

# **BRYN MAWR COLLEGE**

## **STAFF HANDBOOK**

Human Resources  
Bryn Mawr College

This handbook provides some general information about Bryn Mawr College and outlines, in summary form, the current employment policies and procedures of the College. You may find it helpful when you have general questions about Bryn Mawr College's activities and benefits.

Please remember that this handbook is only a summary and that neither this handbook nor the policies or procedures it summarizes are an expressed or implied contract between the College and its staff members. While the College will normally apply the policies and follow the procedures summarized herein, circumstances may make a change necessary. When contemplating changes in policies applying to all staff members, the administration will consult with the appropriate representatives and committees of staff members in an effort to reach a consensus and to meet the College's current needs.

If you have any questions about your employment, Human Resources is available to assist you. The office's telephone is 610-526-5261.

## Table of Contents

Topic	Page
<b>PART I: INTRODUCTION</b>	<b>1</b>
A. History of the College	1
B. Staff Association	1
<b>PART II: WORK and EDUCATIONAL OPPORTUNITIES</b>	<b>3</b>
A. New Employee Status	3
B. Employment Opportunities	3
C. Letters from the President	4
D. First Day Of Employment	4
E. Orientation	4
F. Identification Card	4
G. Bryn Mawr College Tuition Remission	5
H. Summer Institute	5
I. Tutoring	6
J. Staff Development	6
<b>PART III: SERVICES/ACTIVITIES/FACILITIES</b>	<b>7</b>
A. Bookshop	7
B. Campus Events	7
C. Computing Center	7
D. Credit Union	8
E. Health Center	8
F. Library	8
G. Lost and Found	8
H. Parking	8
I. Sports Facilities	9
<b>PART IV: HOLIDAYS/VACATION/LEAVE BENEFITS</b>	<b>10</b>
A. Holidays	10
B. Personal Leave Days	10
C. Vacation	11
D. Sick Leave	13
E. Family and Medical Leave	16
F. Parental Leave	17
G. Short Term Disability	18
H. Unpaid Leave/Leave of Absence	19
I. Funeral Leave	19
J. Military Leave	19
K. Jury Duty	19
L. Court Appearances	19
M. Workers' Compensation	20

## Table of Contents

Topic	Page
<b>PART V: EMPLOYEE BENEFIT PROGRAMS</b>	<b>21</b>
A. Flexible Benefits Plan - General Information	21
B. Group Medical Insurance	22
C. Group Life Insurance	22
D. Long Term Disability Insurance	22
E. Employee Assistance Program	23
F. Flexible Spending Account	23
G. Child Care	23
H. Retirement Plan	23
1. College Contribution	24
2. Voluntary Employee Contribution\Salary Reduction	24
3. Payroll Deductions	24
4. Investment Options	24
I. Tuition Grant Program	25
J. Transitchek©	26
K. Retiree Medical Insurance	26
<b>PART VI: POLICIES AND PROCEDURES</b>	<b>27</b>
A. Equal Opportunity Policy	27
B. Sexual Harassment & other Forms of Harassment & Discrimination Policy	27
C. Policy Concerning Sexual Relationships	29
D. Dispute Resolution Program	29
E. Domestic Partners Policy	30
F. Job Classification	31
G. Job Description	31
H. Performance Evaluation	31
I. Hours of Work	32
J. Payroll	32
K. Payroll Taxes & Deductions	32
L. Stormy Weather	33
M. Reporting Absences	33
N. Human Resources Records	33
O. Confidentiality	34
P. Dress Code	34
Q. Outside Employment and Conflict of Interest	34
R. Smoking Policy	35
S. Work Rules	35
T. Pet Policy	36
U. Notice of Termination	36
V. Retiree Definition	36
W. Exit Interview	37
<b>PART VII: APPENDICES</b>	<b>38</b>
<b>INDEX</b>	

## **PART I: INTRODUCTION**

### **A. History of the College**

From its beginning, Bryn Mawr College has sought to combine excellence as a liberal arts college with a scholarly tradition that links the institution to the community of research universities. The College was founded in 1885 by Joseph Wright Taylor and a group of men and women belonging to the religious Society of Friends who believed a need existed for an educational institution for women with a curriculum as rigorous and challenging as that available to men. The College was founded with such a program in mind, and it still maintains the demanding standards that have made it a unique institution for women's education. It provided the first graduate school for women in the United States. Since 1931, men have also been admitted to the graduate schools.

The College has remained dedicated to the concept of a small institution with close interaction between students and faculty both in the Undergraduate College and in the two graduate schools, the Graduate School of Arts and Sciences and the Graduate School of Social Work and Social Research. Bryn Mawr College participates in course exchange programs with Haverford College, Swarthmore College, and the University of Pennsylvania. The Graduate School of Arts and Sciences has an exchange program with Drexel University. Cooperation with Haverford College is the most extensive. The bi-college community participates in course exchange, as well as combined social activities, which add to the diversity of both campuses. The two schools are connected through the students' social and academic honor codes, which guide student behavior in the community.

Staff members of Bryn Mawr College share in the life of this academic community. The work done by staff members is essential to the teaching and research activities of the College. A high level of skill and pride in the institution are characteristics of our staff members. We hope all staff members will find satisfaction in the contribution each makes to the well being of our community.

### **B. Staff Association**

The Bryn Mawr College Staff Association provides lines of communication among staff members, the administration, and other groups of the Bryn Mawr College community. It also provides a forum for discussion of College policies, procedures, and conditions of employment, and it offers an avenue for taking constructive action. Two members of the Staff Association are invited by the Board of Trustees to attend its quarterly meetings and to report on staff members concerns. Staff Association representatives also serve on standing College committees, including the Council on Institutional Priorities, The Committee to Review Benefits, The Budget Committee and the Council on Facilities Planning and Priorities.

Membership in the Staff Association is open to all staff members with the exception of those with faculty, senior administrative or student status. Payment of annual dues constitutes membership, and the funds are used to help defray the costs of *The Banner*, the Staff Association newsletter, social events, and other work of the Association.

General meetings are held at least twice a year, once per semester. The Executive Council meets once a month and is comprised of the officers

(president, vice president, secretary, and treasurer, elected annually), plus three representatives from each staff classification (administrative/professional, clerical/technical and service/crafts). Minutes from these meetings are sent out on e-mail and are posted in various buildings throughout the campus where job listings are found.

Two standing committees of the Staff Association meet regularly to discuss staff members' concerns: the Compensation and Benefits Committee and the Policies and Procedures Committee. Each committee has six members, two from each staff classification. The standing committees have been a valuable source of help to Human Resources in the development of policies and decisions about benefits.

The Staff Association has made numerous contributions to the college community; the introduction of a credit union for all staff members is just one example. All staff members are encouraged to participate in the meetings, the social events, and all other activities of the Bryn Mawr College Staff Association.

## **PART II: WORK and EDUCATIONAL OPPORTUNITIES**

### **A. New Employee Status**

Staff members employed by Bryn Mawr College have status as a new employee for a ninety-day period. During this period, new staff members are given the opportunity to demonstrate the ability to perform the job duties of the position in a satisfactory manner and to follow the Colleges work rules. The College may at any time during the new employee period discharge new staff members without notice or payment in lieu of notice. At the conclusion of the ninety-day period, new staff members will participate in a formal evaluation of their work performance. The satisfactory completion of the new employee period initiates eligibility for all staff members to utilize paid leave benefits.

The new employee period may be extended an additional ninety days in circumstances where staff members have not demonstrated sustained satisfactory work performance or ability to consistently follow work rules. Human Resources must approve all extensions of the new employee period. Staff members on extended new employee period are not eligible to utilize paid leave benefits during that time. The College may at any time during the extended new employee period discharge new staff members without notice or payment in lieu of notice.

Bryn Mawr College staff members who are promoted to a new position or who receive a transfer are also considered new staff members for a ninety-day, if their employment is terminated for unsatisfactory work performance, are eligible for two weeks notice or two weeks salary in lieu of notice.

### **B. Employment Opportunities**

The College fills job vacancies, whenever practical, by promotion or transfer from within the College. Information regarding open positions is communicated to the campus community through Job Postings, the Job Hotline and the College's Website. Openings, which can be filled by reorganization within the same office, will not be posted or mentioned on the Hotline recording. Details of all other regular positions are posted by Human Resources at the following campus locations:

Human Resources Office  
Centennial Campus Center  
Taylor Hall  
Ward Building

The department in which the position is available.

Posted job notices give information including the job title, salary range, department, responsibilities, and key requirements. The Job Hotline will provide the same information on its recording. The Job Hotline is in operation all day, every day and can be reached by dialing 610-526-5262 and is updated weekly.

