee were to enter a paid or an unpaid status because of illness or injury, his/her spouse and/or child would remain eligible for tuition remission benefits for the duration of the leave.

Disposition of Benefits Following Termination of Employment

In the event of termination of employment all tuition benefits will end upon completion of the courses in which the eligible employee, spouse, domestic partner and/or child is enrolled and begun at the time of separation from employment. Continuance of future courses will be at the individual's own expense.

Policy

Tuition charges for graduate credit courses at Albright College will be waived for eligible employees.

On a space available basis, the College will offer tuition remission benefits to eligible employees subject to payment of certain designated fees for which the participant is personally responsible. These fees may include textbooks, applicable processing fees, fees for independent study, student teaching, honorarium and praxis test fees, certification costs, etc.

Regular full-time employees, are eligible for graduate studies tuition remission benefits effective for the semester or session that commences after the employee has completed one year of full-time, continuous service with the College. Participation is approved for eligible employees who have earned a bachelor's degree and meet the stated educational requirements of the graduate program. Participation will be offered on a space available basis after the pre-determined minimum number of non "tuition remission" students have been accepted for the course based on overall course expectations and economic considerations. Tuition remission shall be offered on a course-by-course basis and participation in the program shall not be in conflict with the responsibilities and work schedule of the participant as it relates to the professional position the employee occupies with the College.

Course enrollments per individual employee candidate would be limited to two per semester, one per summer sessions. As noted above, eligible employees will be accepted on a space available basis with a limit not to exceed 25 % of the total course registrants.

Application for admission to the tuition remission graduate program should be initiated by the eligible employee making formal application with the office of graduate studies. Each application will be shared with the Human Resources Department for verification of eligibility and to process the formal tuition remission form for credit with student accounts.

Continuation of Benefits During Leave

If an eligible employee were to enter a paid or an unpaid leave status because of illness or injury as certified by a physician, his/her eligibility for graduate tuition remission would be suspended upon the completion of the course in which the eligible employee is enrolled. This suspension of tuition remission benefits would continue until the employee returns to active duty.

Disposition of Benefits Following Termination of Employment

In the event of termination of employment all tuition benefits will end upon completion of the course in which the eligible employee is enrolled. Any continuance of future courses will be at the individual's own expense.

Travel Reimbursement

Reasonable travel expenses incurred in conducting College business are reimbursable subject to the rules and regulations of the IRS and the College. Should you be involved with travel for which you request reimbursement from the College for expenses, the following guidelines should be observed.

- To be eligible for reimbursement, all travel must be pre-authorized by the appropriate Vice President.
- Expenses incurred will be reimbursed in accordance with the travel reimbursement guidelines that are available through the Finance Department.

Use of the Library

The focus at the Gingrich Library is on meeting the research and informational needs of the students, faculty and staff. All personnel are entitled to the full range of library services. Immediate family members of College personnel may check out books, photocopy from print or microforms, and use reference services.

Personnel and their families are eligible to use the resources of the library and are responsible for observing applicable library rules and regulations.

All individual members must register annually. Individual family members under 18 need approval of the employed family member. A complete description of the services offered and resources available may be obtained directly from the library. It should be noted that the level of resources available are generally beyond the interests and needs of elementary and middle school students.

Use of the Dining Facilities

College faculty and staff are welcome to dine in the cafeteria during regular meal hours. Staff may elect to create a "declining balance account" (DBA) with the College through pre-payments or payroll deductions established through the Student Accounts Department in concert with the Office of Human Resources the food service provider.

Mealtime schedules and meal prices are available at the door of the facility.

Use of the Schumo Center for Fitness and Well Being

Employees and their immediate families are encouraged to use the facilities at the Schumo Center for Fitness and Well Being.

Admission to Athletic Events

Employees and their immediate families are eligible for admission to athletic events by displaying their College identification card.

Index

A

Absenteeism and Tardiness, 5
Admission to Athletic Events, 43
Affirmative Action, 23
Appearance/Dress Code, 6

B

BEGINNING AS A NEW ALBRIGHTIAN, 3
BENEFITS, 30
Bereavement/Funeral, 37
Business Hours, 4

C

COBRA, 37
College Organization, 3
Computer Equipment and Software, 11
Confidentiality, 8
Conflicts of Interest, 17
Consulting/Other Employment, 30
Copyright Regulations, 7

D

Direct Deposit, 10
Disclosure of Misconduct Policy, 15
Drug and Alcohol Policy, 10

E

EMPLOYMENT-RELATED POLICIES, 21
Equal Employment Opportunity Policy/EEO, 23
Equipment Maintenance, 11

F

Flexible Work Arrangement, 5
Fraternization Policy, 14

G

Grievance Policy, 14
Group Life and Accidental Death and Dismemberment Insurance, 38

H

Harassment Policy, 12

History, 1

I

Identification Card, 6
Introduction, 1
Introductory Period, 3

J

Job Analysis, 22
Job Posting/Recruitment, 22
Job/Position Descriptions, 22
Jury Duty, 36

K

Keys, 6

L

Long-Term Disability Insurance, 38

M

Medical Insurance, 37

N

Nepotism, 30

O

Orientation for New Employees, 3
Our Mission, Vision, Values, Outcomes, 1
Overtime, 9

P

Paid Time Off, 30
Parking, 6
PAYROLL, 8
Payroll Deductions, 9
Payroll Periods/Salary Payments, 8
Performance Evaluation, 24
Personnel Files, 29
Posting Policy, 17
Progressive Counseling, 26

R

Resignation, 28

Retirement Plan, 38
Rules of Conduct and Standards of Performance, 24

S

Safety, 19
Sexual Harassment Policy, 12
Smoke-free Workplace, 10
Solicitation Policy, 12

T

Telephone System, 11
Time and Attendance Cards/Time Reports, 9
Travel Reimbursement, 42
Tuition Exchange, 39
Tuition Remission, 39
Types of Appointments, 21

U

Use of College Name and Logo, 7
Use of the Dining Facilities, 42
Use of the Library, 42
Use of the Schumo Center for Fitness and Well Being, 42

W

Wage Equity, 22
Weather Policy, 5
WELCOME TO ALBRIGHT COLLEGE, 1
Work Schedule, 4
Workers' Compensation, 19
WORKPLACE ENVIRONMENT, 10
Workplace Ethics, 17
Workplace Privacy, 18
WORKPLACE SAFETY, 19