

**UNITY COLLEGE**  
**EMPLOYEE HANDBOOK**  
*Revised January 20, 2012*

**I. INTRODUCTION..... - 5 -**

A. *PRESIDENT’S WELCOME TO UNITY COLLEGE*..... - 5 -

B. *PURPOSE & APPLICABILITY OF HANDBOOK*..... - 5 -

C. *UNITY COLLEGE’S ORGANIZATIONAL POLICY* ..... - 6 -

D. *JOINING THE TEAM* ..... - 7 -

E. *UNITY COLLEGE IN MAINE*..... - 7 -

*HISTORY OF UNITY COLLEGE* ..... - 7 -

*MISSION STATEMENT* ..... - 8 -

*PHILOSOPHY STATEMENT*..... - 8 -

*SUSTAINABILITY AT UNITY COLLEGE*..... - 9 -

**II. EMPLOYMENT ..... - 9 -**

A. *NONDISCRIMINATION & HARASSMENT POLICY*..... - 9 -

B. *COMPLIANCE, REPORTING, AND NON-RETALIATION (WHISTLEBLOWER) POLICY*..... - 13 -

C. *ORIENTATION* ..... - 15 -

D. *EMPLOYEE IDENTIFICATION CARDS* ..... - 16 -

E. *JOB POSTING* ..... - 16 -

F. *EMPLOYMENT OF RELATIVES*..... - 16 -

G. *PERSONNEL MATTERS*..... - 16 -

**III. ON THE JOB..... - 17 -**

A. *PROVISIONAL PERIOD* ..... - 17 -

B. *EMPLOYEE CLASSIFICATION*..... - 17 -

C. *EMPLOYEE STATUS*..... - 18 -

D. *WORKING HOURS*..... - 18 -

E. *PAY PERIOD AND PAY DAY*..... - 19 -

F. *OVERTIME* ..... - 19 -

G. *CALL-IN TIME*..... - 19 -

H. *TIME SHEETS*..... - 19 -

I. *PAYCHECKS* ..... - 20 -

J. *PAYROLL DEDUCTION* ..... - 20 -

K. *DIRECT DEPOSIT*..... - 20 -

L. *PAYROLL ADVANCES*..... - 20 -

M.	LEAVE REPORTING .....	- 21 -
N.	TARDINESS .....	- 21 -
O.	ABSENCE.....	- 21 -
<b>IV.</b>	<b>COMPENSATION.....</b>	<b>- 22 -</b>
A.	WAGE/SALARY INCREASES.....	- 22 -
B.	JOB DESCRIPTIONS.....	- 22 -
C.	PERFORMANCE REVIEWS .....	- 22 -
D.	CREDIT REFERENCES/EMPLOYEE PRIVACY .....	- 23 -
E.	REDUCTION IN FORCE.....	- 23 -
<b>V.</b>	<b>BENEFITS.....</b>	<b>- 23 -</b>
A.	INTRODUCTION.....	- 23 -
B.	HOLIDAYS.....	- 24 -
C.	RELIGIOUS HOLIDAYS.....	- 24 -
D.	PAID TIME OFF.....	- 24 -
	<b>Eligibility.....</b>	<b>- 24 -</b>
	<b>Policy .....</b>	<b>- 24 -</b>
	<b>Years of Service/Status .....</b>	<b>- 25 -</b>
	<b>Biweekly Accrual Rate .....</b>	<b>- 25 -</b>
	<b>Potential Annual.....</b>	<b>- 25 -</b>
	<b>Accrual Amount .....</b>	<b>- 25 -</b>
E.	APPROVED LEAVES OF ABSENCES .....	- 27 -
1.	Family Medical Leave.....	- 27 -
2.	Non-disability or Personal Leave of Absence .....	- 31 -
3.	Funeral Leave.....	- 32 -
4.	Bereavement Leave.....	- 32 -
5.	Jury Duty Leave .....	- 33 -
6.	Military Duty Leave .....	- 33 -
F.	EDUCATION BENEFITS.....	- 34 -
G.	OTHER BENEFITS .....	- 36 -
H.	HEALTH INSURANCE .....	- 38 -
I.	DENTAL INSURANCE.....	- 38 -
J.	LIFE INSURANCE/AD&D.....	- 38 -
K.	SHORT-TERM DISABILITY (STD).....	- 38 -
L.	LONG-TERM DISABILITY (LTD) .....	- 38 -

M.	EMPLOYEE RETIREMENT PROGRAM.....	- 38 -
N.	FLEXIBLE SPENDING ACCOUNTS.....	- 39 -
<b>VI.</b>	<b>GENERAL PRACTICES.....</b>	<b>- 40 -</b>
A.	ACADEMIC FREEDOM.....	- 40 -
B.	CONFIDENTIAL INFORMATION.....	- 40 -
C.	INDIVIDUAL PRIVACY.....	- 40 -
D.	FERPA - Family Education Rights and Privacy Act of 1974 (and Amendments).....	- 40 -
E.	PERSONNEL RECORDS.....	- 42 -
F.	ON-CAMPUS EMERGENCIES.....	- 43 -
G.	CRISIS PUBLIC RELATIONS.....	- 44 -
H.	ADMINISTRATIVE CLOSING.....	- 44 -
I.	VEHICLE USE/MILEAGE REIMBURSEMENT.....	- 45 -
J.	TELEPHONE USE.....	- 45 -
K.	PERSONAL VISITS AND MAIL.....	- 45 -
L.	SMOKING.....	- 45 -
M.	KEYS.....	- 46 -
N.	PARKING.....	- 46 -
O.	DRESS CODE.....	- 46 -
<b>VII.</b>	<b>SAFETY.....</b>	<b>- 47 -</b>
A.	JOB SAFETY.....	- 47 -
B.	HAZARD COMMUNICATION PROGRAM.....	- 47 -
C.	WORKERS' COMPENSATION AND INCIDENT REPORTING.....	- 48 -
D.	COMMUNICABLE DISEASE.....	- 48 -
E.	WORKING WITH VIDEO DISPLAY TERMINALS (VDTs).....	- 49 -
F.	PET POLICY.....	- 49 -
<b>VIII.</b>	<b>COMMUNICATION.....</b>	<b>- 51 -</b>
A.	BULLETIN BOARDS.....	- 51 -
B.	MAILINGS.....	- 51 -
C.	MEETINGS.....	- 51 -
D.	INFORMATION/COMMUNICATIONS.....	- 51 -
E.	ELECTRONIC COMMUNICATIONS.....	- 52 -
F.	STAFF CONFLICT RESOLUTION.....	- 54 -
<b>IX.</b>	<b>PERSONAL CONDUCT.....</b>	<b>- 56 -</b>
A.	CONDUCT and DISCIPLINE.....	- 56 -

B. *CONFLICT OF INTEREST* ..... - 57 -  
C. *ALCOHOL AND OTHER DRUGS*..... - 57 -  
D. *EMPLOYEE RESIGNATION* ..... - 59 -  
E. *EMPLOYEE TERMINATION*..... - 59 -  
F. *NONSOLICITATION* ..... - 60 -

## **I. INTRODUCTION**

### **A. PRESIDENT’S WELCOME TO UNITY COLLEGE**

We are delighted that you are a member of the Unity College community. We aspire to be a learning community focused on the development of sustainability in practice and in the classroom —people who value participation, education, place, our natural resources and professionalism. Every community member has an opportunity to make a meaningful contribution to the working, living, and learning environment of the college.

Unity College additionally aspires to be a work environment in which all employees respect diversity and wellness.

The following manual is designed to provide all personnel with an overall view of the operating procedures for Unity College. The handbook will help you understand the various policies, procedures, and protocols of the college. If you have questions about the handbook, please do contact the Office of Human Resources.

Stephen Mulkey  
President

### **B. PURPOSE & APPLICABILITY OF HANDBOOK**

This Handbook applies to all employees - faculty and staff - of Unity College. Certain sections of the handbook apply only to staff members and are duly noted by use of the term “staff” instead of employee. The Faculty PPP (Personnel Policies and Procedures) governs matters specific to faculty only and is a separate document.

This handbook has been prepared to serve as a reference publication for employees on employment-related issues. It does not create any contractual obligations between the college and its employees. The college reserves the right to modify or amend the policies contained in the handbook at any time, even without notice. Employment at Unity College is voluntarily entered into, and the employee is free to resign at any time. Similarly, all employees serve at the pleasure of the College, and Unity College may terminate the employment relationship at any time with or without notice or cause; therefore, Unity College is an at-will employer as defined by state law.

This handbook supersedes any prior handbooks as well as any oral agreement between an employee and the College. All personnel will be held responsible to know the contents of this handbook and any amendments, now or hereafter, and to perform accordingly.

## **C. UNITY COLLEGE'S ORGANIZATIONAL POLICY**

Unity College will attempt to ensure that your work experience will be desirable and rewarding. All of our policies are devoted to fulfilling this goal.

It is our intent:

- To provide an environment conducive to a positive educational experience.
- To provide management that is skilled, fair, and concerned about the welfare of employees.
- For all supervisors to treat employees fairly, considerately, and respect their personal dignity.
- To discuss willingly and frankly any problems, complaints, or questions on college policy.
- To keep all employees informed in advance by public notice, whenever possible, of any changes that may affect them or their families.
- To provide equal opportunity to all applicants and employees regardless of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act, or other protected classes as required by state/federal laws.

The college finds it incumbent on each and every employee to exhibit a spirit of cooperation and a responsible attitude toward the job and to give a fair day's work for a fair day's wage.

Every employee, particularly while on the job, but also when off, is expected to refrain from doing anything either by word or deed, which might jeopardize or reflect negatively upon the reputation of the college.

## **D. JOINING THE TEAM**

The success of any job depends in part on the attitude with which it is undertaken. Here are a few of the many things that make up attitude--your desire to do a good job; respect for the other person's rights, including the college for which you work; willingness to cooperate, recognizing the importance of dependability.

It seems only fair to point out the following important policies (*for details refer to the index*) that help to maintain an effective and prosperous team:

- We should make every effort to be on time for work and do an honest day's work.
- Obey safety rules.
- Abusive and profane language should not be used.
- Keep personal appearance and clothing neat and clean at all times.
- Report all on-the-job accidents and personal injuries to your supervisor within 24 hours or as soon as you are able. Supervisors must report these accidents and personal injuries to the Human Resources Office. (See Section VII-C regarding Workers' Compensation.)
- Refrain from use or being under the influence of intoxicants during working hours.
- Employees who find it necessary to leave during working hours should request permission from their supervisor and the absence should be properly recorded on the time sheet.
- On a daily basis, check your mailbox, voice mail, e-mail, and any appropriate department bulletin boards.
- Be considerate of fellow employees.
- Be responsible to your supervisor, your college and your fellow employees.

## **E. UNITY COLLEGE IN MAINE**

### **HISTORY OF UNITY COLLEGE**

Unity College was founded in 1965 by a group of citizens in the town of Unity, Maine. "The Unity Institute of Liberal Arts and Sciences" was established on a 160-acre rural campus donated by George Edward Constable and opened its doors to thirty-nine students in 1966.

The “Institute” grew into Unity College, an independent, coeducational, liberal arts college of approximately 500 students, with programs focused on the environment and natural resources. Concern about the environment is an important global issue shared by many students today.

Unity College offers programs that are uniquely suited to the involved and committed citizens of tomorrow.

### **MISSION STATEMENT**

Unity College is a small, private college in rural Maine that provides dedicated, engaged students with a liberal arts education that emphasizes the environment and natural resources. Unity College graduates are prepared to be environmental stewards, effective leaders, and responsible citizens through active learning experiences within a supportive community.

### **PHILOSOPHY STATEMENT**

We at Unity College recognize that we are custodians of a fragile planet. Our education is a unique combination of the traditional liberal arts and an emphasis on natural resource management, intended to prepare graduates for responsible stewardship of the earth. Such an education must be an empowering process: in-depth study prepares graduates to address specific environmental issues, while a broad liberal arts base enables them to anticipate and deal creatively with issues yet unimagined. A liberal arts education with an environmental focus must go beyond the limits of the classroom walls; thus, Unity College combines academic rigor with equally demanding field experience.

We are citizens of the world. To prepare for that role, the foundation of a Unity College education is its liberal arts core: all degree programs require that approximately one-third of their courses be chosen from this core. The fine arts, the history of events and ideas, a background in ethics, an exposure to other cultures, an understanding of what makes us human — as well as the ability to think critically and creatively — are tools to open our minds and enhance the quality of our lives.

On this broad liberal arts base, Unity College students build specialization in their chosen fields. This may begin as early as the entering year, when students are introduced to subjects in their major area of study. Experiential learning is an important component of the educational process; field work requires students to take theoretical knowledge from classroom settings and find practical applications in the ecology of Maine. This integration of academic preparation and hands-on experience not only ensures that graduates have mastery in their area of expertise, but enables them to apply local concepts to a broader arena.

Basic to Unity College’s philosophy is its continuing commitment to students’ success. This commitment is manifested in a variety of ways, one being the close personal relationship between faculty and students, facilitated by small classes, close advising, and easy access to instructors. Unity College will not outgrow its reputation for care and concern. Another example of the College’s commitment to success is its innovative Learning Resource Center, which offers support not only to the learning disabled, but to all students. Individual attention is available

from both professional staff and peer tutors. Additionally, ongoing career counseling, innovative curricula that address students' needs, and cooperative education programs that provide on-the-job experience—all facilitate entry into the world of work. Unity College supports its students from orientation through graduation and beyond.

We at Unity College intend to graduate individuals with firm values, a sense of purpose, and an appreciation of the web of life. They are professionally effective and environmentally responsive, recognizing their responsibilities as passengers on this fragile planet. They understand that as global citizens, they must assume a leadership role in the stewardship of the earth.