Staff members should contact Human Resources if they are interested in a particular position for which they are qualified. General eligibility criteria for staff members interested in posting for a position include overall satisfactory work performance and a minimum of six months in their current position. Hiring managers will consider each postee's job-related experience, skills and education, as well as the postee's Bryn Mawr College work record to determine

qualification for the posted position. The work record, maintained by Human Resources, includes attendance records, performance evaluations, and other written documentation related to the postee's work performance. The most qualified candidates will fill open positions after a full and fair search has been made. Staff members who are transferred to a position of higher grade will receive a salary increase appropriate to the new grade, that is, a 5% increase or the minimum salary of the new grade, whichever is higher, or in some cases a higher rate when it is appropriate.

### **C. Letters from the President**

After appointment to a Bryn Mawr College position, staff members receive an appointment letter from the President of the College. The purpose of this letter is to confirm formally the staff member's appointment as a member of the staff. It informs staff members of the specific terms of the appointment, such as starting date and salary rate. During the course of employment with the College, staff members will periodically receive other letters from Human Resources acknowledging salary increases, promotions, and other related information.

### **D. First Day of Employment**

On the first day of employment new staff members must visit Human Resources to complete a W-4 Form for payroll purposes and employment record cards for the Human Resources files. The employment information sheet includes legal name, date of birth, home and campus addresses, social security number, and emergency contact information. It is the staff member's responsibility to keep this information accurate and up-to-date for the College's records. All new staff members are also required to present proof of employment eligibility by completing an I-9 form as specified by the Immigration and Reform and Control Act of 1986. In addition, all new staff members are required to complete a direct deposit form. Internal Revenue Service regulations require that new staff members present valid social security cards before starting in their new positions. Human Resources will issue a temporary ID card and will instruct new staff members to go to the Ward Building to obtain a permanent ID card and to Public Safety to obtain a permanent-parking sticker.

New staff members will meet with a Human Resources representative regarding benefits. New staff members will receive benefits information along with vacation, personal, and sick day entitlements. New staff members will be given a copy of a form, which provides them with the effective dates of benefits and entitlements. A copy of this form will be sent to the department head of the new staff member's office.

### **E. Orientation**

New staff members are invited to participate in an Orientation Program. This program occurs once each semester. It provides the perfect opportunity to meet other staff members and to learn interesting facts about the College.

### **F. Identification Card**

Permanent ID cards may be obtained from the ID Office, Ward Building, located next to Schwartz Gymnasium. The hours of operation are 10:00 a.m.-12:00 p.m. and 2:00 p.m.-4:00 p.m. New staff members should obtain an ID card as soon as possible.

The ID card permits staff members to borrow books from Canaday Library and admits staff to the Schwartz gymnasium, to sports facilities, and to events limited to members of the College community. The ID card also admits staff members to the dining halls at reduced meal rates, may be used as a Café Express card, and identifies College staff whenever that is necessary.

Staff members whose ID card has been lost or stolen, may obtain a replacement first by obtaining a temporary ID card from Human Resources and then by presenting the temporary ID card to the ID office where a permanent replacement card will be issued. A fee may be charged. ID cards must be surrendered upon the termination of employment at the time of the exit interview. Staff members who meet the definition of a retiree may retain their ID cards.

### **G. Bryn Mawr College Tuition Remission**

Full-time and part-time staff members whose FTE is at least 74% may be eligible to take one undergraduate unit per semester free of charge at either Bryn Mawr College or Haverford College. In order to be eligible for an undergraduate course, staff members must:

1. arrange for time away from work with their supervisor. All time missed during the work day must be made up at the convenience of the office
2. obtain the approval of the Director responsible for non-traditional programs
3. obtain the approval of the chairman of the appropriate academic department and of the instructor.

To take graduate level courses, staff members must formally apply and gain admission to the Graduate School of Arts and Sciences or the Graduate School of Social Work and Social Research. The total number of graduate courses which staff members may take free of charge is limited to six units in the Graduate School of Arts and Sciences or ten units in the Graduate School of Social Work and Social Research. The necessary application forms are available in the appropriate graduate office.

Bryn Mawr College staff members who are working towards a graduate degree at Bryn Mawr College and who have made proper arrangements to do some work at Haverford College for graduate credit may take one full-year course at Haverford without fee.

All classes taken during the workday require the makeup of missed time (at the convenience of the office) during the workweek in which the time is missed. Staff members may take no more than one course or unit per semester.

Part-time staff members who work less than .74 FTE earn the tuition benefit at Bryn Mawr College on a pro-rated basis.

This tuition remission benefit is available to retired staff members.

### **H. Summer Institute**

Each summer Bryn Mawr College sponsors a four-week "Summer Institute for Women in Higher Education Administration" for women who are faculty members or administrators at their institutions. Bryn Mawr College will select up to two staff members for sponsorship by the College to attend the program. The College will pay the tuition and the application fee for the

sponsored staff member. Women who have completed at least one year of full time employment are eligible for consideration for sponsorship. Staff members must be nominated by their department head, accepted by the Summer Institute, and granted sponsorship by the President.

The program of the Summer Institute is a demanding, full-time program. It is not possible to attend and to continue working, even on a part-time basis. The staff members should be prepared to use 12 of the 22 days of yearly earned vacation, and the College will cover the other days of attendance as paid leave. Human Resources sends a notice of this program, a brochure, and an application to Department Heads each year. The deadline for submitting applications for sponsorship by Bryn Mawr College is specified in the notice.

Additional brochures and applications for the Summer Institute are available in the Summer Institute Office, Centennial Campus Center.

### **I. Tutoring**

There are opportunities on campus for tutoring and studying in a variety of subjects including basic literacy, G.E.D. preparation, and related fields. The College welcomes volunteer tutors and students from all departments. Interested parties should contact the program coordinator, who is identified in the Campus Directory. If necessary, non-exempt tutors and students may arrange for a maximum of two hours per week release time from their supervisors.

### **J. Staff Development**

The College's Staff Development Committee is comprised of Staff representatives. The Staff Development Committee meets periodically to decide the types of staff development, training, workshops and other seminars that should be offered to Staff. Staff members are encouraged to participate in these workshops and are granted release time from work with the approval of their supervisor. The College also provides funding for courses taken for professional development. Requests for funding support should be made on the appropriate form and submitted to Human Resources.

## **PART III: SERVICES/ACTIVITIES/FACILITIES**

### **A. Bookshop**

Textbooks and general reading books, stationery supplies, computer supplies, Bryn Mawr imprinted gifts, greeting cards, film developing, snacks, etc. are sold in the Bryn Mawr College Bookshop in the Centennial Campus Center. Staff members receive a ten-percent discount on all items except textbooks, food, and film developing.

### **B. Campus Events**

Staff members are encouraged to participate in the frequent concerts, lectures, and other cultural events taking place on campus. These are listed in the Weekly Bulletin which is posted throughout the campus and on the College's website. The Bulletin gives dates, times, places, and admission charges, if any. Generally, attendance will be after work hours. On rare occasions attendance during the working day is possible if permission from a staff member's supervisor is obtained. This time away must be made up at the convenience of the office.

### **C. Computing Center**

The Eugenia Chase Guild Computing Center houses academic and administrative computing services and the network hub. The campus-wide network provides access to the Internet, to electronic mail and Tripod (the on-line library catalog) as well as other network services. Each Bryn Mawr College staff member is entitled to have a computing account and to use all services provided by the Computing Center. For more information call extension 7440.

The Computing Center features the largest public computing lab on campus with about 50 Macintosh and Dell computers available for general computing use. These machines provide word-processing, spreadsheet, graphics and Internet access for all staff members (bring your Bryn Mawr ID card). The Guild Center's New Media Lab has scanners, digital video editing stations and software for multimedia development. For a complete list of all supported software call extension 7443.

Information Services also offers Macintosh computers for sale at discounted prices to members of the College community. For more information on the purchase of Macintosh computers staff members should call MacSales at extension 7431.

The Computing Center is staffed by both students (called "ops") and professional staff members and is open seven days a week during the academic year.

#### Hours of Operation:

Monday to Thursday 8 a.m. - 2am

Friday 8 a.m. - 10 p.m.

Saturday 10 a.m. - 10 p.m.

Sunday 10 a.m. - 2 a.m.

#### **D. Credit Union**

Staff members of Bryn Mawr College are eligible to join Combustion Federal Credit Union. The Credit Union provides numerous services such as checking accounts, a variety of saving accounts, and various types of loans. More detailed information is available in the Payroll Office or by calling the Credit Union directly at 1-800-441-3576.

#### **E. Health Center**

The College Health Center is supported by student fees and is therefore for the use of students only; its services are not available to faculty or staff members.

In case of injury or other medical emergency not treatable by local first aid, staff members should call the Office of Public Safety at 526-7911 or use the emergency number "911." The Office of Public Safety and its vehicles are equipped with first-aid kits, including sterile dressings, and all Public Safety Officers are trained in first aid and CPR. Public Safety will transport an injured or ill staff member to the hospital or will call an ambulance, if appropriate.

In a life-threatening situation, staff members may call an ambulance first and then call Public Safety. In such a case it is important to inform the Public Safety Office that an ambulance has already been called, in order to avoid having two ambulances arrive.

#### **F. Library**

A Bryn Mawr College ID card entitles staff members to borrow books at Bryn Mawr, Haverford, and Swarthmore Colleges and to use the other services of the several libraries on the Bryn Mawr College campus. The Bryn Mawr College Weekly Calendar announces programs sponsored by the Friends of the Library during the academic year, and there are always exhibits in the Canaday Rare Book Room, the foyer, and other areas of the Library. Orientation tours can be arranged at the Canaday Reference Desk.

#### **G. Lost and Found**

The Office of Public Safety, located in Merion Hall, maintains a lost and found. Found items are kept for only a limited time period. Articles are also frequently turned in to the Facilities Services Office, Ward Building. Staff members should report any loss or theft to Public Safety at extension 7911.

#### **H. Parking**

Parking on campus is governed by the Department of Public Safety, located in Merion Hall. Parking is free for the vehicles of valid members of the Bryn Mawr College staff and faculty. Staff members should apply to the Office of Public Safety for a parking permit, where parking rules for the campus will be distributed. Parking rules are strictly enforced, and vehicles may be booted or towed.

## **I. Sports Facilities**

A number of sports facilities and programs are available for staff members' use. Staff members may use the tennis courts, swimming pool, and fitness center during recreational hours without charge. There is a nominal fee for family members. A badminton club is available for staff members and faculty, and pick-up basketball games occur during the academic year. When there are spaces available, staff members and faculty may join physical education classes without charge. For more information about the facilities or programs, staff members may call the Schwartz Gym at extension 7348.

## **PART IV: HOLIDAYS/VACATION/LEAVE BENEFITS**

### **A. Holidays**

The College recognizes the following days as holidays:

1. Memorial Day
2. Independence Day\*
3. Labor Day
4. Thanksgiving Day
5. Day after Thanksgiving
6. Winter Break\*\*

Upon employment with the College, staff members are eligible to be paid for all holidays listed each year. In order to be paid for these holidays staff members must actively be employed the work day before the holiday and the first work day after the holiday and also must be regularly scheduled to work on that holiday. Staff members absent from work on the workday before the holiday or the workday after the holiday may be required to provide a medical certificate. Staff members on approved short-term disability leave including a holiday will receive pay for the day based on the terms of the short-term disability policy.

Full-time and part-time staff will be paid for a College holiday only if they would have been scheduled to work on the day of the holiday. For example, if a staff member regularly works on Thursdays, Thanksgiving Day would be a paid holiday.

As a residential College it is important for Bryn Mawr College to provide services to community members even on holidays. As such, staff members may be required to work on a designated holiday. Staff members required to work will be eligible to receive payment for the day and premium pay for all hours actually worked on the holiday. For further details, please see the Bryn Mawr College Overtime Compensation and Premium Pay Policy.

\* The College reserves the right to select an additional day to observe Independence Day when Independence Day occurs on Saturday or Sunday. This is the only holiday that will be treated in this manner.

\*\* The Winter Break holiday period is a paid holiday period beginning after the conclusion of the fall semester. The holiday period for full-time staff members will be the equivalent of seven workdays. Part-time staff members will receive pro-rated paid holidays. A seven-year calendar noting the holidays is in the Appendices of this book.

### **B. Personal Leave Days**

Full time staff members are eligible for a certain number of personal leave days to be taken before the end of the calendar year, December 31st. Personal leave not used before the end of the calendar year will be forfeited.

In the first year of employment, staff members who join the College between January 1 and March 31 are eligible for three personal days during the calendar year. Staff members who join the College between April 1 and June 30 are eligible for two personal days during the calendar year. Staff members who join the College between July 1 and September 30 are eligible for one personal

day. Staff members hired between October 1 and December 31 are not eligible for personal days until the next calendar year.

During each subsequent full year of employment, staff members will receive three personal leave days. Staff members may take personal leave days at any time convenient to their office during the calendar year. Staff members should plan with their supervisors as far in advance as possible for a personal leave day.

Staff members who have completed twenty years (full-time equivalent) service to Bryn Mawr College are granted one additional day annually to be taken preferably on or near the staff member's birthday with the approval of his/her supervisor.

Salary payments will not be made or exchanged for unused personal days either during the working year or upon termination of employment.

Staff members hired on a part-time basis before June 1, 1986, are eligible for pro-rated personal days.

### **C. Vacation**

#### 1. Purpose:

The Staff Vacation Policy provides staff members with paid time off for scheduled time away from work.

#### 2. Effective Date:

The effective date of the Staff Vacation Policy, as revised, is April 1, 2003. It supersedes all previous staff vacation related plans.

#### 3. Eligibility:

These provisions apply to all staff members of the College who are classified as regular full-time or regular part-time staff members. Miscellaneous temporary staff members and student employees, full-time and part-time, are not eligible for paid time off under the Staff Vacation Policy.

#### 4. Vacation Accrual:

- a. Staff members begin to earn vacation as of the first workday of the month coincident with or following the date of hire, or coincident with or following the date of reclassification into an eligible employee class.
- b. Vacation is earned during the calendar year (January 1 – December 31). Staff members earn one twelfth of the annual accrual upon completion of a credited month of service. Annual accrual for full-time staff is:

### Clerical Technical/Service Craft

Service less than three continuous years	Ten days
Service less than four continuous years	Fifteen days
Service of four or more continuous years	Twenty days

Administrative/Professional Twenty-two days

Annual accrual for part-time staff members is calculated on a pro-rated basis.

- c. Human Resources calculates vacation entitlements and provides this information to both staff members and department heads.

#### 5. Credited Month of Service:

Staff members earn a credited month of service if they have paid time (regular wages, vacation, personal, sick) available for all regularly scheduled hours during the month. Short-term disability paid at less than 100% is considered paid time. Alternatively, staff members will earn a credited month of service if they have unpaid time, but work at least 10 complete days during the month.

#### 6. Scheduling of Vacation:

Scheduling and choice of vacation time are subject to the operating needs of the department as determined by the department head. Length of service will be a determining factor when several staff members request vacation during the same period of time.

All newly hired staff members must wait until the conclusion of the new employee period before they may use vacation time.

#### 7. Vacation Carryover:

Staff members who do not use all of their vacation entitlements during a calendar year may carryover a portion of their earned and unused vacation time. All Staff (FTE of 30% or more) may carryover 25% of their earned and unused vacation time up to a maximum of 5 days. Any vacation time in excess of this amount will be forfeited. The maximum amount of vacation time that an individual may take in any one calendar year is equal to 12 months accrual plus the 25% carryover amount, limited to 5 days.

#### 8. Vacation Pay Advance:

Vacation pay advances are available. Requests for an advance must be made in writing or through e-mail and coordinated with the Payroll Department at least two weeks prior to the date that the payroll advance is needed.

#### 9. Re-employment:

Staff members who have previously worked for the College and who are re-employed will be given credit for their prior service if their break in service is of five years or less. Returning staff members must complete their new new employee period before taking any vacation time. Otherwise, returning staff members will be considered new staff members for the purposes of calculating vacation time.

#### 10. Termination of Employment:

Unless approved by their department head, staff members may not take paid vacation leave once they have notified the College of their intent to voluntarily terminate their employment.

Staff members who have not successfully completed their new employee period will not be entitled to any vacation pay.

Staff members who resign or who are terminated immediately following a short term disability period will not receive unused vacation pay.

#### 11. Exceptions:

- a. Staff members hired prior to June 1, 1983 will retain their original vacation entitlements on file in Human Resources.
- b. Vacation time can be used on an unscheduled basis in accordance with the College Family and Medical Leave Policy and in accordance with the College Short Term Disability Policy.

### **D. Sick Leave**

#### 1. Purpose:

This Sick Leave Policy provides for pay continuation for specific time periods to eligible staff members who are ill, who are injured and unable to work, or who are caring for ill or injured family members or other individuals of personal significance to the employee. Sick leave also may be used if the employee is unable to work due to her or his own medical/dental appointments.