### **SUSTAINABILITY AT UNITY COLLEGE**

We take sustainability seriously, as it's built into our mission as a college. We not only teach all of our students to be stewards of the environment through the environmental stewardship curriculum, but we teach them the analytical tools they need to think critically about the multiple viewpoints surrounding the complicated environmental challenges of our time. We are committed to being a sustainable campus. We take sustainability seriously because the climate really is changing, there is a rapid loss of biodiversity, and there are countless other environmental challenges that are now a part of our reality. We want to be prepared to face these issues as a college and we want our students to be leaders in facing these issues. At Unity College we think sustainably, work sustainably, and live sustainably.

## **II. EMPLOYMENT**

### **A. NONDISCRIMINATION & HARASSMENT POLICY**

**Nondiscrimination** - Unity College values a diverse college community where all individuals are treated with respect and dignity. Unity College is committed to providing a work environment for employees that is free of illegal discrimination, harassment or retaliation. Illegal discrimination, harassment, or retaliation of individuals of the campus community are against our policy and will not be tolerated.

Unity College does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, marital status, age, disability, veteran status, status as a recipient or former recipient of workers compensation benefits, whistleblower status, or other status protected under local, state or federal laws in the recruitment and employment of its employees. We offer reasonable accommodation to applicants and to qualified individuals with disabilities, including accommodation in the application process.

Unity College is an equal opportunity employer and operates in accordance with federal and state laws regarding non-discrimination.

## Harassment -

### Definitions and Prohibitions of Harassment

Unlawful harassment may involve any of the protected categories as noted in the nondiscrimination section of this policy. Sexual harassment in particular has been an area of great concern and publicity in the United States.

#### A. Sexual Harassment Prohibition/Definition

Sexual harassment of an employee. Sexual harassment of an employee is a violation of federal and state laws.

Sexual harassment of an employee is also a form of sex discrimination. Discrimination on the basis of sex is prohibited by Title VII of the Civil Rights Act of 1964, and the Maine Human Rights Act. The EEOC and MHRC guidelines define sexual harassment as:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) 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.”

EEOC guidelines have recognized two types of sexual harassment: “quid pro quo” harassment occurs when an employee fears or suffers a loss of tangible employee benefits - like a raise, a promotion, or a job - unless she or he agrees to sexual favors.

With “hostile environment” harassment, a victim does not need to demonstrate a loss of job benefits, but only that the actions were unwelcome and so pervasive or continuous that they altered the conditions of employment and created an intimidating, hostile or offensive work environment.

Sexual harassment and gender. Sexual harassment may involve individuals of the same or different gender. While historically the majority of sexual harassment complaints involve a male harasser and a female complainant, the definition applies equally to female harassers and male victims, as well as same-sex harassment.

Examples of sexual harassment. Sexual harassment may include a range of subtle or not so subtle behaviors in the work environment. These behaviors include but are not limited to:

- sexually-oriented conversation
- sexual or dirty jokes
- comments on appearance
- persistent, unwelcome invitations for drinks or meals
- sexually related propositions
- sexual advances
- demands for sexual favors, accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.
- verbal abuse of a sexual nature
- comments on sexual relations
- comments on an individual's body
- leering, whistling or touching
- sexual looks or obscene gestures
- visual display of degrading sexual images or sexually suggestive pictures or objects
- graffiti of a sexual nature
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other employees as to sexual activity or performance
- other physical, verbal or visual conduct of a sexual nature

It is important to note that these types of behaviors, even if not directed at the individual making the complaint, may constitute unlawful sexual harassment.

#### B. Other Prohibited Types of Harassment

In addition to sexual harassment, unlawful harassment may involve any of the protected categories listed above under nondiscrimination. Harassment on the basis of these other protected characteristics is also against the law and the policy of Unity College. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sexual orientation, ancestry or national origin, age, physical or mental disability, or any other characteristic protected by law that:

- 1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, or
- 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- 3) otherwise adversely affects an individual's employment opportunities.

#### Examples of other prohibited harassing conduct:

Harassing conduct includes, but is not limited to:

- epithets, slurs or negative stereotyping
- threatening, intimidating, or hostile acts
- denigrating jokes

- written or graphic material that denigrates or shows hostility or aversion toward an individual or group

### C. Retaliation is Prohibited

Unity College prohibits retaliation against any individual who reports discrimination or harassment or who participates in the investigation of a complaint. Retaliation is a serious violation of our policy and, like harassment or discrimination, will be subject to disciplinary action.

### D. Individuals Covered

This policy applies to all employees and is related to conduct engaged by fellow employees, students or third parties with whom employees interact with in the course of their jobs. Some examples of third parties are vendors, independent contractors, consultants and volunteers.

### E. Resolving A Problem Outside of the Complaint Procedure

For incidents involving harassment, it is oftentimes helpful for the individual who believes that s/he is being subjected to conduct that is unwelcome, to promptly inform the offender that the conduct is unwelcome and must stop. Oftentimes, this action will resolve the problem. Regardless of whether or not the individual chooses to address the offender directly, an individual who believes that s/he is a victim of harassment is encouraged to report this as soon as possible to the Director of Human Resources or the Vice-President for Academic Affairs (VPAA), as further described in Section IV below.

### F. Discrimination and Harassment Reporting and Complaint

Unity College's discrimination and harassment reporting and complaint procedure is available to all employees.

#### 1. Reporting a Complaint of Discrimination or Harassment

Employees are encouraged to promptly report to the Director of Human Resources or the VPAA any conduct that they experience or witness of discrimination, harassment or retaliation, regardless of the offender's identity or position.

#### 2. Investigation

Complaints will be investigated promptly and thoroughly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The Director of Human Resources is responsible for the investigation of a complaint reported by an employee, including faculty or staff members. If a complaint involves

both an employee and a student, both the Dean for Student Affairs and the Director of Human Resources will be jointly responsible for the investigation. If a complaint is about the Director of Human Resources, then the President will appoint an alternative investigator.

The investigator will explain the investigation process to the complainant and the alleged violator. They will be advised about the strict policy of the avoidance of retaliation in relation to this investigation. The investigator will provide the alleged violator with sufficient information to identify and respond to the allegations in the complaint, unless unusual circumstances dictate otherwise. The investigator will keep the complainant and the alleged violator apprised of the status of the investigation at reasonable intervals.

The investigation will be completed as quickly as reasonably possible consistent with a thorough investigation.

Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

### 3. Discipline

Where evidence of harassment, discrimination, or retaliation exists in violation of Unity College's policy, steps will be taken to stop the behavior, including taking appropriate disciplinary action. The type of discipline will be determined on a case-by-case basis and will reflect the severity of the conduct, up to and including a suspension or termination of employment.

## G. Consensual Relationships -

1. Unity College prohibits any instructor, faculty member, member of administration, or any employee who instructs, evaluates, supervises, or advises, or who is in a position to exercise authority over a student in any way, to date or have a sexual relationship with a student, even if the relationship is consensual in nature. This policy applies to relationships between individuals of the same sex or of the opposite sex. (Note: this policy does not apply to a relationship between individuals who are married to each other).
2. For a consensual relationship between a Unity College employee and a student, other than a relationship described in Section A above, the Unity College employee must disclose the relationship to his or her supervisor, as well as the supervisor's executive administrator.

## **B. COMPLIANCE, REPORTING, AND NON-RETALIATION (WHISTLEBLOWER) POLICY**

### General Policy

It is policy of Unity College to abide by all applicable Federal, State and local laws and regulations, and to have all of our employees do the same. We encourage all employees to report to their Senior Administrator, to the Director of Human Resources, or to the President any College activity that may violate such laws or regulations, and every employee has the responsibility to assist in implementing this policy. The College will not retaliate in any manner against anyone who submits a good faith complaint.

### Whistleblower Protection

A “whistleblower” as defined by this policy is an employee of Unity College who reports in good faith an activity that they have reasonable cause to believe to be illegal, dishonest, or puts at risk the health or safety of the employee or another individual. The “whistleblower” is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

### Examples of Reportable Activity

Examples of reportable activities include violations of federal, state or local laws; billing for services not provided and other fraudulent financial reporting. For purposes of this policy, reportable activities include, but are not limited to:

- Actions that violate College policies.
- Forgery or alteration of documents.
- Disclosure to any external party of confidential information (such as information about students) obtained in connection with employment with or service to the College.
- Unauthorized personal or other inappropriate (personal) use of the College’s equipment, assets, services, personnel, or other resources.
- Acts that violate federal, state, or local laws or regulations.
- Failure to report known instances of illegal misconduct in accordance with the reporting responsibilities described herein (including sexual or other illegal harassment, tolerance by supervisory employees of illegal misconduct of subordinates).
- Theft, embezzlement, or other misappropriation of assets.
- Intentional misstatements in the College’s records, including intentional misstatements of accounting records or financial statements, or of program accomplishments.
- Authorizing or receiving payment for services not provided.
- Authorizing or receiving payments for hours not worked.
- Forgery or alteration of documents, including but not limited to checks, timesheets, contracts, and purchase orders.
- Retaliation for acting as a whistleblower.
- Unsafe conditions.

### Confidentiality

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide any accused individuals an ability to respond.

### No Retaliation

The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Director of Human Resources, their Senior Administrator, or the President immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

### Reporting Process

All reports of illegal, dishonest, unsafe or retaliatory activities will be promptly submitted to the employee's Senior Administrator, the Director of Human Resources, or the President, who are responsible for investigating and coordinating corrective action. In the case of a report regarding such College activities by the President, the employee may also submit it to the Chair of the Audit Committee of the Board of Trustees. The College may seek advice of legal counsel, CPA firms, investigators, and so on.

Disciplinary action, if warranted, for retaliation or other improper activities will be based upon the results of the investigation. The seriousness of the misconduct will be considered in determining appropriate disciplinary action, which may include but not be limited to one or more of the following:

- Reprimand
- Suspension
- Demotion
- Termination
- Referral for criminal prosecution or civil action

### Using Sound Judgment

By this Policy and by law, the College encourages employees to report activities that are violations of laws and regulations, that are unsafe and/or that violate College policies. In doing so, the College asks that employees act in good faith and reasonably. Using this process for filing false reports or acting in bad faith can result in disciplinary action up to and including discharge.

## **C. ORIENTATION**

The Office of Human Resources conducts individual orientation sessions for all regular full- and regular part-time employees. The program is designed to welcome new employees to the college and acquaint them with college policies, procedures, services, and benefits.

Supervisors or department heads will also conduct a department orientation. At this session you will be introduced to coworkers, given a brief tour of your office or department, and issued necessary keys. Your supervisor or department head will explain the duties, work schedule and policies of your new office as well as the nature of your new responsibilities within the department.

#### **D. EMPLOYEE IDENTIFICATION CARDS**

Employee identification cards are available to newly hired regular part-time and full-time employees. You will need to contact the office of student affairs during registration day of the fall or spring semester. Your photograph will be taken and your I.D. card processed.

Cards are the means by which one has access to college library materials. Faculty use cards to photocopy materials. Cards can also be used to carry “Unity Dollars” which permit the holder to use the card like a debit card at the college for food in the dining hall and student center. There are certain dollar increments that can be put on the cards. Cards are the means by which one can make purchases in the bookstore). Employees may use their cards as i.d.’s for discounts by local merchants and others (see the Human Resources Office for details).

#### **E. JOB POSTING**

Consistent with Unity College's commitment to Equal Employment Opportunity, notice of all full- and part-time vacancies shall be made available to all employees through job posting on the Human Resource’s bulletin board located in the hall on the top floor of North Coop and via campus email. An employee must have a minimum of three months of service in their current job to be eligible for consideration for promotion or transfer.

The Director of Human Resources shall review job applications in order to evaluate potential conflict-of-interest possibilities. Faculty positions will be advertised in accordance with the Faculty PPP and college hiring procedures.

#### **F. EMPLOYMENT OF RELATIVES**

Unity College welcomes relatives and/or domestic partners of employees to apply for job openings. No college employee shall function as an advocate in institutional decisions involving a direct benefit to immediate family. The college reserves the right to place limitations based on real or perceived conflicts of interest that an employment situation may pose. Unity College prohibits direct reporting relationships between relatives and/or domestic partners.

#### **G. PERSONNEL MATTERS**

In addition to maintaining the official personnel records, the Director of Human Resources administers the policies and programs outlined in this document.

The Director of Human Resources has the day-to-day responsibility for maintaining a fair and equitable work environment at Unity College. If you have any questions or concerns about any employment-related issues that your supervisor is not able to respond to, please feel welcome to talk with your executive administrator or contact the Office of Human Resources.

### **III. ON THE JOB**

#### **A. PROVISIONAL PERIOD**

The first 90 calendar days at the college are a period of evaluation both for the employee and the college. During this time the employee has an opportunity to learn about the college, their job and future opportunities. At the same time the employee's supervisor has an opportunity to evaluate the individual's ability to learn and perform assignments and their interest in the work.

If these first 90 days prove that the employee and the college are well suited for each other, the employee will be considered a regular employee. The supervisor may opt to extend the provisional period after conferring with the employee. Persons who return after having left employment at the College or who take a position in a different department will serve a new provisional period.

Employees who change jobs within the same department will serve a 30-day provisional period in their new positions to determine their ability to function satisfactorily in their new capacity. During the 30-day period, employees will not be subject to a change in benefits. If the employee cannot fulfill the requirements of the new position, the employee will be given the opportunity to return to their previous position provided they have served in that position satisfactorily as documented by their evaluations and provided that their previous position has not been filled.

For staff, the employee's supervisor will forward a written evaluation after 90 days. Any employee whose performance is deemed to be unsatisfactory may be dismissed during or upon completion of the 90-day provisional period. It is the responsibility of the supervisor to assure that each employee is provided with sufficient training and guidance to ensure that the employee's performance may be fairly assessed. The supervisor may elect to extend the provisional period for an additional period in lieu of termination if circumstances warrant, or if absences have occurred during the period.