#### 2. Effective Date:

The effective date of the Sick Leave Policy is September 1, 2000. It supersedes all previous sick leave related plans. The maximum accrual cap of 130 days has been eliminated effective June 1, 2000. Sick leave accrued at the old accrual rate and maximum will be carried forward.

### 3. Eligibility:

These provisions apply to all faculty and staff members who are classified as regular full-time or regular part-time staff members of Bryn Mawr College. Miscellaneous temporary staff and student employees, full-time and part-time, are not eligible for sick leave under the Staff Sick Leave Policy.

### 4. Sick Leave Accrual and Payment:

Staff members accrue sick leave on a completed monthly basis. Regular full-time staff members accrue sick leave at the rate of .75 days per month of credited service. Part-time staff members accrue sick leave on a pro-rated basis per month of credited service. New staff members begin to accrue sick leave starting on the first workday of the month coincident with or following the date of hire.

Unused sick leave carries forward from year to year. There is no maximum cap on sick leave accrual. For any illness or injury, the combined sick leave and short-term disability payment will be limited to a maximum of 130 days. (For sick leave absences exceeding 130 days, the staff member should consult the College's Long-term Disability Policy. Short-term disability payments are limited to 130 days in any twelve-month period.) Accrued sick leave is at no time convertible to paid time and will not be paid upon termination of employment.

Sick leave may be used as a fraction of a workday, taken in increments of 15 minutes. Sick leave pay is 100% of regularly scheduled pay.

### 5. Credited Month of Service

Staff members earn a credited month of service if he/she has paid time (regular wages, vacation, personal, sick) available for all regularly scheduled hours during the month. Short-term disability paid at less than 100% is considered paid time. Alternatively, staff members will earn a credited month of service if he/she has unpaid time, but works at least 10 complete days during the month.

### 6. Qualification:

Sick leave may be used if the staff member is unable to work due to his or her own sickness, disability, or medical/dental appointments. At the supervisor's discretion, a staff member who uses sick leave may be required to obtain a medical certificate providing proof of the illness or injury. Under all circumstances, if the sick leave period extends to five consecutive working days, the staff member must provide medical certification regarding the illness or injury. If the sick leave period

extends to ten consecutive working days, the staff member must provide additional documentation stating medical clearance to return to work.

Sick leave may also be used if the staff member is unable to work because he or she must care for a sick or injured family or household member or an individual of personal significance to the staff member. These individuals include, but are not limited to, immediate family members, domestic partners and other household members, a dependent child of whom the staff member has joint custody, in-laws, or a person of personal significance to the employee. It also includes all eligible dependents for which leave has been granted to the employee under the Family and Medical Leave Act of 1993 (FMLA).

When Sick Leave is used to care for another person, it is limited to a maximum of 12 weeks in any 12-month period, and is subject to the same medical certification requirements that apply to a staff member's own illness or injury. Staff members who have completed one year of service and who have worked at least 1,250 hours in the previous year and who are caring for another person in FMLA-eligible situations as defined below will be required to apply under the College's Family and Medical Leave Policy.

Such FMLA-eligible situations include a) the birth or adoption of the staff member's child, or placement in the staff member's home of a foster child; b) the serious illness of the staff member's spouse or domestic partner; c) the serious illness of a biological parent or an individual who functions or functioned as a parent to the staff member; d) the serious illness of a staff member's son or daughter, including biological, adopted or foster child, a stepchild, a legal ward or child of a person standing "in loco parentis". Such son or daughter is either under the age of 18, or 18 years or older and incapable of self-care because of a mental or physical disability.

#### 7. Interaction with Short-term Disability Policy:

Staff members may elect to use accrued sick leave in place of short-term disability. Payment for sick leave may not be used to cover any shortfall created by receipt of short-term disability payments of less than 100% of the employee's pay.

#### 8. Administration of Sick Leave Policy:

Staff members are responsible for:

- a. Notifying their immediate supervisor, or other designated individual concerning their absence.
- b. If required, obtaining any necessary professional advice and/or treatment to speed recovery.

- c. If required, providing satisfactory proof of medical condition and medical clearance to return to work.
- d. Whenever possible, staff members should schedule medical or dental appointments outside of regular work hours. If this is impractical, staff members should check with their supervisor in advance to adjust their work schedule.
- e. If treatment allows for advance scheduling, the staff member must make reasonable efforts to provide as much notice as possible.

Supervisors are responsible for:

- a. Administering these provisions for staff members under their supervision.
- b. Insuring that departmental records including time cards are current and accurately reflect sick leave accrued and used.
- c. Insuring that appropriate medical certification is received after five consecutive sick leave days and that return-to-work medical clearance documentation is received after ten consecutive sick leave days.
- d. Submitting medical certification to Human Resources.

#### 9. Medical Certification:

In the event the medical certification is unsatisfactory to the supervisor and Human Resources, the College may require, at its own expense, that the staff member obtain the opinion of a second health care provider. The College will select this second health care provider. If the second opinion differs from the original certification, the College may require, at its own expense, that the staff member obtain the opinion of a third health care provider approved jointly by the College and the employee. The opinion of this third health care provider shall be binding.

### **E. Family and Medical Leave**

In accordance with the Family and Medical Leave Act of 1993, a staff member who has completed one full year of service and worked at least 1,250 hours in the past year may request up to 12 weeks of unpaid leave time in a rolling 12 month period to provide necessary care in the event of:

1. the birth or adoption of the staff member's child, or placement in the staff member's home of a foster child;
2. the serious illness of the staff member's spouse or domestic partner;
3. the serious illness of a biological parent or an individual who functions or functioned as a parent to the staff member;
4. the serious illness of a staff member's son or daughter, including biological, adopted or foster child, a stepchild, a legal ward or child of a person standing "in loco parentis";

5. the staff member's own serious health condition which prevents the staff member from performing his/her job.

The maximum length of unpaid leave in a rolling 12 month period is twelve weeks. During this time, the staff member is entitled to continuation of his/her health benefits at the rate of the College's current contribution. If the staff member does not return to work at the conclusion of the leave, the College may recover the cost of the health insurance premiums, up to the subsidy amount, paid during the leave.

Whenever possible a staff member is expected to give written notice at least 30 days in advance of his/her intention to take a leave. The staff member must provide medical certification in instances where the reason for the leave is the illness of the staff member or of a member of his/her family.

## **F. Parental Leave**

Regular full-time faculty and staff members who have completed one year of service at the time of birth, adoption or foster care placement may apply for parental leave. Part-time staff members, miscellaneous temporary staff members and student employees are not eligible for Parental Leave.

The College will provide eligible full-time staff members with up to ten working days of paid Parental Leave time under the following circumstances:

1. The leave occurs within 6 months of the birth of a child, adoption of a child or placement of a child with the staff member for foster care
2. This time must be taken in full day increments.
3. It must be taken during the staff member's leave period, in accordance with the Family and Medical Leave Act of 1993. Paid Parental Leave time runs concurrent with unpaid Family and Medical Leave. Parental leave may be taken only if the staff member has Family and Medical Leave available sufficient to cover the time taken.

Female staff members who have given birth may delay payment until after short-term disability payments associated with the pregnancy and/or delivery have ended.

Staff members expecting to take a Parental Leave should give at least three months written notice to their supervisors, and should apply for the leave in accordance with the Family and Medical Leave Act of 1993.

Staff members who will be the child's primary caregiver will be permitted to take a leave of up to a maximum of six months, with a combination of paid and unpaid time.

For more detailed information please review the College's Parental Leave Policy.

## **G. Short Term Disability**

### Purpose:

This Short-Term Disability Policy provides for partial pay continuation for specific time periods to eligible staff members disabled by non-work related illnesses or injuries.

### Effective Date:

The effective date of the Short-Term Disability Policy as revised is June 1, 2004.

### Eligibility:

These provisions apply to all faculty and staff members who are classified as regular full-time or regular part-time with a full-time equivalent (FTE) of .30 or higher. Miscellaneous temporary staff members and student employees, full-time and part-time, are not eligible.

### Payment Schedule:

Payment will be calculated for the days that the employee is regularly scheduled to work subject to the following schedule:

Service	Benefit
Less than 6 continuous months	None
6 months but less than 3 years	60% of pay
3 years but less than 5 years	70% of pay
5 years but less than 10 years	80% of pay
10 years or greater	90% of pay

Payment calculations will begin following the seventh calendar day (fifth workday) of an illness or an injury. Service is determined based on the employee's last day of work, and is not adjusted for subsequent leave periods unless the employee returns to work for five consecutive working days. Pay includes regularly scheduled pay only; overtime pay, bonuses and other types of extra compensation are excluded.

For more detailed information please review the [College's Short Term Disability Policy](#).

## **H. Unpaid Leave/Leave of Absence**

The College does not usually approve unpaid leave in situations other than for Family & Medical Leave, Short Term Disability or Parental Leave. However, in cases where staff members demonstrate special need and where the leave does not adversely affect the operation of the department, an unpaid leave may be granted.

During the period of unpaid leave the staff member may be restricted from participating in benefits programs and does not accrue paid leave benefits unless he or she works a minimum of ten work days in that month. Requests for unpaid leave should be made three months prior to the commencement of the leave. Staff members must exhaust all vacation and personal leave prior to the beginning of unpaid leave. The leave period, including both paid and unpaid time, may not exceed six months.

## **I. Funeral Leave**

In the event of a death in a staff member's immediate family, the staff member is entitled to take time off with pay for a maximum of three days to attend the funeral and/or to make funeral arrangements. Immediate family is defined as parents, guardians, grandparents, a spouse, domestic partner, children, grandchildren, brothers, sisters or family members for whom the staff member has guardianship. Longer time off without pay may be granted if permission is obtained from the staff member's supervisor in advance.

## **J. Military Leave**

A leave of absence will be granted to staff members who serve in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice.

Staff members may use any available benefit time and the remainder of the leave will be unpaid. Vacation time will continue to accrue during your leave and all other benefits will be in accordance with USERRA. Contact Human Resources for questions about military leave.

## **K. Jury Duty**

The College will pay staff members the difference between the regular rate of pay for the period of jury service and the payment for jury service. Staff members will receive a regular paycheck and will be expected to turn over the jury duty paycheck (minus transportation expenses) to the College at the Human Resources Office.

## **L. Court Appearances**

Except in court cases involving personal business, a staff member may have leave with pay if subpoenaed as a witness to appear in court. If a staff member must appear in court on personal business, it is expected that the staff member will arrange for either leave without pay or vacation leave or personal days with his/her supervisor.

## **M. Workers' Compensation**

Staff members who suffer work-related injuries or illnesses are covered under the Pennsylvania's Workers' Compensation Law. Workers' Compensation pays for all reasonable and necessary medical treatment for work-related injuries or illness, and it provides disability payments when staff members suffer prolonged absence because of a serious occupational injury or illness.

The Environmental Health and Safety Department (EHS) administers the College's Workers' Compensation Program. Staff members who are injured or made ill at work must promptly notify their supervisor, who will contact EHS for assistance. The College has established a Designated Panel of Health Care Providers, consisting of local medical offices and specialists, to evaluate and treat work related injuries and illnesses. Staff members must use a medical facility listed in the panel for treatment during the first ninety days of treatment in order to receive coverage under Workers' Compensation.

In case of an emergency, Public Safety should be called to arrange immediate transport to the nearest hospital.

When staff members are released by their treating physician to return to work, but are not medically able to perform all duties associated with their regular position, the College will attempt to modify the staff member's existing duties or to identify temporary transitional duty, so the staff member may return to work as soon as possible. Please refer to the Policy and Procedure for Staff members Assigned to Restricted Duty Due to Workplace Injuries for details.

If a staff member is unable to work due to a work-related injury for more than seven calendar days, Workers' Compensation disability payments will be made to the staff member by the College's insurance carrier until he or she returns to work or until there is a settlement of the claim by the insurance company.

Additional details are provided in the College's Workers' Compensation Policy. The EHS office may be contacted at any time with questions about Workers' Compensation or workplace safety.

## **PART V: EMPLOYEE BENEFIT PROGRAMS**

### **A. Flexible Benefit Plan**

Bryn Mawr College provides a flexible benefit plan for full-time and part-time staff members who are scheduled to work at least the equivalent of 26 hours per week, 52 weeks per year, or 1,352 hours annually. The plan includes core benefits which are provided at no cost to eligible staff members, and benefits of choice.

The core benefits include the full cost of premiums for:

1. Dental Insurance for the staff member only
2. Basic Life Insurance
3. Long-term Disability Insurance
4. Employee Assistance Program

Benefits of choice include:

1. Medical Insurance

Benefits-eligible staff members are required to purchase single medical coverage unless the staff member can document that he or she is covered by another group medical plan.

Each staff member participating in the flexible benefit plan receives a college budget. Staff members who select medical coverage receive an additional medical subsidy that varies based on family status. Staff members who purchase medical coverage contribute toward the cost of the premium on a pre-tax basis (as permitted by the I.R.S.), and their taxable income is reduced by the amount of the contribution.

Staff members who waive medical coverage can use the college budget to purchase other benefits.

2. Family Dental Insurance

Staff members who purchase family dental insurance pay the cost of the premium in excess of the College contribution for single dental coverage on a pre-tax basis (as permitted by the I.R.S.), and their taxable income is reduced by the amount of the contribution.

3. Supplemental Life Insurance including:

- a. Employee Supplemental
- b. Dependent Spouse/Domestic Partner
- c. Dependent Children

Enrollment in the various benefit programs is not automatic. Staff members will be eligible to enroll in the flexible benefit plan on the first of the month coincident with or following the date of employment. It is the staff member's responsibility to review the flexible benefit plan information and to complete the necessary applications within the first 31 days of employment, as well as during the annual Open Enrollment period, which occurs each September. Changes made during Open Enrollment go into

effect as of the start of the plan year, which runs from November 1 – October 31.

The benefit selections, once 31 days of employment have passed, cannot be changed during the plan year unless there has been a life/qualifying event. It is also the staff member's responsibility to notify Human Resources within 31 days of a life/qualifying event (as defined by the I.R.S.) that permits a mid-year change. Examples include: marriage, birth of a child and divorce. Detailed information on the benefit coverage, including employee contributions, will be provided to eligible staff members during new employee orientation in Human Resources and at the start of each Open Enrollment period.

If there are any questions about benefits, staff members are encouraged to make an appointment with the Benefits Manager in Human Resources at 610-526-5266.

## **B. Group Medical Insurance**

All participants in the flexible benefit plan must enroll in one of the College's medical insurance options, unless the staff member can document coverage under another group medical plan. Coverage is available on a single, employee/spouse (or domestic partner), parent/child or children, or a family basis.

Part-time staff members who work less than 26 hours per week, 52 weeks per year, or 1,352 hours annually are not eligible to participate in the flexible benefit plan. However, they may purchase medical insurance at the College rates at their own expense, on an after-tax or before-tax basis. Enrollment must occur within 31 days of employment, or within 31 days of loss of other medical insurance, or during Open Enrollment, for a November 1 effective date.

## **C. Group Life Insurance**

The College carries term group life insurance in the amount of \$10,000 for participants in the flexible benefit plan. This amount is reduced by 50% for participants age 70 or older. Supplemental employee and dependent life insurance for spouses, domestic partners and dependent children may be purchased. Approval of supplemental life insurance is subject to the medical underwriting guidelines established by the insurance carrier.

## **D. Long-term Disability Insurance**

Staff members eligible to participate in the flexible benefit plan who become disabled and who are unable to work for a period that exceeds six months, if approved, begin receiving long-term disability benefits in the seventh month following the date of disability. Participants may continue group life insurance, at no expense, provided participants are under the age of 60 at the time of disability and complete the waiver application procedures with the insurance carrier. Participants who have ten or more years of full-time service are eligible to receive the College's contribution toward medical insurance for the duration of approved long-term disability. The College contribution will be based on the subsidy that the staff member was receiving on the last day of employment.

## **E. Employee Assistance Program**

This benefit is provided to flexible benefit plan participants by Horizon Behavioral HealthCare Management Corporation. It is designed to assist staff members and their families with a wide range of issues, including:

Individual Counseling	Bereavement Counseling
Relationship and Family Counseling	Community Resources Referrals
Work-related Stress	Substance Abuse
Legal/Financial Concerns	

Further information is available at Human Resources or by directly calling HORIZON at 1-800-865-3200. The use of HORIZON services is confidential.

## **F. Flexible Spending Account**

Staff members who are eligible to participate in the flexible benefit plan are also eligible to participate in the flexible spending account. This account allows reimbursement for eligible dependent care and medical care expenses not covered by insurance with pre-tax dollars.

Participants may enroll in the dependent care spending account effective on the first of the month coincident with or following the date of employment, as long as enrollment occurs within 31 days of employment. Participants may also enroll in the dependent care spending account during the annual Open Enrollment period, which starts in November. Changes made during Open Enrollment go into effect as of the start of the plan year, which runs from January 1 - December 31.