Both during and following the provisional period, all employees serve at the pleasure of the College.

Faculty positions and the subsequent employment provisions will be in accordance with the Faculty PPP.

#### **B. EMPLOYEE CLASSIFICATION**

The College's objective is to assure that all positions are equitably evaluated and classified. Employees are classified as exempt or nonexempt under wage and hour regulations. The Director of Human Resources will determine the classification of the position.

Under the Fair Labor Standards Act (FLSA), nonexempt (hourly-paid) workers are entitled to wages and overtime. Therefore, non-exempt employees will be paid overtime at time and one half for all hours worked beyond 40 hours in a workweek.

Exempt (salaried) employees are exempt from the FLSA's overtime requirements for employees in certain professional, executive and administrative jobs. Exempt employees are not paid overtime.

In the event of a substantial change in job duties and responsibilities, the supervisor will submit the job changes to the Director of Human Resources who will perform another review of the classification of the position to assure it is properly classified.

### **C. EMPLOYEE STATUS**

The College maintains the following employment statuses for hourly and salaried employees. However, for the purposes of participation in the college health insurance plan, long-term disability plan, and retirement plan, the following employment statuses apply to all employees, regardless of employee group. Temporary employees, on-call, and regular part-time employees who work fewer than 24 hours per week are not eligible for most benefits. Regular part-time employees may not be eligible for all college benefits.

Regular, Full-Time Employees have passed through a provisional period and are regularly scheduled to work 30 or more hours per week and a minimum of 1500 hours per year, in a job with the college other than a temporary position.

Regular, Part-Time Employees are regularly scheduled to work a minimum of 24 hours a week but less than 30 hours or employees working a minimum of 1200 but fewer than 1500 hours.

Temporary, On-Call, and Casual Part-time Employees are those hired when additional work requires a temporary work force replacing regular employees who are absent, and those who work regular schedules of less than 24 hours per week or fewer than 1200 hours/year.

### **D. WORKING HOURS**

The normal work week for the college administrative offices will be Monday through Friday with offices opening at 8:00 a.m. and closing at 4:30 p.m. Certain staff persons, due to the nature of their employment, may be required to work different hours during the work week. Employees are expected to arrive on time and to inform their supervisor in advance of any absence or variation from their particular established work schedule. In an emergency, all employees are expected to contact their immediate supervisor as soon as possible if they are to be absent or tardy. Irregular and inconsistent attendance may be cause for disciplinary action.

Faculty members should consult the Faculty PPP for their work attendance requirements.

Individual offices, with the approval of the department supervisor, have the option of two fifteen-minute paid breaks and a thirty-minute unpaid lunch break or a one-hour lunch break with thirty minutes which are unpaid.

At the President's discretion, working hours may be altered during the summer months while school is not in session.

#### **E. PAY PERIOD AND PAY DAY**

The pay period week runs from Sunday morning (12:01 a.m.) through the following Saturday midnight. Earnings for regular and overtime hours worked and any authorized paid time off, for example, holidays, vacations, jury duty, etc., to which you are entitled for that seven-day period will be included in the following week's payroll check. A "pay period" is two (2) weeks in duration.

#### **F. OVERTIME**

Overtime is defined as hours actually worked in excess of 40 hours in any one week. For these purposes, paid or unpaid leave time, or time off, is not regarded as hours worked. Overtime hours must be authorized in advance by the employee's immediate supervisor and/or your executive administrator. Only non-exempt employees are eligible to be paid at overtime rates. Overtime will be paid for at the rate of one and one half times the base hourly pay rate.

As professionals employed by the college, it is expected that exempt employees who perform extra duties in the service of the college, whether or not specified in their job descriptions (e.g., serve on a committee that meets over the lunch hour; represent the institution at a weekend conference) will not receive any additional compensation.

#### **G. CALL-IN TIME**

Any hourly employee called in by their immediate supervisor or the appropriate executive administrator to work due to an emergency outside of their regular shift shall be paid a minimum of three (3) hours pay at straight time rates or hours worked, whichever is greater.

#### **H. TIME SHEETS**

Federal and State Wage and Hour laws require an accurate system of recording non-exempt employee work.

Nonexempt employees must make daily entries on their time record, in ink, to accurately reflect their actual (not scheduled) start and stop times each working day. (Time spent waiting to start the work day is not considered as work time.) Only the employee whose name appears on the time record or the employee's supervisor may make any entries in the daily or total sections.

Daily entries must accurately reflect hours absent from work and the reason for the absence, in the appropriate section.

The College requires that all entries on time cards be preserved, even incorrect ones. For this reason, employees must not erase or white out mistakes on the time sheet. Instead, mistakes

should be circled and the correct figures indicated outside the circle. Each change should also be initialed by the employee.

Nonexempt employees are expected to complete a time sheet by 10:00 a.m., on alternating Mondays, for the preceding two-week period. These time sheets should be submitted by nonexempt employees to their immediate supervisor who, in turn, is expected to submit them to the business office, which has the ultimate responsibility of maintaining these records. The time sheet will account for working hours, and for both paid and unpaid leave time. Exempt employees are not required to submit time sheets.

## **I. PAYCHECKS**

Salaried (exempt), and hourly (non-exempt) employees are paid on Fridays of every other week. If these days fall on a holiday, checks will be available on the last scheduled work day of the week. Signed time reports for hourly employees are due in the business office by 10:00 a.m. on Monday preceding payday. Checks are distributed by the business office to the department, which, in turn, determines the method of distribution to its employees.

## **J. PAYROLL DEDUCTION**

Normal payroll deductions are:

- Federal Taxes
- Social Security Taxes
- Maine State Taxes

Optional deductions (if eligible) include, but are not necessarily limited to:

- TIAA-CREF Retirement Plan
- Health Insurance
- Dental Insurance
- Contributions to Unity College
- Flexible Benefits- Section 125 Plan

Additional information may be obtained from the Business Office or the Office of Human Resources.

## **K. DIRECT DEPOSIT**

The college can arrange for direct deposit of all or part of a paycheck to the respective financial institution of choice. The business office may be contacted for additional information.

## **L. PAYROLL ADVANCES**

In cases of extreme financial hardship, an employee may request a payroll advance to the vice president for finance and administration or college president. Decisions concerning payroll advances are made on a case-by-case basis. No more than one advance will be authorized.

## **M. LEAVE REPORTING**

Hourly employees are required to document all time off (vacation, sick, or personal time) on their time sheets.

Salaried staff are required to submit a report whenever they have utilized paid time off (i.e., sick, vacation, or personal time) during the pay period. This report is due on the Monday preceding a pay day. Faculty should see fill out a form for leave reporting and see the Faculty PPP for Medical Leave benefit.

Hourly and salaried personnel are required to submit written requests for vacation time with as much advance notice as possible.

## **N. TARDINESS**

Being on the job at the scheduled times is important to the efficient operation of the college and the others who depend upon you in performing their assignments. Punctuality is an important aspect of your job performance and is considered in your evaluation.

It is important to keep time away from the job to a minimum. However, there may be circumstances which sometimes prevent you from being on time or on the job at all on a given day. If an emergency requires a late arrival for work, you should notify your supervisor as early as possible, explaining the reason and extent of the delay.

## **O. ABSENCE**

Your job is important to the overall smooth operation of the college, and when you are not present, important tasks do not get done, and your department and the college operate less efficiently. If you are physically able, you are expected to be on the job. If you suffer illness, injury, or are granted leave (such as family or medical leave) authorized under this handbook, and must be absent, we understand. However, otherwise, as in the case with punctuality, attendance is an important factor considered in your evaluation.

It is the responsibility of each employee to report all unscheduled absences from work to their supervisor prior to their scheduled starting time. This includes all time that the employee will be away from work for any unscheduled reason.

## **IV. COMPENSATION**

### **A. WAGE/SALARY INCREASES**

Within its financial resources, Unity College maintains a compensation program in which we strive to have competitive wages and salaries within our surrounding local area, and within higher education institutions of comparable size and budget. Increases may take into account employee performance reviews, cost of living, internal equity and other relevant factors. Increases will be considered on an annual basis, pending college budget approval. Employees must ordinarily have completed six months of employment to be considered for a wage or salary increase.

### **B. JOB DESCRIPTIONS**

For each staff position at the college, there is a written job description which includes the job title, department, positions supervised, if any, basic functions and specific responsibilities, working relationships and other information. When you assume a new position, you will receive a copy of the description for that job and your supervisor will review it with you. The description is a helpful guide to the successful execution of your duties on which your performance will be periodically evaluated and your wage level determined. Please review any questions on your duties with your supervisor. In the case of significant additions and/or deletions to your duties, you should review your job description with your supervisor or human resources.

### **C. PERFORMANCE REVIEWS**

The college recognizes the importance of performance appraisals, feedback, planning, and communication sessions between supervisors and employees. Faculty are evaluated through a process detailed in the Faculty PPP. Performance reviews for staff are part of a formal program that is normally supplemented with informal conferences to see that established goals are being attained. You may also receive more frequent reviews in the first year of employment and as circumstances may warrant.

Performance evaluations ordinarily are conducted on an annual basis for staff for the following reasons:

- To provide feedback to staff
- To document the employee's performance history
- To facilitate communication between employees and their supervisors about mutual expectations
- To improve employee performance and thus improve organizational performance

The performance evaluation process is designed to encourage employee participation and input. Poor performance evaluations may be grounds for termination. Information regarding the performance evaluation process is available from the Office of Human Resources.

## **D. CREDIT REFERENCES/EMPLOYEE PRIVACY**

From time to time, banks, credit bureaus and others may call the College requesting information on an individual's employment and earnings. As a policy, the Office of Human Resources only verifies that you are an employee and provides your length of service. Under no circumstances should a college employee be asked to give salary information on the telephone.

In order to provide earnings verification for credit purposes, we will require a written authorization from you. This policy is designed to protect the confidentiality of your earnings.

## **E. REDUCTION IN FORCE**

If it becomes necessary to reduce employment or working hours in any area, performance, ability, length of service, particular job requirements and other factors will be carefully weighed in determining those affected. The type of work available, prior performance, ability, length of service and other factors will be weighed in determining the order of recall.

In the event of layoff, your medical insurance will continue through the end of the month in which the layoff occurs. At the end of the month, you will receive notification of COBRA coverage options which will allow you to continue insurance coverage by paying the cost of this coverage plus a 2% administrative fee.

Your optional life insurance and accidental death and dismemberment portion of the plan remains in effect until the end of the month in which the layoff occurs. You may apply for conversion of this coverage to an individual policy.

All other benefits are suspended with the start of the layoff.

## **V. BENEFITS (see summary of benefits chart at the end of this handbook)**

### **A. INTRODUCTION**

Your payroll check represents only part of your total compensation for working at the college. The hidden portion of your pay is a comprehensive package of benefits including paid time-off and a variety of insurance to protect you and your family in an emergency. The college provides to its eligible employees, without charge or at substantially reduced cost, insurance to cover you in the event of death, dismemberment, accident or sickness, required hospitalization or surgery (including coverage for your eligible dependents).

These various benefits are all designed to make your Unity College take-home pay just that--pay to take home and cover your many other living expenses.

The college contributes a matching share to the Federal Social Security System in support of the retirement and disability provisions available in that program. The college also offers a private retirement program for qualified employees wishing to participate in that program.

Please consult the summary plan description or plan documents for employee group insurance benefits and other employee welfare plan benefits. See also the brief chart at Appendix A.

## **B. HOLIDAYS**

The college observes **10** paid holidays a year: New Year's Day, Martin Luther King, Jr. day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and the following Friday, and Christmas. The holiday schedule will be posted by January 1st of each year.

When a holiday falls on a Saturday or Sunday, it is observed on the preceding Friday or the following Monday, respectively.

All regular, full-time staff are eligible for holiday pay, and all regular, part-time, hourly staff are eligible for pro-rated holiday pay.

If an eligible staff member is required to work on any of the observed holidays, they shall be given a day off within the same pay week, per supervisory discretion, or receive holiday pay.

## **C. RELIGIOUS HOLIDAYS**

Employees wishing time off for observance of a religious holiday should request the time with sufficient notice to allow the supervisor to accommodate both the employee's and the department's needs. The time off may be taken without pay or from accrued paid time off.

## **D. PAID TIME OFF (PTO)**

It is widely recognized that staff need and benefit from time away from the demands of their work. Unity College has established a Paid Time Off (PTO) benefit program that gives staff flexibility in requesting and receiving time off with pay. The program is designed to provide staff with PTO for rest, recreation, attending to personal situations and absence due to illness or injury. It also provides for encouraging planned absences to ensure adequate staffing.

### **Eligibility**

Regular, full-time staff, and staff that are scheduled to work a minimum of 24 hours per week with minimum of 1,200 hours per year, are eligible to accrue PTO hours.

### **Policy**

PTO hours accrued – PTO begins to accrue from the first day that you meet eligibility requirements. The amount of PTO hours accrued is based upon hours worked, employment status (exempt or nonexempt), and length of service. Accrual occurs by the number of paid hours up to 40 hours/week (it is not accrued on overtime hours).

Accrual Rates

- a. Non-exempt staff begin accruing PTO at a rate of 6.16 hours biweekly (or accrual rate of .0770 per hour) if they work 40 hours/week annually. Example: a non-exempt staff member working a 40-hour/week, annual schedule is estimated to accrue 160 hours or 20 days of PTO each fiscal year. Accrual rates for nonexempt staff will increase after completion of the milestone years of service as indicated in the chart below. Staff begin accruing PTO at the next higher accrual rate in the month following the sixth or eleventh employment anniversary date.
  
- b. Exempt staff begin accruing PTO at a rate of 9.24 hours biweekly (or accrual rate of .1155 per hour) if they work 40 hours/week annually. Example - an exempt staff member working on a 40-hour/week, annual schedule is estimated to accrue 240 hours or 30 days of PTO each year. See chart below.

<b>Years of Service/Status</b>	<b>Biweekly Accrual Rate</b>	<b>Accrual Factor</b>	<b>Potential Annual Accrual Amount</b>
Nonexempt, 0 – 5 years	6.16 hours	.0770	160 hrs/20 days
Nonexempt, 6 – 10 years	7.70 hours	.0962	200 hrs/25 days
Nonexempt, 11 + years	9.24 hours	.1155	240 hrs/30 days
Exempt 0+ years	9.24 hours	.1155	240 hrs/30 days

For eligible staff working less than 12 months per year or less than 40 hours per week. PTO time accrual is pro-rated based upon the staff member’s regular schedule. For example, full-time, exempt staff working 9 months per year could accrue an annual amount of 180 hours/22.5 days.

PTO usage - Staff may utilize PTO for the purposes of vacation, personal or family illness or injury, or other personal needs. All staff who are eligible to accrue PTO time must use their accrued PTO or lose it (forfeit it) at the end of each fiscal year (June 30<sup>th</sup>).

If there are hours remaining, up to 80 hours (10 days) will be converted to a newly-established Sick Bank account, called Sick Bank 2. No more than 10 days will be allowed to be in Sick Bank 2 at any given time.

Sick Bank usage – the hours accrued in the Sick Bank of staff hired prior to 2003 will be designated as Sick Bank 1, and will be kept separate from Sick Bank 2. Sick bank hours can only be used in the event of being sick (yourself or dependent/spouse). Staff with Sick Bank hours in either bank who are sick, may utilize Sick Bank Hours or PTO hours for absences.

Staff who have a positive Sick Bank 1 and a Sick Bank 2 account balance will draw from Sick Bank 2 account first (since this bank has the potential to be replenished at the end of the fiscal year whereas the Sick Bank 1 hours do not). Once hours are exhausted in the Sick Bank 1 account, the account will cease.

Staff accrue PTO at the beginning of each fiscal year (July 1<sup>st</sup>). All staff begin each fiscal year with a zero balance in PTO.

Staff may be allowed to borrow PTO in advance of accrual. The PTO Payroll Deduction Authorization Form must be signed in order to receive advances on PTO.

The amount of advance depends upon the amount of notice that staff are requested to give should they leave employment. Therefore, nonexempt staff may borrow no more than 10 days of PTO (or 2 weeks) at any given time. Exempt staff may borrow no more than 20 days of PTO (or 4 weeks) at any given time. Staff with Sick Bank hours must use these hours if they are sick, before borrowing PTO. Staff cannot borrow more than they accrue each fiscal year.

In order to use PTO or Sick Bank time, requests are made in advance (when possible) to the supervisor by filling out a Paid Leave Time Request/Report Form (see exempt and nonexempt forms). The immediate supervisor maintains the discretion whether or not to grant PTO time. Unapproved absences will not be eligible for compensation from PTO. The supervisor may or may not grant PTO time based on the operational needs of the department.

Staff are expected to limit their unscheduled absences from work (see absence policies). Therefore, time taken beyond the accrued PTO or borrowed days (except those covered by Family and Medical Leave or similar laws or regulations) or an inappropriate attendance pattern, may be considered as excessive and may be treated as a performance issue, subject to disciplinary action.

Once PTO or Sick Bank time is approved, nonexempt staff will mark this on their time card and exempt staff will submit the Paid Leave Request/Report form to the payroll office.

Accrual amounts are credited bi-weekly (according to the payroll schedule).

Staff working less than a 12-month schedule must use accrued PTO time during their appointment period (i.e. annual staff use PTO throughout the fiscal year, and academic-year staff use PTO throughout the academic year).

Leaves of absences – Any accrued PTO and Sick Bank time must be used during FMLA (Family Medical Leave Act) or other medical leaves or personal leaves.

If the staff member is eligible for short term disability (STD) benefits, PTO or Sick Bank time must be used during the STD plan elimination period (see plan document). PTO time cannot be used when collecting short-term, long-term, or worker's compensation disability benefits; therefore, staff may not use PTO once they've met the elimination period under the insurance plans.

In exceptional circumstances, if a staff member's approved request for PTO needs to be cancelled because of unforeseen departmental needs, a written request can be made to the supervisor to use accumulated time in the following fiscal year. The supervisor and the Director of Human Resources will consider the request and inform the staff member in writing of their

decision. If the request is approved, the staff member must use the hours rolled over within 90 days of the approval.

If an administrative closing day occurs while a staff member is taking approved PTO time, that time off will nonetheless be charged to accrued PTO balances.

Rehired staff who are eligible for PTO start at the beginning accrual rate.

Termination of employment – upon termination of employment, accrued but unused PTO time will be paid to staff on the next regularly scheduled payroll. Should there be monies owed as a result of receiving an advance of PTO, the college will deduct what is owed from the final paycheck.

## **E. APPROVED LEAVES OF ABSENCES**

### **1. Family Medical Leave**

In accordance with family and medical leave under the federal Family and Medical Leave Act (FMLA) and state law, the college provides eligible employees with up to 12 weeks of family medical leave during any 12-month period. FMLA leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. FMLA runs concurrently with other college sponsored leave plans.

In order to qualify for leave under FMLA, you must meet **both** of the following conditions:

You must have worked for the college for at least 12 months (52 weeks). The 12 months (52 weeks) need not have been consecutive.

You must have worked at least 1250 hours during the 12-month period immediately before the date that the leave would begin.

In order to qualify for FMLA leave under this policy, you must be taking leave as indicated:

- the birth of a child and to care for the newborn child;
- the placement with the employee of a child for adoption or foster care;
- to care for the serious health condition of an employee's family member (i.e., spouse, son/daughter, or parent);
- your own serious health condition (described below).

Expansion of FMLA for Families and Caregivers of Military Personnel – special rules apply to Active Duty Leave and Caregiver Leave under the FMLA. In order to qualify for FMLA leave under this policy, you must be taking leave as indicated:

- active duty leave - for a qualifying exigency because a family member (spouse, son/daughter, or parent) is on, or was called to, active military duty;
- caregiver leave - to take care of a family member (spouse, son/daughter, parent or nearest blood relative of a recovering servicemember of the armed forces who is undergoing medical treatment, recuperation or therapy, is in an outpatient status, or is on the

temporary disability retired list, for a serious injury or illness. A serious injury or illness is one incurred while in active duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

For all leave types except for Caregivers of Military personnel, you may take up to 12 weeks of FMLA leave during a designated 12-month period.

For caregiver of military personnel leave, up to 26 weeks of unpaid leave will be granted during a designated 12-month period to care for the family member. You are entitled to only one 26-week leave period to care for a wounded servicemember during your employment. The leave may be taken on an intermittent or reduced schedule basis, but all 26 weeks must be used during a single 12-month period.

The college will measure the 12-month period as a rolling 12-month period measured back from the date FMLA begins. Each time you take leave, the college will compute the amount of leave you have taken under this policy and subtract it from the 12 weeks of available leave with the remaining balance as the amount you are entitled to take at that time.

### **Designation of leave**

There may be times when employees are absent under circumstances that would qualify as FMLA leave, and the employee has not specifically applied for FMLA leave. The college has the right to designate such absences as FMLA leave. If an absence is designated as such, the HR director will notify the employee of the designation.

### **The following leaves will generally count towards your FMLA entitlement**

Sick Leave  
Family Leave  
Short –Term Absence Without Pay  
Leave Without Pay  
Short-Term Disability Leave  
Long-Term Disability Leave  
Workers' Compensation Leave

If you and your spouse both work for the college and each of you wish to take leave for the birth of a child, or due to the placement in your home of a child for adoption or foster care, the two of you together may take a total 12 weeks of FMLA leave.

### **Substitution of Paid and Unpaid Leave**

If you have accrued paid leave you must use paid leave first and take the remainder of the 12 weeks as unpaid leave. For example:

If you are taking FMLA leave because of your own serious health condition or the serious health condition of a family member, you must use all paid sick leave (for your own or your child's health condition) and paid vacation or personal time.

If you are taking leave for the birth of a child you must use sick leave for physical recovery following childbirth. You must then use all paid vacation, personal time, or family leave before you become eligible for FMLA leave for the remainder of the 12 weeks.

If you are taking leave due to the placement in your home of a child for adoption or foster care, you must use all paid vacation, personal time or paid leave before you become eligible for FMLA leave for the remainder of the 12 weeks.

Workers' compensation leave will also count as FMLA leave under this policy.

### **Intermittent Leave or a Reduced Work Schedule**

For the birth, adoption, or foster care of a child, FMLA leave must be taken over 12 consecutive weeks. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If you are taking leave for your own serious health condition or because of the serious health condition of a family member, you may take FMLA leave in 12 consecutive weeks, use the leave intermittently (take a day periodically when needed over the year), or, under certain circumstances, use the leave to reduce the work week or work day which would result in a reduced-hour work schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12-month period.

In situations where a newborn or newly adopted child or foster child is healthy, intermittent leave will be allowed only if the college consents to it. In those cases, you and the college must mutually agree to an intermittent leave or reduced-hour schedule. If an agreement is not possible, you must prove that the use of the leave is medically necessary. The college may require certification of the medical necessity as discussed below.

The college may temporarily transfer you to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate an intermittent or reduce schedule.

### **Effect of FMLA Leave on Paid Time Off and Benefits**

While on FMLA leave, you continue to earn paid time off. You are not entitled to holiday pay, funeral leave, jury duty leave, or any other unpaid leave. Upon your return to work, paid time off accruals will resume at the rate in effect at the time the leave began.

While on FMLA leave you may continue membership in the college's health care program. The college will continue its contribution during the leave period at the same level and under the same conditions as if you had continued to work. You will be billed for your share of the

premiums. If you elect not to return to work for reasons other than a continued serious health condition, you must reimburse the college the amount it contributed for your health insurance premiums during the FMLA leave period.

You may also retain membership in the college's group life, and long-term disability insurance plans during a FMLA leave. The college will continue its contribution during the leave period at the same level and under the same conditions as if you had continued to work.

Retirement contributions are not made during unpaid FMLA leave and tuition benefits are normally not available.

### **Serious Health Condition**

You may take leave because of a serious health condition that makes you unable to perform the functions of your position. A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature which would result in recurring or lengthy absences. Generally, a chronic or long-term health condition which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition. If you have questions about what illnesses are covered under the FMLA policy or under the college's sick leave policy, you are encouraged to consult the human resource director. The college may require you to provide a doctor's certification of a serious health condition. The certification process is outlined later in this policy.

If you take paid sick leave for a condition that progresses into a serious health condition and you then request unpaid FMLA leave, the college will designate all or some portion of the sick leave as FMLA leave to extend that the earlier paid leave meets the necessary qualifications.

### **Medical Certification and examinations**

The college requires that employees provide a medical certification from their health care provider on a timely basis in order to qualify for FMLA leave. The Certification of Physician or Practitioner form is available from the Human Resources Office. The college reserves the right to require a second or even a third opinion, at the college's expense, or may require recertification of a serious health condition when appropriate. The human resources office has certification forms available which may also be used for other absences. The college may waive the requirement of medical certification at its discretion. You should respond to the request for medical certification within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of a serious health condition includes the date when the condition began its expected duration, the diagnosis, and a brief statement of treatment. For medical leave for your own medical condition, the certification must also include a statement that you are unable to perform work of any kind, or a statement that you are unable to perform the essential functions

of your position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that your presence would be beneficial or desirable.

If you plan to take intermittent leave or work a reduced schedule, the certification must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

### **Return to Work Certification**

To be cleared to return to work (whether full-or part-time) following FMLA leave for personal illness, you must provide the human resource director with the Physician's Approval to Return to Work form completed by your doctor. The college may require that employees be examined by a college-designated physician before returning to work to ensure fitness for duty.

### **Procedures for Requesting Leave**

When you plan to take leave under this policy, you must give the college 30 days of notice. If it is not possible to give 30 days of notice, you must give as much notice as is practicable. If you are undergoing planned medical treatment, you are required to make a reasonable effort to schedule the treatment to minimize disruptions to the college's operation. If you fail to provide 30 days of notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the college receives notice.

Under this policy you must, except where leave is not foreseeable, submit your request in writing to your immediate supervisor, with a copy to human resources. A request for a FMLA leave of absence must be approved by the supervisor/department head, senior administrator, and the human resources director. It is necessary to contact the Office of Human Resources to review the leave policy, which sets out the duration of leave, benefit status, and in which a determination will be made as to whether or not the leave qualifies for FMLA.

While on leave, you are requested to report periodically to the college regarding the status of the medical condition and your intent to return to work.

### **Employment Status after FMLA Leave**

If you take FMLA leave you will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails equivalent skill, effort, responsibility and authority.

Questions regarding the interpretation of FMLA leave should be directed to the human resources director.

## **2. Non-disability or Personal Leave of Absence**

The college may make provisions for a personal leave of absence for an employee who needs more than one month absence from work for a valid reason other than those covered by the above paragraphs. The maximum leave granted is six months. An employee desiring time off for

reasons other than those specifically provided for through other leave provisions in this handbook may apply in writing for an unpaid non-disability leave of absence.

Personal leaves of absence for reasons other than civic duties, military duty, reserve duty or work-related injury or illness are granted on an individual basis at the sole discretion of the President, but always taking into consideration the purpose of the leave, the employee's work record and the need of the college at that particular time.

You must be classified as regular full-time and have completed six months of continuous service before the effective date of the leave of absence.

A personal leave of absence must be approved by the department head, senior administrator, human resources director and the President. It is necessary to contact the Office of Human Resources to review the leave policy, which sets out the duration of leave, benefit status, and so on.

Requests for a non-disability leave of absence shall be made to the appropriate executive administrator through the employee's immediate supervisor in written form as soon as possible. The executive administrator will consult with the director of human resources and the president prior to approving/disapproving the request. This request must state the nature of the circumstances which compel the absence, the commencing date, and the duration of the leave requested.