Participants may enroll in the medical care spending account effective on the first of the plan year (January 1) coincident with or following one year of employment. Enrollment in the medical care spending account occurs during the annual Open Enrollment period which starts in November.

## **G. Child Care**

Harcum Children's Corner has agreed to offer a ten percent tuition discount to the children of Bryn Mawr College staff members. Harcum Children's Corner is located on the grounds of Harcum College. It is only a few blocks from Bryn Mawr College, at 750 Montgomery Avenue, in Pennswood Hall. Please contact Human Resources for further information.

## **H. Retirement Plan**

Bryn Mawr College sponsors a 403(b) retirement plan through which the College's and/or eligible staff members' contributions can be made. Contributions and investment earnings are not subject to federal taxes, and they will remain tax sheltered until participants start to receive their retirement investment. Special tax penalties apply to distributions made before age 59 ½. College contributions made to the 403(b) plan can not be withdrawn prior to retirement, unless employment is terminated. Active staff members may withdraw voluntary employee contributions after age 59 ½.

## 1. College Contribution

If a staff member works a minimum of 1,000 hours per year, he/she is eligible for a College contribution. The College contribution will begin on the first day of the month following the first eight months of employment at Bryn Mawr. The contributions are retroactive to the first of the month following the staff member's date of employment.

The College will contribute an amount equal to ten percent of a participant's gross annual salary to either Teachers Insurance Annuity Association/College Retirement Equity Fund (TIAA/CREF) or the Vanguard Group Custodial Accounts, or will split between the two options. This contribution is in addition to a participant's annual salary, and it will not reduce a participant's salary in any way.

## 2. Voluntary Employee Contribution and Salary Reduction Agreement

A regular full-time or regular part-time staff member may contribute, or may supplement the College contribution, to his/her retirement through a salary reduction agreement.

The salary reduction agreement allows a participant to reduce his/her salary each pay period by a fixed dollar amount or a fixed percentage. A participant's gross income for federal income tax purposes will be reduced by this amount. The amount of a participant's salary reduction is limited under the Internal Revenue Code. Human Resources can help a participant determine his/her maximum permissible amount. A participant must complete a salary reduction agreement form to authorize this reduction or to make a change in the amount of the reduction. Changes in the amount of the reduction may be made twice per calendar year. A participant may stop this agreement at any time upon the completion of a new salary reduction agreement. The election to re-start a salary reduction agreement may be made at any time; however, the election will not be effective until the following calendar year if two elections were already made during the current calendar year.

## 3. Payroll Deductions

A participant may arrange to have retirement deductions taken on an after-tax basis. Please contact Human Resources for details.

## 4. Investment Options

A participant's College contribution will be allocated to either TIAA/CREF and/or Vanguard based on the investment options that the participant selected. The College contribution cannot be invested if the participant did not complete an enrollment application for either TIAA/CREF or Vanguard. Please contact Human Resources to complete the appropriate application(s).

### a. TIAA/CREF

A participant will have an individual contract with TIAA/CREF. CREF offers several investment options in stock (domestic and

foreign), bond, money market, and balanced funds. College contributions allocated to TIAA/CREF will be placed in a regular annuity. A participant's contributions allocated to TIAA/CREF can also be placed in the regular annuity or in a supplemental retirement annuity. Future allocation changes may be made, at any time, directly with TIAA/CREF. Reallocation of existing CREF account balances also can be made at any time. There are restrictions on the reallocation of funds placed in a TIAA regular annuity.

b. Vanguard

A participant will have a choice of several mutual funds in stock (domestic and foreign), bond, money market, and balanced funds. Future and existing account allocations can be made, at any time, directly with Vanguard.

## I. Tuition Grant Program

This benefit is provided to staff members with an FTE of .50 or higher and who have completed seven years of service at the time an eligible child enrolls for an academic year. The benefit for eligible full-time staff members is limited to the lesser of:

1. One half (50%) of the Bryn Mawr College tuition in the applicable academic year
2. One half (50%) of the tuition charged by the institution in which the eligible child is enrolled.

Eligible part-time staff members will receive a pro-rated tuition grant.

The initial Tuition Grant is limited to the equivalent of eight full-time academic years (i.e., sixteen semesters or the equivalent) for each eligible staff member who has satisfied the seven year service requirement. Those sixteen semesters or the equivalent may be applied for two or more children of an eligible staff member in any combination or percentage designated by the staff member, provided that the Tuition Grant for any eligible child shall not exceed eight semesters or the equivalent. Additional Tuition Grants are earned at the rate of one year of Tuition Grant (i.e., two semesters) for each year of service exceeding seven years.

If two eligible staff members are entitled to apply for a tuition grant on behalf of the same eligible child, the total benefit available to that child may not exceed four full-time academic years.

Eligible children include dependent daughters or sons, including legally dependent adopted daughters or sons, and legally dependent stepchildren of persons employed by Bryn Mawr College. Stepchildren include children entering the family through marriage of the parent and children entering the family through establishment of a qualified domestic partnership.

The eligible child must be declared as a dependent on the staff member's Form 1040 during the period for which the tuition grant is awarded, or the staff member must be able to demonstrate that she or he provides at least 50% of the child's support. Children who are 25 or more years of age at the end of the

calendar year (December 31) will not be eligible for this program in the following calendar year (beginning January 1).

The eligible child must be attending an accredited undergraduate college, university, junior college or technical school on a full-time basis, in an associate's or bachelor's degree program.

The tuition grant may only be used to cover tuition costs. It may not be used to cover room and board, transportation, correspondence courses, special lab fees for specified courses, tutoring fees, attendance, books and course materials or any other similar charge.

Staff members must complete a Tuition Grant Application form prior to six months from the date of expected enrollment. This form is available in Human Resources. Upon submission of the original invoice, the College will pay the tuition grant directly to the institution that the eligible child is attending. Tuition invoices should be promptly submitted to Human Resources to ensure timely payment. A copy of the College's Tuition Grant Policy is available in Human Resources.

#### **J. TransitChek©**

The College participates in the Delaware Valley Regional Planning Commission's TransitChek program. The TransitChek is a voucher that may be used by the staff member as a cash replacement when purchasing a qualified transit pass from SEPTA and other local transit providers. Staff members with an FTE of .50 or higher and who take public transportation to work may purchase TransitCheks on a monthly basis, through salary reduction. By participating, the staff member saves federal income and Social Security taxes that would otherwise be paid. The TransitCheck plan description and application may be obtained in Human Resources.

#### **K. Retiree Medical Insurance**

Staff members who meet the College's definition of a retiree on their last day of employment may purchase medical insurance through the College at their own expense.

##### **1. Retirees up to Age 65**

Retirees may continue coverage for themselves and their eligible dependents in one of the Bryn Mawr College group plans at their own expense. They will be billed monthly by the College.

##### **2. Retirees Age 65 or Older**

Retirees age 65 or older who wish to continue in a Bryn Mawr College group plan will need to enroll in a medical plan option that supplements or replaces Medicare. Information on the available plan options is available in Human Resources. All Medicare supplement and Medicare replacement plans require the retiree to enroll in Medicare Parts A and B. Plan enrollment should occur the first of the month following or coincident with the date of retirement, or the first of the month in which the retiree becomes 65, whichever is later. The retiree will be billed monthly by the College.

## **PART VI: POLICIES AND PROCEDURES**

### **A. Equal Opportunity Policy**

Bryn Mawr College is firmly committed to a policy of equal opportunity for all members of its faculty, staff and student body. Bryn Mawr College is committed to a policy prohibiting discrimination based on irrelevant occupational criteria or discriminatory behavior harmful to the well being and productivity of any member of the College community. This policy prohibits discrimination based on irrelevant criteria for employment or participation in the College's programs, including discrimination on the basis of race, religion, color, age, national origin, disability, sex or sexual orientation.

The College has a Director of Institutional Diversity who is available to all members of the community for consultation about any aspect of equal opportunity or discrimination. Staff members should feel free to consult with the Director of Institutional Diversity, in confidence, at any time about the College's procedures or about an incident or complaint of discrimination.

The Director of Institutional Diversity is available to explain in detail the College's procedures investigating complaints of harassment or other discrimination. Complaints of discrimination are governed by the Policy on Sexual Harassment and other Forms of Harassment and Discrimination contained below.

The College also has a Diversity Council, which advises the President on matters related to equal opportunity affecting all areas of campus life.

### **B. Policy on Sexual Harassment and other Forms of Harassment and Discrimination**

1. It is the policy of Bryn Mawr College ("the College") to maintain a work and academic environment free from discrimination and offensive or degrading remarks or conduct. Unlawful harassment, including sexual harassment, will not be tolerated.
2. The College is committed to maintaining an environment in which all members of the community, staff, students, and faculty, are treated with respect and dignity. It is the policy of the College not to discriminate on the basis of sex, including sexual orientation, in any of its programs, activities, or employment practices. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic treatment, or is accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.;
  - b. Submission to or rejection of such conduct by an individual is used as a basis of employment or academic decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of interfering with an individual's work performance or academic performance or creating an intimidating, hostile, or offensive environment.

3. The College also prohibits this type of behavior when it is based on race, color, age, national origin, and religion or on any other basis prohibited by law. Harassment on the basis of one's sexual orientation can also constitute discrimination on the basis of sex.
4. Sexual harassment can include verbal behavior such as unwanted comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior such as pats. Some specific examples of behavior that are inappropriate include:
  - a. Negative or offensive comments, jokes or suggestions about another employee's gender or sexuality.
  - b. Obscene or lewd sexual comments, jokes, suggestions or innuendoes.
  - c. Slang names, or labels which others could find offensive.
  - d. Talking about or calling attention to a faculty member's, a staff member's, or a student's body or sexual characteristics.

#### 5. Definition of Discrimination

Discrimination is unequal or disparate treatment of groups or individuals, including their exclusion from any of the College's programs or activities, or any attempt to hinder access to the College's resources on the basis of race, religion, color, age, national origin, physical ability, sex or sexual orientation. It is important to recognize that not all conduct that might be offensive to an individual or a group necessarily constitutes discriminatory conduct. Whether a specific act constitutes discrimination must be determined on a case-by-case basis in light of all relevant circumstances.

#### 6. Individuals Covered under This Policy

This policy covers all staff members, faculty members, as well as students. The College will not tolerate, condone or allow harassment, whether engaged in by fellow staff members, students, faculty members or non-employees who conduct business with the College.

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

If College community members believe they are being harassed or discriminated against by staff members, students or faculty members or any other person in connection with a community member's obligations at the College, or if a community member is aware that another member has been harassed or discriminated against, it is the community member's responsibility to take the following steps:

- a. Staff or faculty members should take action immediately by discussing their concerns with their Supervisor, the Director of Human Resources or the Equal Opportunity Officer.
- b. Students should take action immediately by discussing their concerns with their Dean or the Equal Opportunity Officer.

If for any reason community members are uncomfortable discussing this issue with these individuals, community members may contact the

President of the College, who will help community members to find appropriate College officials with whom they may discuss their concern.

The College encourages prompt reporting of complaints so that a rapid response and appropriate action may be taken. No retaliation against a community member who makes a good faith report of a violation of this policy will be tolerated.

#### 8. Investigating the Complaint

The College will investigate promptly all complaints of violations of this policy. The investigation may include interviews with the parties who are directly involved and possibly with others. Each situation will be handled as discreetly as possible.

#### 9. Resolving the Complaint

If the College determines that this policy was violated, it will take corrective action as warranted by the circumstances. Resolution of complaints can include an apology, transfer, direction to stop the behavior, counseling or training, suspension without pay or termination of employment, or, in the case of students, temporary or permanent separation from the College.

If an investigation results in a finding that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, up to and including termination of employment, or, in the case of the students, up to and including permanent separation from the College.

### **C. Policy Concerning Sexual Relationships**

Sexual relationships between a staff member and a student are inappropriate. The College cannot enforce a prohibition against such relationships, but it does consider them to be unethical, primarily because of the unequal nature of the respective roles. In order to discourage such relationships, in acting on complaints that come to the College's attention, it will presume that any complaint of sexual harassment by a student against a staff member is valid if sexual relations have occurred between them. This presumption is not irrebuttable, but it will be difficult to overcome. In short, any staff member enters at his or her peril into sexual relations with a student.

### **D. Dispute Resolution Program**

The College maintains a formal dispute resolution program to resolve problems arising out of employment. Fair and prompt consideration will be given to all staff members' complaints, problems and questions. The College's dispute resolution procedures and forms for staff members are available from Human Resources.

## **E. Domestic Partners Policy**

Bryn Mawr College provides employee benefits to domestic partners of faculty and staff on the same basis that benefits are provided to spouses. The decision to extend these benefits to domestic partners is grounded in the College's policy of non-discrimination on the basis of sexual orientation.

Domestic partners are defined as two partners who live together in an intimate, long-term relationship of indefinite duration, with an exclusive mutual commitment similar to that of marriage, in which the partners share the necessities of life and agree to be financially responsible for each other's well being, including basic living expenses and each other's debts to third parties. Further, the domestic partners shall be at least 18 years old, shall not be married to anyone else, and shall not have another domestic partner, and shall not be related by blood to a degree of closeness that would bar marriage in their state of residence and shall have been a member of this domestic partnership for the last six months. Staff members shall be required to sign a declaration that all the foregoing conditions have been met prior to claiming benefits for their partners. Staff members and their partners shall attest to possessing at least three of the following:

- a domestic partnership agreement
- a joint mortgage or lease
- designation of her/his domestic partner as primary beneficiary in the employee's will
- durable property and health care power of attorney
- joint ownership of a motor vehicle, or joint checking or joint credit account.
- such other proof as is sufficient to establish economic interdependency under the circumstances

The plan reserves the right to request documentation of any of the foregoing prior to commencing coverage for the domestic partner.

Staff members will also be required to notify the College immediately of any end of the domestic partnership by filing a statement of termination with Human Resources, and to wait six months before becoming eligible to sign up another domestic partner. Upon termination of the domestic partner relationship the continuation of health care coverage for the former domestic partner and eligible children shall be as prescribed by the carrier.

At the time of registration of the domestic partner, proper arrangements shall be made about withholding for tax purposes. Under current tax law, whether a domestic partner is a dependent is determined by several tests: the individual must have as her/his principal abode the employee's residence, must be a member of the employee's household, and must receive over half her/his support from the employee. Unless a partner can be classified as a dependent

under Internal Revenue Code section 152(a) (9), the fair market value of the College-provided benefits is considered taxable income to the employee.

The benefits available to eligible staff members with recognized domestic partners will include:

1. Health subsidy toward the cost of medical insurance for the domestic partner and dependent children on the same terms and conditions as would be given to a faculty or staff spouse and dependent children. Coverage rights under COBRA will be in accordance with Independence Blue Cross and Pennsylvania Blue Shield's endorsement of the Plan.
2. Parental leave.
3. Leave under the Family and Medical Leave Act of 1993.
4. Access for the domestic partner to all College facilities and programs normally extended to spouses.
5. Funeral leave

#### **F. Job Classification**

Non-faculty positions on campus are classified in one of these three groups: administrative/professional (AP), clerical/technical (CT), or service/crafts (SC). If staff members have any questions about their position classification, they are encouraged to discuss these questions with their supervisor.

#### **G. Job Description**

The College maintains job descriptions for all staff members' positions. The most current description is attached to the annual performance evaluation. Staff members and their supervisors are expected to review the job description and to notify Human Resources of any changes. The College reserves the right to update/change job descriptions and related duties listed on the description to more closely match the needs of the department. Staff members are given notice of any change to their job description.

#### **H. Performance Evaluation**

At the end of a staff member's first 90 days of employment, the staff member and supervisor will participate in a formal performance evaluation. The purpose of this evaluation is to discuss and to document the demonstrated ability to perform the job, strengths and areas for improvement, and future goals. The evaluation is filed in Human Resources, where it becomes a part of the staff member's permanent record.

Thereafter, staff members have an annual formal review prior to the anniversary date of their employment. (Those hired prior to June 1, 1983 receive annual evaluations in June).

## **I. Hours of Work**

Usual hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Some offices have slightly different schedules to meet the needs of the College. Full-time administrative/professional staff members are expected to work whatever hours are necessary to complete their job responsibilities.

## **J. Payroll**

Clerical/Technical and Service/Craft staff members are on the bi-weekly payroll, and they will be paid every other Friday. Administrative/professional staff members are on the monthly payroll. Staff members are required to have their pay directly deposited to their checking and/or savings account. On payday, the direct deposit notice will be sent to the staff member's department.

## **K. Payroll Taxes and Deductions**

Staff members' pay stubs will show their personal and general employment information, hours and earnings, taxes, deductions (before-tax and after-tax), and any employer paid benefits.