Duration: In no event will a non-disability leave of absence be granted in excess of six months. Decisions to grant a leave, or to limit the duration of the leave, will be based primarily upon the following factors:

1. the effect of the leave on the efficient and effective functioning of the department;
2. the compelling nature of the reason which prompts the request;
3. the employee's length of service.

Additional factors may be considered as appropriate.

Compensation: A Non-Disability Leave of Absence shall be unpaid. The employee must exhaust any accrued paid time off at the inception of the non-disability leave of absence. Holidays falling within the non-disability leave of absence shall be unpaid.

Benefits: While on a Non-Disability Leave of Absence, it will be the responsibility of the employee to pay the entire premiums for any benefits they wish to keep in force.

### **3. Funeral Leave**

The college provides one day off with pay for regular full- and regular part-time employees to attend the funeral of parents, parents-in-law, spouse, domestic partner/life partner, children, stepchildren, brothers, sisters, grandparents, grandparents-in-law, grandchildren, with appropriate supervisory approval. This leave is in addition to bereavement leave described below.

### **4. Bereavement Leave (death in family)**

The college provides three working days of paid time off for an employee's bereavement, to be used within 7 days of the date of death, over the death of the employee's parent, spouse, domestic partner/life partner, child, stepchild, or spouse's parent.

### **5. Jury Duty Leave**

Service on a jury is an important civic responsibility and employees are expected to fulfill this obligation when called upon to do so. The following policy is designed to enable the employee to respond to the call for jury duty without incurring excessive financial loss. Any employee required to appear as a witness in court will be treated the same as an employee required to serve on jury duty.

A full time regular employee shall be allowed to absent themselves from work to serve on a municipal, county or federal jury. The employee will be paid the difference between the gross fee, excluding travel expense, they receive from the court and the earnings they would receive from regular scheduled time worked had they not been required to be absent from work. Compensation received from the courts for jury duty will be signed over to the college as the employee has received full weekly pay while out. The amount of compensation for travel pay will be returned to the employee.

Employees excused from jury duty because of not being chosen for a trial are required to report for work on that day provided it is early enough to make such action practical.

Employees excused from jury duty because of a holiday which is not observed by the college are required to report for work on that day.

Jury duty shall not be considered time worked for purposes of computing overtime.

All employees shall provide proof of a call to jury duty, such as copies of official court summons. Also, a memo signed by the employee and the supervisor giving the dates of jury service shall be given to the business office and the director of human resources.

### **6. Military Duty Leave**

Annual Training: The College will grant a proper request for a leave of absence to enable a person to fulfill their reserve or National Guard training requirements. The employee's request for an unpaid military leave of absence must be in response to the employee's receipt of federal or state orders. The employee should notify the college of their need for a military leave after receiving the orders. The college may request the employee to obtain a confirmation from the applicable reserve component headquarters of satisfactory completion of the military duties upon the employee's return to work.

Call to Active Duty: Regular full- and regular half-time employees called to active duty in the military shall be granted a military service leave of absence consistent with the terms of the Veterans Re-Employment Rights Act. Such employees shall be entitled to re-employment with the college upon the expiration of such duty to the former position or to a position of like seniority, status, and pay.

Employees called to active duty should provide as much notice as is possible of the call to duty, and must request reinstatement within 90 days after release from military service.

Insurance coverage will normally cease on the last day of the month during which an employee was actively at work. Employees and dependents will be offered continued coverage of medical insurance under the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Earnings shall cease upon the beginning of the leave and shall resume upon re-employment.

The duration of the military leave will be regarded as time worked for purposes of determining eligibility for benefits for which seniority or time in service is a factor.

## **F. EDUCATION BENEFITS**

### **1. Unity College Tuition Waiver Program**

The Unity College tuition waiver program is a benefit for eligible employees, their spouses, and their qualified dependents. As a proponent of education, Unity College encourages eligible employees to take advantage of this benefit. Below is the process and procedures that employees, their spouses and dependents will need to follow in order to take full advantage of this benefit. Due to the time-sensitive nature of this process, any delay in meeting any of the steps or deadlines set forth in this policy may hinder timely participation in the program.

Employees: Regular, full-time employees, after the completion of one year of continuous employment, may enroll in courses at Unity College tuition-free subject to the following conditions: you may take up to two courses per semester tuition-free, and only one course may be taken during work hours. Any hours used for attending classes shall not be considered time worked for the purposes of overtime. Tuition will be waived provided there is space available in the class, you have approval from your supervisor, and you meet the prerequisites of the course.

The deadline for submitting a completed Employee Tuition Waiver form is July 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the spring semester. Space available will be determined on August 1<sup>st</sup> for the fall semester and December 31<sup>st</sup> for the spring semester.

For employees not enrolling in a degree program there is no charge for enrollment, the technology fee or student activity fee. However, employees will pay all other fees such as course fees, books, and course materials.

Employees who wish to enroll in a degree program must apply to the Admissions Office and follow the procedures for all entering students. Employees enrolling in a degree program must either apply for financial aid or make an appointment to meet with the Director of Financial Aid. Employees enrolled in a degree program will be charged the technology fee and student activity fee; however, the application fee and enrollment fee will be waived. Employees will also be responsible for other fees such as course fees, books, and course materials. Any federal and/or state grant award will be used to defray costs of directly billed charges such as course fees,

books, and course materials purchased in the Unity College bookstore. The tuition waiver will be reduced by the remaining amount of federal and/or state grant awards after directly billed items have been deducted.

No regular, full-time employee may be a full-time student (12 credits or more) working toward a degree at Unity College. Regular, full-time employees may take a maximum of 6 credits per semester.

To enroll in a course, an employee must obtain an *Employee Tuition Waiver/Request to Enroll in a Course(s)* form from the Human Resources Office, or download the form from the Unity College website. It is the employee's responsibility to complete the form, sign it, and take it to the appropriate offices for signatures (starting with their supervisor, Human Resources Office, etc.). The completed form with all signatures must be finally submitted to the Registrar's Office to complete the request process. (If any of the approval signatures are not on the form, the process will not proceed).

The Registrar's Office will distribute copies of the completed form to all pertinent departments.

Dependents: Dependents of regular, full-time employees who have one year of full-time, continuous employment are eligible to apply for a tuition waiver. A dependent is deemed to be an employee's spouse, or an employee's child who qualifies as an IRS dependent. The deadline for submitting a completed Dependent Tuition Waiver form is July 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the spring semester. Space available will be determined on August 1<sup>st</sup> for the fall semester and December 31<sup>st</sup> for the spring semester.

A dependent of an employee, not enrolling in a degree-program or not approved for admission may enroll as a Special Student (see the current College catalog for the definition of Special Student) following the procedures outlined in the current College catalog. Since a student must be enrolled in a degree program to qualify for financial aid, the signature from the Financial Aid Office will not be required on the form. A dependent of an employee not enrolled in a degree program at Unity College may take one course per semester up to a maximum of 15 credits under the tuition waiver benefit. Dependents wishing to take more than 15 credits must go through the admissions process for acceptance to the college and enroll in a degree program.

Special Students not enrolling in a degree program are not charged the enrollment, technology fee or student activity fee. Special Students will be charged all other fees such as course fees, books, and course materials.

Dependents who wish to formally enroll in a degree-granting program must apply to the Admissions Office and follow procedures for all entering students. The application fee is waived for dependents. All other fees charged to incoming students are applicable (i.e. enrollment, technology fee, and student activity fee, etc.).

If a dependent is deemed eligible for financial aid, any federal and/or state grant award will be used to help defray costs of directly billed charges such as course fees, books, and course

materials purchased in the Unity College bookstore. The tuition waiver will be reduced by the remaining amount of federal and/or grant awards after directly billed items have been deducted.

For a dependent to enroll in a course, the employee or dependent must obtain a *Dependent Tuition Waiver/Request to Enroll in a Course(s)* form from the Human Resources Office, or download the form from the Unity College website.

It is the employee's responsibility to complete the form with the dependent, sign it and have the dependent sign it, and take it to the appropriate offices for signatures. The employee will be required to submit to the Human Resources Office a copy of the IRS Form 1040 to verify dependency of children enrolling. The completed form with all signatures must be finally submitted to the Registrar's Office to complete the request process. (If any of the approval signatures are not on the form, the process will not proceed).

The Registrar's Office will distribute the copies of the completed form to all pertinent departments.

## **2. The Council of Independent Colleges Tuition Exchange Program**

Unity College is a member of the Council of Independent Colleges, and participates in the Council of Independent Colleges' Tuition Exchange Program (CIC-TEP). The CIC-TEP is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. A student is defined as a dependent equivalent to the IRS definition of a dependent), spouse, or the full-time employee. Each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports.

The program:

- encourages students from employee families of *private* colleges and universities to attend similar institutions
- assists these same families in meeting the partial cost of college attendance
- establishes an educational resource that enhances each institution's benefits package.

Dependent children of employees are able to access tuition benefits at the more than 350 CIC-TEP member institutions nation-wide. For more information and a current listing of member colleges and universities visit [www.cic.org](http://www.cic.org). Contact the Business Office or the Office of Human Resources to apply.

## **G. OTHER BENEFITS**

Under State and Federal law, you are eligible for a variety of benefits in the event of retirement, disability or layoff. As required by these laws, the college provides all or an equal portion of the

costs charged for these benefits. These programs are in addition to the benefits outlined previously. The benefits fall into three areas: Social Security, Worker's Compensation, and Unemployment Insurance.

Social Security: If you have worked the required length of time and retire, die or become disabled, Social Security provides monthly cash benefits to replace part of the earnings lost by you and your family. Through Medicare, funded by Social Security payments, you may also be eligible for hospital insurance after the age of 65.

A voluntary medical insurance program is also available to those 65 years and over and covered by individual premiums and federal funding.

The Social Security program is supported equally by you and the college. Every dollar you contribute under the required deduction is matched by the college and the combined total is forwarded to the federal government.

The amount of your monthly check upon retirement is also dependent upon the age at which you retire. Your Social Security is augmented by the college's retirement plan. This plan is further explained under the section titled "Employee Retirement Program."

Worker's Compensation Insurance: Unity College provides a comprehensive Worker's Compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Worker's Compensation insurance provides benefits after a 7-day or 56-hour waiting period, or, if the employee is hospitalized, immediately. Employees are able to use their Sick Bank, medical, or PTO time during the waiting period. In accordance with state law, Workers' Compensation provides 80% income replacement for eligible participants.

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

Unemployment Insurance: In the event you are laid off from work, you become eligible for payments for specified periods under the state unemployment law. The college pays taxes to support this program under state law, and there is no deduction from your pay.

Federal Income Tax: The federal government also requires that the college deduct a proper amount towards payment of your income tax from each of your pay checks. The amount withheld is determined by the Exemption Certificate that you have completed and by the tax table provided by the U.S. Internal Revenue Department. This Exemption Certificate is filed with your personnel records.

Shortly after the first of each year you will be notified on a W-2 form of your total earnings for the year previous, as reported to the Internal Revenue Service, so that you may use the correct figures in preparing your tax returns. You are also told how much has been deducted by the college under law for your "pay-as-you-go" income tax as well as the amount deducted for Social Security.

#### **H. HEALTH INSURANCE**

Regular full-time and part-time employees are eligible to participate in the group health insurance plan. Employees who provide proof of health coverage elsewhere may opt-out of the plan. Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between Unity College and the insurance carrier. Details of the health insurance plan are described in a Summary Plan Description (SPD) along with information on the cost of coverage. Contact the Human Resources Office for more information about health insurance benefits.

#### **I. DENTAL INSURANCE**

Regular full-time employees are eligible to participate in the group dental insurance plan. Employees may opt-out of the plan. Eligible employees may participate in the dental insurance plan subject to the terms and conditions of the agreement between Unity College and the insurance carrier. Details of the dental insurance plan are described in a Summary Plan Description (SPD) along with information on the cost of coverage. Contact the Human Resources Office for more information about dental insurance benefits.

#### **J. LIFE INSURANCE/AD&D**

Unity College offers regular, full-time employees an employer-paid, basic group term life insurance policy along with an accidental death and dismemberment (AD&D) policy.

#### **K. SHORT-TERM DISABILITY (STD)**

Short-term disability insurance is provided at no cost to regular full-time employees.

#### **L. LONG-TERM DISABILITY (LTD)**

Long-term disability insurance is provided at no cost to regular full-time employees.

#### **M. EMPLOYEE RETIREMENT PROGRAM**

Regular full- and part-time employees, and those employees who work a minimum of 1000 hours per year are eligible to participate in the college retirement program. The retirement program consists of two parts:

1. TIAA-CREF Retirement Annuity
2. TIAA-CREF Supplemental Retirement Annuity

Contributions to the TIAA-CREF Retirement Annuity, at a minimum level, are matched by the College, while contributions to the supplemental program are not matched. Participation in the TIAA-CREF Retirement Annuity is available after one year of service. The one-year service requirement may be waived for employees with prior work experience in an institution of higher education. Please check with the Human Resources Office for details. Participation in the TIAA-CREF Group Supplemental Retirement Annuity is available immediately upon request.

The program is administered by the Teachers' Insurance Annuity Association and the College Retirement Equities Fund (TIAA-CREF). Eligible employees can contribute money from their paychecks on a tax-deferred basis and will receive contributions from the College. The maximum employee contribution and the maximum college contribution are stated in the plan document.

The plan document supersedes this handbook summary. Please refer to the Plan documents for complete information. This document is available from the Office of Human Resource.

## **N. FLEXIBLE SPENDING ACCOUNTS**

The College's **Flexible Benefit Plan** allows any out of pocket health and dental insurance premiums that you pay to be deducted from your paycheck *before taxes are taken out*. Therefore, you never pay federal, state, and social security taxes on your payroll deducted medical premiums. The result is an increase in your "take home pay".

The Flexible Benefit Plan also offers you the opportunity to set up accounts that help you save tax dollars on your out-of-pocket medical/dental and employment related dependent childcare costs. Employees must be employed full-time to participate in this plan. Details are described in a Summary Plan Description (SPD). Contact the Human Resources Department for more information on this benefit and to obtain enrollment information.

**Health Care Spending Account:** This account is available to pay for medical/dental and other health related expenses you anticipate for yourself and your family during the calendar year – expenses not covered under any insurance program. These expenses may include deductibles, coinsurance, medical, dental, or vision services and supplies, as well as certain surgical procedures that may not be covered by your insurance. You may set aside up to \$2,000 per year.

**Dependent Care Spending Account:** This account gives you the opportunity to pay for up to \$5000 of annual employment-related dependent care (child or adult) expenses tax free. In many cases, this may result in a greater tax saving than you would get through the IRS Dependent Care Tax Credit.

**Setting up an Account:** You may set up a health care spending account or dependent care spending account during the open enrollment period of each year or within 30 days of your date of hire. In order to participate, you must complete an enrollment form on which you indicate the specific amount you want to have withheld from your salary for reimbursement. **It is best to estimate conservatively, since unused account balances must be forfeited, according to IRS regulations.** Forms are available through the Office of Human Resources.

## **VI. GENERAL PRACTICES**

### **A. ACADEMIC FREEDOM**

The College believes that academic freedom is central to the fulfillment of the educational purposes of the college. Encouragement of an atmosphere of confidence and freedom is balanced by the substance of our chosen curriculum and an expectation of responsible judgment as it relates to respect for the individual and for the institution. Further, there is an obligation when expressing personal opinion to indicate it is not necessarily representative of the institution's position. The College believes in freedom from censorship, threat, restraint, or discipline with regard to the pursuit of truth in the performance of teaching, research, publishing, or public service.

### **B. CONFIDENTIAL INFORMATION**

All employees, at some point in performing their duties, will encounter oral or written information of a confidential nature. Employees who are authorized to have access to confidential information are also responsible for its security, and are not at liberty to share that information with anyone not also authorized to have access. Certain documents (for example, letters of appointment, personnel records, or student transcripts or records) should be transmitted in sealed envelopes marked "Confidential," and maintained in locked files. Attempting to access confidential information without authorization is prohibited. Employees should not discuss internal confidential affairs in a public forum. If you are uncertain about whether information is confidential, assume it is, and consult with your supervisor. Breach of confidentiality standards will result in disciplinary action.

### **C. INDIVIDUAL PRIVACY**

The College maintains computer and e-mail systems to further its educational mission. All the policies of the College, including those prohibiting discrimination and harassment, apply to the use of these systems. The College reserves the right to review, search and inspect any part of the system or any data stored, maintained or transmitted in it. Accordingly, the College does not assure individual privacy in its computer or e-mail system, and users should be guided accordingly. See Electronic Communications policy in the handbook.

### **D. FERPA - Family Education Rights and Privacy Act of 1974 (and Amendments)**

Unity College complies with The Family Educational Rights and Privacy Act (FERPA) and its amendments. FERPA affords students certain rights with respect to their education records. These rights include:

#### **Inspection of Records**

A student has right to inspect and review his or her education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected in the presence of a campus official.

### **Amendment of Records**

A student has the right to request the amendment of his or her education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **Disclosure of Records**

Unity College must obtain a student's written consent prior to disclosure of personally identifiable information contained in education records except in circumstances permitted by law or regulations, some of which are summarized below.

#### **Directory Information**

Unity College designates the following student information as directory information that may be made public at its discretion: name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, most recent educational agency or institution attended, and student ID number or other unique identifier other than a Social Security number (but only if the identifier cannot be used to gain access directly to education records without one or more other factors such as a password), participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the college, degrees, honors and awards received, and photographs and videos relating to student participation in campus activities open to the public.

Students who do not want the college to disclose directory information must notify the Registrar's Office in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

#### **School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the college as an administrator, supervisor, academic or research faculty or staff, or support staff member (including health or medical staff and

law enforcement unit personnel); persons or companies with whom the college has contracted to provide specific services (such as attorneys, auditors, medical consultants, field placement supervisors and other related personnel, collection agencies, evaluators or therapists); Board of Trustee members; students serving on official committees or assisting other school officials in performing their tasks; and volunteers who are under the direct control of the college with regard to education records.

### **Health or Safety Emergencies**

In accordance with federal regulations, the college may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

### **Other Institutions of Higher Education**

Unity College sends student education records to other institutions to which a student seeks or intends to enroll, or is actually enrolled including disciplinary records, attendance records, disability records and health records that pertain to the student's enrollment at Unity College.

### **Other Entities/Individuals**

Education records *may* be disclosed to other entities and individuals as specifically permitted by law. Students may obtain information about other exceptions to the written consent requirement by request to the Registrar's Office.

### **Complaints Regarding Unity College's Compliance with FERPA**

Students who believe that the College has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **E. PERSONNEL RECORDS**

Personnel records are maintained in the Office of Human Resources. These documents are treated as confidential and are the property of Unity College. The employment record for each employee will ordinarily include the following:

- official academic transcripts (if applicable)
- resume or CV (if applicable)
- signed contract or letters of appointment with the college

- written reports resulting from any formal college procedure, such as evaluation or conflict resolution
- current address, telephone number, emergency contact, and any other requested information legally permitted or required for employment
- job description

Changes in an employee's name, address, telephone number, or emergency contact should be reported in writing to the Director of Human Resources in order to keep your personnel records current and accurate. It is your responsibility to promptly notify the Office of Human Resources and, where appropriate your supervisor of changes in your personal status. Such notifications must be in writing. Some of the more important changes that must be reported include:

- Name
- Address
- Telephone number
- Marital status
- Name of spouse or partner
- Names(s) of dependent children
- Beneficiary designations for life insurance, retirement plan, etc.
- Person to contact in an emergency

This information is necessary to insure that you have the correct coverage and deductions for taxes, health insurance, life insurance, etc.

Employees should make an appointment with the Office of Human Resources if they would like to view their files. Files must be viewed in the Office of Human Resources

All questions for phone or written requests for information about an employee or a former employee will be directed to the Office of Human Resources. Responses are ordinarily limited to confirmation of employment duration, job title, and general accuracy of quoted salary. Requests for additional information must be in a writing signed by the employee requesting or granting permission to release such information.

## **F. CAMPUS EMERGENCIES**

A campus emergency is any emergency that might endanger the lives, health, well-being or safety of the Unity College population or jeopardizes the habitation of our facilities. Numerous crisis situations may arise on any college campus. These crisis situations range from natural disasters to civil disturbances. When there is a campus emergency, the president or his designees may activate the crisis management team. This team will direct the college through a disaster. Any emergency situation should be reported immediately to Public Safety, which in turn will call the appropriate emergency resource.

## **Fire Safety**

In the event of **fire**:

1. Sound the alarm (alert others - pull alarm or yell “fire”)
2. Exit the building – get out of danger
3. Call 911 and report the location to public safety at extension 232 or 948-9232 (who will alert the crisis management team)

Employees should note the location of alarms and available exit routes. More detailed emergency procedures and policy guidelines are available from the public safety office.

## **G. CRISIS PUBLIC RELATIONS**

In times of crisis, specific communication policies are in effect. Crisis communication pertains to emergencies and controversial issues. Any situation that could adversely impact the institution's reputation is considered controversial.

The President or the President’s designee will serve as the official spokesperson for the College in the event of inquiries by the public, third parties or the media regarding events on campus. Please refer such inquiries to the designated person or to the President’s office.

## **H. ADMINISTRATIVE CLOSING**

A decision to close the college because of inclement weather may occur at times.

If a weather emergency occurs in the early morning hours, a decision to close the campus or delay an opening will be made by 5:30 a.m., by an authorized college official. If a weather emergency occurs later in the day, the determination for an early closure will be made as appropriate.

The announcement of the closure will be done by an authorized college official in the following venues:

- sent to employees and students through the college email network
- announced on the college’s snow (weather) phone (207) 948-9207 system, and
- on the following media outlets:

**WABI - Channel 5 (Bangor Station)**

**WWME - 92 Moose FM**

When Unity College declares a weather emergency, only “essential” employees should report for work as scheduled. Essential hourly staff who are required to work on an administrative closing day shall be compensated at one and a half times their regular rate of pay during a campus closure due to inclement weather. For safety reasons, the college will minimize as much as possible the number of staff required to work during inclement weather conditions.

All non-essential, regular, part- and full-time employees will be compensated for hours for which the college is closed due to weather conditions. Employees on leave (for example, sick, vacation, or personal leave) on a day that the college closes due to inclement weather conditions shall be paid from the appropriate leave category as if the college was open.

Employees who elect for whatever reason not to attend work on a day when the college opens late or closes early shall be paid from the appropriate leave time category (sick, or PTO) for all hours on that day.

#### **H. VEHICLE USE/MILEAGE REIMBURSEMENT**

The college has vehicles available for use by employees of the college for college-related business. Use should be scheduled with the maintenance office as far in advance as possible. Keys must be signed out from and returned to the maintenance office.

Those driving college vehicles must provide driver's license information to the public safety office prior to requesting a vehicle. See the vehicle request policy for details.

College employees while on college business, whether driving their own vehicle or the college's vehicle, are required to wear automotive safety belts. Employees using their own vehicles for college business must maintain the minimum automobile insurance coverage required by state law. Where applicable, failure to maintain a valid driver's license may be sufficient cause for immediate termination.

#### **I. TELEPHONE USE**

Telephone service is provided to each office or department for the purpose of conducting college business. Personal calls for local numbers are permitted if they are brief and infrequent. No charges for personal toll calls may be made against the college telephone number.

#### **J. PERSONAL VISITS AND MAIL**

Personal visits by friends and relatives to the college are discouraged. You should ask your family and friends to interrupt you only in an emergency so that your on-the-job performance does not suffer.

You are asked not to have any personal mail sent to you at the college address. As you can understand, the receipt and distribution of business mail is a major and important effort and cannot be slowed by personal mail.

#### **K. SMOKING**

In consideration for others, and consistent with the college's commitment to providing a healthy working, living, and learning environment, smoking is restricted to designated areas.

Smoking is prohibited in all parts of all buildings on campus and within 25 feet of all buildings, including the steps and entrances to buildings.

Tobacco users are responsible for appropriate disposal of the waste from their tobacco products.

On-site smoking cessation programs will be made available through the health center to assist and encourage employees and students who wish to quit smoking.

#### **L. KEYS**

Employees who need keys should complete a key request form and forward the request to maintenance. The request form must be signed by your immediate supervisor and the appropriate executive administrator. Keys must be picked up at the maintenance office and signed for by the person requesting keys. In no event will keys be given to any person other than the requestor. Duplication of keys is strictly prohibited by college policy. Employees found to be duplicating keys will be subject to disciplinary procedure. Loss or theft of keys or unapproved access should be reported within 24 hours to the public safety office. Upon completion of employment or reassignment of duties within the college, keys must be turned in to your immediate supervisor.

#### **M. PARKING**

Employees who park on college property must obtain a parking permit from the public safety office. Automobiles without permits or parked in improper areas will be ticketed and may be towed.

#### **N. DRESS CODE**

Although no formal dress code exists, employees are asked to wear articles of clothing suitable to the type of work they do and the work environment in which they work. Articles of clothing should be neat, clean, appropriate, and not constitute a safety hazard. Interpretation of this code will be left to the executive administrator.

## **VII. SAFETY**

### **A. JOB SAFETY**

Members of the college community are encouraged to direct any safety concerns that they have to their supervisor. Employees are expected to understand and observe requirements for safe conduct of their jobs and to report to the appropriate person any hazards they may be aware of.

The college believes that accident prevention is primarily a function of management and contributes directly to efficient service. Since efficient operation and safety go hand in hand, methods of control used to maintain quality of service are equally applicable to prevention.

Creating a safe place to work free of accidents is everyone's concern. If you notice an unsafe condition in your work area, report it to your supervisor immediately so that corrective action may be taken to rectify the unsafe condition. All levels of management shall encourage and facilitate the elimination and control of accident causes in order to:

- maintain the health of all employees;
- prevent injury to all employees;
- prevent damage to college property.

The college also expects the individual employee to cooperate in every respect with the college's safety program in order that operations may be carried on in a manner that will ensure safety to themselves and their fellow workers. In the performance of their duties, the employee is expected to observe safe practice rules as well as instructions relating to the efficient performance of this work.

### **B. HAZARD COMMUNICATION PROGRAM**

You must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act of 1970 and regulations which have been added to this act by both state and federal governments. If you are exposed to known substances and recognized harmful physical agents, you should be given the following information when you are first hired and at least annually after that:

- a. The existence, location, and availability of any employee exposure or medical records pertaining to employees exposed to toxic substances or harmful physical agents which are maintained or caused to be maintained by the college;
- b. The identity of the person responsible for maintaining and providing access to such records; and
- c. The right of each employee or the employee's designated representative to examine and copy such records.

New employees who work with or who have contact with hazardous chemicals or substances are to consult with their supervisors in the proper handling of such chemicals in the workplace during orientation and new employee training.

Unity College is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations, #1910.1200, by compiling a hazardous chemicals list, by using Material Safety Data Sheets (MSDS's), ensuring that containers are labeled, and providing you with training.

Please also see the College's separate policy concerning Bloodborne Pathogens.

### **C. WORKERS' COMPENSATION AND INCIDENT REPORTING**

Workers' Compensation is a no-fault, state-mandated insurance program providing health coverage and wage replacement for employees sustaining injury or illness as a result of their employment. The principal purpose of Workers' Compensation Law in Maine is to provide specifically defined remedies for employment-related injury and illness.

In the event of an employment-related incident, accident, or injury, an employee must contact Human Resources. The Human Resources office serves as the college's workers' compensation representatives. If no one is available, please leave a message with your extension number so that we may return your call. Include the following in your message: employee name, department, nature of incident, and if the employee needs an appointment to be seen by a workers' compensation designated health care provider. This verbal report should be followed by a written Supervisor's Accident/Incident Report within 24 hours of an incident, which must be completed by the employee and her/his supervisor and must be submitted whether or not medical attention is needed.

If immediate help is needed, the employee should seek immediate medical attention through an emergency department or urgent care facility. Employees are urged to use their best judgment in determining what an emergency is. In all other cases requiring non-emergency medical attention, the Human Resources Office will call one of our medical providers and set up an appointment for the employee to be seen.

Report all work related injuries and illnesses immediately regardless of how insignificant they may seem or even if you do not require medical attention.

The Human Resources Office will communicate with the college's Workers' Compensation insurer if necessary. The information communicated to the insurer is taken largely from the Supervisor's Accident/Incident Report, therefore an accurate and timely submission of this report is critical to establishing both employee and employer rights under Maine State Law and for establishing a date of injury necessary for initiating workers' compensation coverage.

### **D. COMMUNICABLE DISEASE**

Employees of the college who have a communicable disease (including, but not limited to, AIDS, AIDS-Related Complex (ARC), and HIV infection) will not be barred from working,

teaching, residing, attending classes at the college, or participating in college-sponsored activities unless the Director of Human Resources, in consultation with the individual's physician, the Director of Student Health Services or other designated medical advisors, and/or Maine Bureau of Health official(s), determines, based on an objective, individualized assessment, that, because of their medical condition, the individual endangers the health or safety of themselves or of others. College personnel will routinely follow universal precautions in accordance with its Blood borne Pathogens policy.

#### **E. WORKING WITH VIDEO DISPLAY TERMINALS (VDTs)**

Maine has a Video Display Terminal (VDT) law that gives VDT operators certain rights. If you work on a VDT for more than four hours a day you are a VDT operator.

The college will provide training on the use of your VDT and to avoid or minimize conditions that may arise from long or improper use.

The college will provide training on the importance of proper posture when you use a VDT and how to adjust your workstation to achieve proper posture. Unity College will train you within the first month of your being hired and once a year thereafter.

If you need information on proper posture and VDT station use, contact the Office of Human Resource.

#### **F. PET POLICY**

Unity College recognizes that although many pets are well-loved and well-behaved, even the calmest and most well-behaved pet can prove to be a distraction or is capable of disrupting the work and lifestyles of faculty, staff, students, and visitors. Therefore, under limited circumstances, the College permits pets on College property, *provided that* the following guidelines are complied with:

- Pet owners have physical control of their animal at all times. Leash control is defined as a physical control by means of a cage or other restraining device held by the owner; voice control is not considered leash control. Pets must not disrupt any College function or event.
- Pets of any type are not permitted in the residence halls or any other College building. This rule is for reasons of safety, health, and sanitation. Any pet that poses an immediate threat to the safety of any College employee, student, or visitor will be immediately removed from campus. Exceptions may be made for service animals and fish.
- Pets on campus must be licensed and vaccinated (if required by law) and have I.D. tags with the name and address of the owner. If a pet causes a disturbance, interrupts the work of others or poses a health or safety risk to students, faculty or staff, the pet must immediately be removed from campus by its owner and permanently kept off campus.
- Dogs on campus are subject to the State of Maine dog control laws. The Town of Unity and Unity College adhere to Maine law, which states that “It is unlawful for any dog, licensed or unlicensed, to be at large, except when used for hunting. The owner or keeper of any dog found at large is subject to the penalties provided in this chapter.” Any pet

found in a College building (with exception of service animals) or on campus not under the direct leash control of its owner will be in violation of this policy and the owner subject to disciplinary action. Dogs in violation of these laws are subject to impoundment by the Town of Unity Animal Control Officer or the police.

- The owner of any pet is responsible for cleaning up after the pet and/or restraining the pet from causing damage to College property. Owners must be considerate of all College students, staff, and faculty when bringing pets to campus. All College employees and students should feel secure walking freely without the fear of contact with pets and their feces. Owners must clean up after their pet.
- Exceptions. Service animals may enter and reside in buildings if assisting disabled individuals in accordance with the Americans with Disabilities Act. Also, dogs assisting law enforcement agency personnel in the performance of their duties may enter buildings, or animals which are part of an instructional program may be brought into and reside in buildings.

The owner of the pet on campus accepts sole financial and legal responsibility for any damage, injury, or other harm caused by the pet. By bringing a pet on campus, the owner agrees to defend, indemnify, and hold harmless Unity College from any liability for any injury or other harm caused by the pet. For purposes of this policy, an “owner” of a pet is defined as a member of the College faculty, staff, student body, or a guest or visitor of a member of the College faculty, staff, or student body who has custody of a pet.

## **VIII. COMMUNICATION**

Knowing about the college and job is important to your success as a Unity College employee. Through our orientation and training programs, we attempt to provide you as much information as possible in a way that you can learn quickly and enjoyably.

Your supervisor is the key link in answering your questions and providing the information you need to perform a quality job.

### **A. BULLETIN BOARDS**

Bulletin boards, located throughout buildings, carry information on changes in organization, policies, benefits, and other work-related information. You are asked to check these boards to keep informed of matters which could affect you. Employees may not post information on bulletin boards without specific advance authorization.

Workplace postings, subject to federal, state and other posting requirements are made available to applicants for employment and employees. These required workplace postings are located in the hallway of the Human Resources Office, in the Allison M. Hall Welcome Center. Workplace postings are maintained by the Office of Human Resources.

### **B. MAILINGS**

From time to time, information of a special nature may be mailed directly to your home. Included may be announcements of benefit changes which will be of interest to your family as well as you, descriptions of college plans and business conditions or informative material which you will want to read at your convenience.

### **C. MEETINGS**

Group meetings may occasionally be called by your supervisor or others to explain and discuss with you matters of interest. When such meetings are held, do not hesitate to ask questions so you leave with a clear and complete understanding of items discussed. Minutes for meetings of standing college-wide committees are on file in Quimby Library.

### **D. INFORMATION/COMMUNICATIONS**

Each member of the college community is urged to be sensitive to the impact of language and other forms of communication. All citizens are entitled to the rights of free expression. However, with the assumption of certain roles within the community comes a necessary acceptance of responsibility and obligation to both the institution and its constituents to utilize discretion. While the college respects each employee's right to free expression, we remind you that what you say is indicative not only of your own opinion but can be construed as the college's perspective. Please be discreet in your conversation.

## **E. ELECTRONIC COMMUNICATIONS**

**Electronic mail** - Unity College provides electronic mail to students, faculty and staff, for their use on college business and for academic purposes.

Use of electronic mail for non-college related commercial activities or for solicitations or canvassing is not permitted. Incidental personal use of electronic mail is permitted, but messages will be treated no differently from other messages with respect to privacy.

It is a violation of college policy for any student or employee, including supervisors, to use the electronic mail and computer systems for obtaining access to the files and communication of others, with no substantial work-related purpose.

It is a violation of college policy to use the electronic mail system to send chain letters, to send messages containing sexually explicit language, to send copies of documents in violation of copyright laws, or to infringe on the rights of or to harass others in any way.

The college's electronic mail systems provide a means via the internet by which members of the public may communicate with members of the Unity community. Always use care in addressing messages, especially when using distribution lists, to make sure you do not inadvertently send a message meant for someone else.

In accordance with our individual privacy policy above, the college reserves the right to review, search, and inspect any part of the system or any data stored, maintained or transmitted in it, when there is a legitimate business need. Accordingly, the college does not assure individual privacy in its computer or email system. The college also reserves the right to disclose any electronic mail message to law enforcement officials.

Violations of the college's electronic mail policy can result in removal of your account and/or more serious sanctions. Some offenses are punishable by law.

**UCommunicate** - UCommunicate is a set of e-forums for news, information and discussion. Only Unity College network users may post to UCommunicate. All posts to all forums must accord with our campus community standards for conduct and communication. These appear in various publications. Forum posts that violate community standards may result in revocation of posting privileges or other sanctions. All users of UCommunicate are responsible for monitoring posts and for reporting those believed to be in violation of community standards to the Dean for Student Affairs. The dean will consider the referral in light of community standards and take appropriate action, such as reminding the sender of our policy or applying sanctions, for example, loss of posting privileges. UCommunicate will consist of five forums:

- ***UC Voices***. UC Voices is for open discussion of topics of interest. For example, a student or employee may want to voice an opinion or start a discussion concerning a political issue or a matter of interest or concern on campus. UC Voices is not for buying and selling, advertising events, finding rides, lost and found, etc. There are other forums for those purposes. Full, free and open expression that is consistent with our community

standards is actively encouraged in this forum. Examples of expression not in keeping with community standards are obscenity and personal attacks.

- ***UC Classified.*** UC Classified is for offering or seeking items to buy, sell, rent, or swap. It is primarily for individual transactions, for instance a student or employee selling household items. It may also be used to advertise commercial enterprises in which a student or employee is a direct controlling party, such as selling produce grown for market by an employee. No transactions on behalf of individuals who are not themselves college students or employees are permitted; for instance, notice of specials from area businesses are not permitted. The sale of weapons through UC Classified is strictly prohibited.
- ***Lost and Found.*** Lost and Found is for posting notice of items that are lost or found to facilitate their return to their proper owners.
- ***Ride Board.*** Ride Board is for posting notice that one needs a ride or is offering a ride to a given place at a given date and time.
- ***Announcements.*** Announcements is for posting notice of college events. Examples include campus speakers, club meetings and activities, internship presentations, Student Center meal specials, bands, intramural sports, or recreational trips, Unity Centre for the Performing Arts events, Field of Dreams activities, etc. Events for which Unity College is not a sponsor may not be announced here. Announcements will generally cease to be posted after an appropriate period.

**College distribution lists** The following broad-based email distribution lists will remain active on the Exchange server: Employee-News@, Students@, Staff@, Faculty@, and Centers@. To reduce excessive email clutter and increase email's usefulness for everyone, messages sent through college distribution lists should convey college business *of genuine interest or importance to the whole group receiving them*. So, for example, an article should be forwarded to those the sender believes will be genuinely interested, rather than to Faculty@, or a student club meeting notice should be sent to the members of that club, rather than to Students@.

College distribution lists should not be used for postings appropriate for UCommunicate forums, such as notification of lost or found articles or items for sale—these should be posted to the appropriate UCommunicate forum. One exception is announcements: announcements of campus-wide events—those intended for and open to total or nearly total campus participation—may be made through campus distribution lists in addition to being posted to the Announcements forum on UCommunicate. Users wishing to repeat previous messages as reminders should limit themselves to one such reminder. Chain-letter email messages are a form of spam and are prohibited from college email distribution lists.

As with UCommunicate, the email-reading community is expected to play an active role in monitoring the use of email distribution lists. Messages believed to represent a misuse of a college distribution list should be referred to the Student Affairs or Information Technology staff, which will review the referral and take appropriate action. Repeated misuse of college

distribution lists may result in sanctions, such as suspension of posting privileges and/or email accounts.

## **H. STAFF CONFLICT RESOLUTION**

It is our goal that employees feel comfortable bringing issues to management on the basis of an open dialogue without fear of reprisal. However, it is sometimes desirable to have a more formalized process to resolve staff disputes.

This policy applies to all staff members. A staff dispute is any problem of a staff member or group of staff resulting from work requirements or the conditions under which work is performed.

*How Does the Conflict Resolution Procedure Work?* If you have a problem, you should talk with your supervisor as soon as you can and explain how you feel. It is very important that you do this, as it is only by hearing about your problem and talking with you that your supervisor can help you. Your supervisor will, in all cases, take prompt action to answer your questions and attempt to solve your complaint. You may also talk with the Office of Human Resources for advice and assistance if you think this would be helpful.

The conflict resolution procedure is used to resolve disputes over personnel decisions and actions that have not been resolved using the normal management chain or the open door policy. The procedure is limited to issues regarding a) policy interpretation or application in formal disciplinary actions, or b) decisions related to the denial of salary payment during absences, or c) other specific management decisions believed to have negatively impacted the appealing staff member.

Some examples where the conflict resolution procedure is not suitable are actions or decisions in the following areas: determination of base salary, selection for jobs or reassignment, performance ratings, release of probationary employees, requests to change company policies, equal employment opportunity issues or claims covered by prevailing laws, appeals on behalf of another employee.

If your problem or complaint is still unresolved after you have talked with your supervisor, you may use the conflict resolution procedure.

### **Step 1**

There are three steps in the procedure. The first step — Step 1 — is to notify your supervisor in writing within 10 calendar days following the day you first became aware of the particular problem or complaint.

When you tell your supervisor that you want to enter a grievance, they will arrange to meet with you. After talking with you and looking into the details and facts about your grievance, your supervisor will give you an answer. You will receive this decision within 10 calendar days after

filing the grievance. If you are not satisfied with the decision and feel that you still have a problem, you may within 5 calendar days forward the written complaint to the department head (unless your supervisor is the department head then skip to step 2); the department head shall, within 5 working days, meet with the complaining staff member to determine the facts of the case. The department head shall notify the complaining staff member of his/her decision, in writing, within 7 calendar days following the date of the meeting. If the discussion with the immediate supervisor and/or department head does not resolve the program to the mutual satisfaction of the staff member, the staff may proceed to step 2.

## **Step 2**

To begin Step 2, you must submit your grievance in writing to your senior administrator with a copy to the Director of Human Resources within 7 calendar days after you receive the Step 1 answer. Your grievance will be considered settled if you do not do this. Within 7 calendar days after receiving your grievance, the senior administrator will investigate your complaint and will meet with you. Within 7 calendar days after meeting with you, the executive administrator will give you a written answer. If you are not satisfied with that answer, you may appeal to the final step of the conflict resolution procedure, which is Step 3.

## **Step 3**

If the staff member is dissatisfied with the decision of the senior administrator, they may, within 7 calendar days, appeal this decision in writing to the Director of Human Resources to investigate the complaint. Your grievance will be considered settled on the basis of the Step 2 decision if you do not do this. Within 10 calendar days after receipt of the complaint, the Director of Human Resources may call a meeting with the parties directly involved to facilitate a resolution or may refer complaints to a review committee (such as utilization of the campus environment committee of the staff group) if the Director of Human Resources is of the opinion that the complaint raises serious questions of fact or interpretation of policy.

The Director of Human Resources may gather further information from involved parties. All involved individuals, other than the Director of Human Resources, will be charged with the responsibility of not discussing the situation with any other staff or with the complainant staff.

The review committee will decide each case that is heard. The committee will investigate the complaint within 30 days and will consider all relevant material in rendering its decision. The committee decision is final and cannot be appealed further within the organization.

Records must be kept of all staff disputes that go through the conflict resolution policy (exception: minor disputes settled with immediate supervisor). Records will be kept within the individual divisions in which the problem occurs, and copies will be maintained in the staff's personnel files. Copies of all records will be sent to the Office of Human Resource.

## **IX. PERSONAL CONDUCT**

Every effort is made to maintain at the college an atmosphere in which you can perform to the best of your ability, receive satisfaction from your work and to reap the rewards for a job well done.

To achieve those goals and to make the facility a good place to work, some general standards of conduct are required by each of us. There must be policies, procedures and regulations so we know what is expected of us. Many of these have been outlined earlier in this handbook.

While we want to be respected as individuals, we understand that our actions cannot infringe in any way on the rights of others to perform their assignments. Generally, good common sense, judgment, reason, and courtesy to others make up the expected standard of conduct. In the following section, other matters of conduct are specified.

### **A. CONDUCT and DISCIPLINE**

Some examples of misconduct include:

- Fighting, threatening violence, or causing harm to others in the workplace
- Insubordination or other disrespectful conduct
- Being at work while under the influence of alcohol or non-prescribed drugs or possessing unauthorized alcoholic beverages or illegal drugs on the premises;
- Theft or inappropriate removal or possession of property
- Negligence or improper conduct leading to damage of college-, student-, or employee-owned property
- Behavior that prevents others from doing their work
- Falsifying college records, including timekeeping records
- Sexual or other unlawful or unwelcome harassment
- Unauthorized disclosure of confidential information
- Violation of safety or health rules
- Excessive absenteeism or tardiness, or any absence without notice
- Unauthorized use of telephones, e-mail system, or other college-owned equipment
- Smoking in prohibited areas

- Use of Unity College's supplies, equipment, property, or services to carry out private business ventures
- Off duty misconduct which reflects negatively on the individual or on the College
- Unauthorized absence from work area during the workday
- Violation of personnel policies
- Violation of local, state, or federal laws while on College property or while working as an employee of the College

Unity College reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ and the level of disciplinary action may also vary, depending upon factors such as the nature of the offense, whether it is repeated, your work performance, and the impact of the conduct on the organization. Disciplinary action could be an oral warning, a written warning, a suspension, or discharge from employment.

The primary purpose of disciplinary action is to correct unacceptable employee behavior or performance and whenever possible at the lowest level of discipline to achieve a change in behavior.

Your supervisor is responsible for the operations in your department, and will play a key role in determining the discipline.

## **B. CONFLICT OF INTEREST**

Unity College expects its employees to conduct their affairs with high standards of integrity. Employees are expected to avoid engaging in outside employment or activities which allow private interests to interfere with or create a conflict with the employee's assigned functions and job performance. Employees of Unity College are reminded that their full-time job is their primary responsibility.

Any use of College facilities or personnel, including work-study students, for non-college business shall be subject to prior written approval by the president or the president's designee.

## **C. ALCOHOL AND OTHER DRUGS**

To help ensure the safety and well-being of employees, students and general public, Unity College is committed to the development and maintenance of a workplace and educational environment in compliance with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act of 1988.

Illegal Drugs and Alcohol - The college prohibits the unlawful possession, use, distribution, sale, purchase, transfer or manufacture of alcohol or illegal drugs on college property, while on college business or working time (including while on call), or during college-sponsored activities. Further, the unauthorized possession or use of any legally obtained drug, including alcohol, or being under the influence of drugs or alcohol during working time or while operating college vehicles, is prohibited.

Alcohol consumption is prohibited during the workday, rest periods, and meal periods, and on college property except in accordance with Student Center alcohol procedures, State of Maine liquor license procedures, and on occasions that are removed from the usual work setting, at which it is permissible to consume alcohol in moderation and responsibly in receptions or social settings, when authorized by senior administration.

Legal Drugs - An employee must notify his or her supervisor of any prescription or over-the-counter medications or legal drugs the employee is taking which may interfere with job safety or job performance. The supervisor who is so informed will contact the Director of Human Resources for guidance. An employee in this circumstance may be allowed to work if such use does not pose a threat to safety and that the using employee's job performance is not significantly affected. Otherwise, the employee may be required to take leave of absence or comply with other appropriate action as determined by Unity College management.

Convictions - In compliance with the Drug-free Workplace Act of 1988, any individual must notify the Director of Human Resources within five (5) calendar days of a conviction of any criminal drug statute violation which has occurred in or on the workplace premises.

Safety - Being under the influence of a drug or alcohol on the job or on campus poses serious safety and health risks to the user and to those who are in contact with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace and educational environment, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

Sanctions - One of the goals of this policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. Compliance with the provisions of these policies shall be a condition of employment. For violations of the standards of conduct and Alcohol and Other Drugs policy, the college will impose sanctions on employees (consistent with local, state, and federal law) up to and including termination of employment. Violations of this policy may also have legal consequences.

Education - The College's efforts to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information as well as implementation and strict enforcement of this policy. Information will be provided to individuals with drug-related concerns or questions about referrals for rehabilitation.

Confidentiality - All information relating to the identification of persons as users of drugs and alcohol will be protected by Unity College as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

For More Information - Details of these policies as well as a summary of Maine State Laws governing alcohol, legal sanctions pertaining to drug use, health risks associated with use, available educational programs and alcohol and other drug counseling and treatment programs appear in the student handbook which can be accessed online at [www.unity.edu](http://www.unity.edu). If you do not have access to this site, please contact the Office of Human Resources for a copy of the College's Alcohol and Other Drug Policy and handouts.

#### **D. EMPLOYEE RESIGNATION**

We hope you will find Unity College a place where you can establish a long and satisfying career. Should you decide, however, to resign and take up employment elsewhere, we ask for an opportunity to discuss with you the reason for your leaving. Your supervisor or others may be able to work out an alternative to your departure.

If you decide to leave, please provide as much advance notice as possible. You are an important part of the overall effort, and it will take time to find and train a replacement. Until then, your absence can affect the performance of others.

Nonexempt employees are requested to give a minimum of two-weeks' and exempt employees at least four weeks notice upon resignation. Faculty members are subject to the rules governing faculty in the Faculty PPP. Employees must submit a letter of resignation to their immediate supervisor, a copy to the appropriate executive administrator and a copy to the Office of Human Resource. The Director of Human Resource will arrange an exit interview prior to the termination date. The exit interview will be an opportunity for the employee to share thoughts on the strengths and weakness of Unity College as an employer and discuss transition of benefits.

#### **E. EMPLOYEE TERMINATION**

Termination of employment can be either voluntary or involuntary.

1. Voluntary Termination: An employee may voluntarily terminate employment in one of several ways:

- Resignation "in good standing" that is adequate notice to their executive administrator.
- Resignation "not in good standing" that is, without proper notice.
- Failure to return to work after a leave of absence, or after an authorized absence with or without pay (unless an injury, illness, or act of god makes return impossible).

2. Involuntary Termination: An employee may be involuntarily terminated from employment for several reasons:

- Employees can be involuntarily terminated in accordance with the policies and procedures outlined in this handbook.
- Employees can be terminated as a result in a reduction in force due to cutbacks in college programs.

3. Release: Employees who are continuously absent from work for a period in excess of six months for any reason will be released from employment without prejudice.

4. Job Abandonment: Job Abandonment occurs when an employee fails to notify the supervisor of the reason for an absence of three consecutive working days. Job abandonment also occurs when an employee fails to return to work when directed to do so, or fails to notify the supervisor of the reason for absence within three consecutive working days after any approved leave of absence or disciplinary suspension. An employee who abandons their job will be considered to have voluntarily resigned.

## **F. NONSOLICITATION**

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

Unity College recognizes that employees may have interests in events and organizations outside the workplace. Solicitation or distribution of literature concerning these activities may not occur during the working time of either the employee doing the solicitation or distribution or the employee receiving the solicitation or distribution. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.) In addition, distribution of literature should not take place in work areas at any time.

The posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as: employee announcements, internal memoranda, job openings, organization announcements, and government posters.

## Unity College Benefits & Benefits Eligibility Chart

BENEFIT	EMPLOYMENT STATUS		
	Regular full-time (30+ hrs/week & minimum of 1500 hrs/year)	Regular part-time (24-29 hrs/week & minimum of 1200-1400 hrs/year)	Temporary, on-call, & casual part-time (fewer than 24 hrs/week and/or
Dependent Care Spending Account	Yes	No	No
Health Care Spending Account	Yes	No	No
Paid Time Off (PTO)	Yes <i>(staff benefit; faculty see PPP)</i>	Yes- Pro-rated <i>(staff benefit; faculty see PPP)</i>	No
Holidays	Yes <i>(staff benefit; faculty see PPP)</i>	Yes- Prorated <i>(staff benefit; faculty see PPP)</i>	No
Medical Leave with pay (30 calendar days/year)	Yes <i>(faculty benefit; staff see handbook)</i>	Yes – Pro-rated	No
Group Life Insurance	Yes <i>(employer-paid premiums)</i>	No	No
Group Short Term Disability (STD)	Yes <i>(employer-paid premiums)</i>	No	No
Group Long Term Disability (LTD)	Yes <i>(employer-paid premiums)</i>	No	No
Group Health Insurance	Yes	Yes <i>(see plan document)</i>	No
Group Dental Insurance	Yes	No	No
Voluntary Supplemental Life Insurance	Yes <i>(100% Employee Paid)</i>	No	No
<u>College Retirement Plan:</u> Group Supplemental Retirement Annuity	Yes	See plan document	See plan document
Retirement Annuity (with employer match)	After 1 year of service	See plan document	See plan document
Tuition Assistance for <i>dependants</i> (& Spouses) at Unity College*	Yes	No	No
Tuition Assistance for <i>employees</i> at Unity College *	Yes	No	No
CIC (Council of Independent Colleges) Tuition Exchange Program	Yes	No	No
Unemployment Compensation	Yes	Yes	Yes
Workers Compensation	Yes	Yes	Yes

\* Waiting period applies

Rev. 2/2010

## INDEX

	<i>Page</i>
Absence	21
Absence, Leave of	27
Reporting	27
Absence, Non-Disability Leave of	31
Academic Freedom	40
Alcohol and Other Drugs	58
Beneficiaries, Changing	2
Benefit Eligibility Summary	62
Bereavement (Family Death)	33
Bulletin Boards	51
Call-In Time	19
Closing, Administrative	44
Communicable Disease	48
Conduct	57
Conflict Of Interest	58
Conflict Resolution Procedure (Staff)	54
Confidential Information	40
Credit Reference	23
Crisis Public Relations	45
Death in Family	33
Dental Insurance	37
Deductions, Payroll	20
Dependents, Change in	43
Direct Deposit	20
Discipline	57
Dress Code	46
Education Benefits	34
Emergencies, On-Campus	43
Employee Classification	17
Employee Identification Cards	16
Employee Status	18
Employment of Relatives	16
Exemptions, Withholding	37
Family and Medical Leave	27
Fire Safety	45
Flexible Spending Accounts	38
Funeral Leave	32
Harassment	10

	<u>Page</u>
Hazard Communication Program	47
Health Insurance	37
History, College	7
Holidays	24
Holidays, Religious	24
Identification Cards, Employee	16
Information/Communications	51
Insurance, Accidental Death, Dismemberment	37
Insurance, Dental	37
Insurance, Disability	38
Insurance, Health	37
Insurance, Life	37
Insurance, Unemployment	37
Job Descriptions	22
Job Safety	47
Job Posting	16
Jury Duty	33
Keys	45
Layoffs	23
Leave of Absence	27
Mail, Electronic	52
Mail, Personal	45
Mailings	51
Medical Clearance	31
Medical, Parental Leave	27
Meetings	51
Military Duty	33
Mission, Unity College	8
Organizational Policy	6
Orientation	15
Overtime	19
Parking	45
Paychecks	20
Payday	19
Payroll Advances	20
Performance Reviews	22

	<u>Page</u>
Personnel Records	42
President's Message	5
Privacy	40
Provisional Period	17
Records	
Personnel	42
Student	40
Reduction in Force	23
Relatives, Employment of	16
Religious Holidays	24
Resignation	60
Retirement Program	38
Safety	47
Salary Administration	19
Schedule, Work	18
Severance Pay	23
Sexual Harassment Policy	10
Smoking	45
Social Security	36
Solicitations	61
Special Mailings	51
Student Records	41
Substance Abuse	57
Tardiness	21
Telephone	45
Termination, Employee	60
Time Sheets	19
Tuition Exchange Program	35
Unemployment Insurance	37
Unity College in Maine	7
History of Unity College	7
Mission	8
Philosophy Statement	8
Vehicle Use/Mileage Reimbursement	44
Video Display Terminals, Working With	49
Visits, Personal	45
Wage/Salary Increase	22
Work, Cancellation of	44
Worker's Compensation	48
Working Hours	18