Payroll taxes and deductions will be as follows:

1. Federal Withholding Tax:  
This tax is based on gross pay, marital status, the number of exemptions noted on the Employee's Withholding Allowance Certificate (IRS Form W-4), and any before-tax deductions.
2. FICA Taxes: Social Security (OASDI) and Medicare taxes.
3. Pennsylvania State Tax/New Jersey State Tax:  
NJ residents are required to submit an Employee's Withholding Allowance Certificate Form (NJ-W-4) and an Authorization to Withhold Other State's Income Tax Form (REV-420) to the Payroll Office in order for NJ State Income Tax to be withheld from their paychecks. NJ residents who do not complete these forms will have PA State Income Tax withheld.
4.  Pennsylvania Unemployment Compensation Tax
5. Philadelphia City Wage Tax:  
This tax will be deducted if the staff member is a resident of the City of Philadelphia.
6. Lower Merion Township Occupational Tax:  
Ten dollars will be deducted annually for this privilege tax. If a staff member has worked for another employer in LMT and has had this tax deduction previously in the current calendar year, they can contact Lower Merion Township for a refund by providing proof, such as their

employee pay stubs.

- 7. Before-tax and After-tax deductions and Employer Paid Benefits  
Flexible benefit plan allocations, pension contributions, credit union deductions, Combined Campaign contributions, etc. will appear on the pay stub, as applicable.

If staff members have any questions about their paychecks, they should contact the Payroll Office.

## **L. Stormy Weather**

When the weather is bad, but not extreme enough for offices to be closed, staff members may elect to take a personal or vacation day in order to stay home. Staff members should let their supervisor know of this decision as promptly as possible.

When the weather conditions make travel hazardous enough that it seems unwise for non-essential staff members to travel to or from the campus, the president may declare a College-Designated Emergency Period.

Certain staff members are essential to the operation of the College and will be expected to work during a College-Designated Emergency Period. These staff members will be paid according to the College's policies on overtime compensation and premium pay. A copy of those policies is available in Human Resources.

## **M. Reporting Absences**

If staff members are sick, they must call their supervisor at the start of the workday or at the time specified by departmental policy. At the supervisor's discretion, a staff member who uses sick leave may be required to obtain a medical certificate providing proof of the illness or injury. Under all circumstances, if the sick leave period extends to five consecutive working days, the staff member must provide medical certification regarding the illness or injury. If the sick leave period extends to ten consecutive working days, the staff member must provide additional documentation stating medical clearance to return to work. Staff members may be subject to corrective action for excessive or patterned absences, and they may be denied payment for sick leave and/or required to present a medical certificate for one or more days of sick leave.

## **N. Human Resources Records**

Bryn Mawr College is required by federal and state law to assemble and retain a Human Resources file for every staff member containing certain information. These Human Resources records include:

1. Application for employment
2. Salary rate and payment information
3. Notices of commendation, warning, or discipline
4. Authorization for a deduction or withholding of pay
5. Benefit information
6. Leave records
7. Employment history
8. Attendance records

## 9. Formal performance evaluations

In addition Human Resources retains the staff member's original I-9 and supporting documentation (INS Employment Eligibility Verification form) in a separate file.

Staff members will be asked to give Human Resources certain required information upon their employment with the College. These records must be retained for five years following a staff member's separation from service or retirement. Staff members should keep the records up to date by notifying Human Resources promptly of the following:

1. Change of name
2. Change of address and/or telephone number
3. Change of marital status
4. Change in number of dependents.

Current staff members of Bryn Mawr College may examine their Human Resources file in Human Resources and may add their own written comments to any material contained in the files. Staff members who wish to review their file will need to arrange an appointment to do so with Human Resources. Staff members may take notes about any of the records but may not remove the file from the office or make copies of the contents.

Human Resources information and records are College property and require confidential treatment. To ensure the confidentiality and accuracy of Human Resources information, all departments are asked to direct related inquiries to Human Resources.

### **O. Confidentiality**

Many College staff members come into contact with confidential information in their work, and they are expected to honor that confidentiality strictly.

### **P. Dress Code**

Staff members are expected to dress and to be groomed in an appropriate manner consistent with their job responsibilities and with the functions of the office in which they work.

### **Q. Outside Employment and Conflict of Interest**

Institutional employment will be the principal vocation of full-time staff members. However, staff members may engage in outside employment subject to the following conditions:

1. Outside employment may not interfere with the efficient performance of their institutional assignment. Staff members must request permission from their supervisor before accepting any outside employment during normal working hours.
2. The outside employment may not conflict with the interests of the College and may not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties. It is a staff

member's responsibility to recognize potential conflicts and to prevent them.

3. Consulting will follow the policy and procedures of the staff member's department. If a staff member wishes to take on additional duties, temporary appointment, full or part-time, at another institution he/she must make the request in writing to his/her supervisor and to the President. (This would include teaching assignments.)

## **R. Smoking Policy**

Smoking is prohibited in all College buildings. If staff members wish to smoke, they may do so outside the College buildings taking care to use outdoor ashtrays. Many College buildings have a smoke - free entrance. These entrances are clearly marked. Smoking at or near these entrances is prohibited.

## **S. Work Rules**

Staff members are expected to perform their work within the guidelines of their job description and the rules of their department. They also must observe other rules of conduct. It is important that staff members realize that violations of these work rules and guidelines may result in corrective action, suspension without pay, or dismissal. Corrective action or termination of employment may result from the cumulative effect of prior misconduct. The following list is illustrative, not all-inclusive.

1. Habitual tardiness; failure to report an absence to the supervisor. Absence for three days without notification is considered "left work without notice."
2. Failure to perform assigned duties; non-compliance with instructions.
3. Insubordination.
4. Insolent, obscene, or rude speech toward another member of the College community.
5. Theft, misappropriation, unauthorized possession or use of College property.
6. Willful or careless destruction or other misuse of College property.
7. Falsification or destruction of College records.
8. Possession, use, manufacture, distribution, or sale of alcoholic beverages on College premises; reporting to work under the influence of alcohol.
9. Possession or use of a firearm on campus.
10. Possession, use, manufacture, distribution, or sale of controlled substances; reporting to work under the influence of controlled substances.
11. Interfering with the work performance of another member of the College community.

12. Threatening, intimidating, or coercing another member of the College community.
13. Sexual harassment of another member of the College community.
14. Gambling or the possession of gambling devices on College property.
15. Other serious misconduct.

The Corrective Action Policy and procedures implementing these work rules are on file in Human Resources.

The College complies with the Drug-Free Work Place Act of 1989 and the Drug-Free Schools and Communities Act of 1989. Information pertaining to these Acts may be found in the Appendices of this handbook.

#### **T. Pet Policy**

The College recognizes that members of the community suffer from allergies to animals and that pets can and do sometimes cause damage to College and personal property and disrupt the work day. Therefore, no pets are permitted in College buildings, and pets may not be left on the College grounds. Exceptions will be made only for animals in aid of the disabled. Infractions of the pet policy should be reported to the staff member's department head. If a staff member's pet has damaged property or caused personal injury before removal from the campus, the staff member will be expected to assume liability and to pay all resulting costs. If a staff member's pet is found on campus and its owner can not be identified, the animal will be sent to the ASPCA, Humane Society, or similar organization.

#### **U. Notice of Termination**

If staff members decide to leave their position at Bryn Mawr College, they must notify their supervisor in writing as soon as possible. Staff members classified as Administrative/Professional are expected to give one month's notice, and staff members classified as Clerical/Technical or Service/Craft are expected to give two weeks' notice.

#### **V. Retiree Definition**

Effective September 1, 2002, any staff member who is 55 years or older and who has completed a minimum of 10 years of consecutive service will be considered a retiree of the College upon termination of employment.

The only exception to these age and service requirements will be for a staff member whose employment has terminated due to disabled status. If a staff member is approved for and is receiving long-term disability and has 5 or more years of service as of the last day worked, such an employee will be considered a retiree of the College regardless of age.

The College allows retirees to keep their identification card, and to continue to use many campus services, including the library and the gym. In addition, retirees remain eligible for the tuition remission for courses taken at

Bryn Mawr and Haverford Colleges, and per the terms of the policy, remain eligible for the Tuition Grant Program for Dependent Children. The tuition remission benefit will be based on your FTE status as of the date of retirement.

Retirees and any eligible dependents enrolled in a College medical plan on the date of termination may continue medical plan coverage at their own expense. This is provided that any retiree or eligible dependent who is eligible for Medicare due to age or disabled status enrolls in a medical plan that supplements or replaces Medicare. Enrollment is also contingent on continual coverage; retirees and eligible dependents may not dis-enroll from a College medical plan and re-enroll at a later date.

All staff who retired or who have retired prior to September 1, 2002 will be grandfathered and will not be subject to this revision.

#### **W. Exit Interview**

When staff members voluntarily terminate their employment for any reason, they must make an appointment with Human Resources for an exit interview. This interview gives the staff member an opportunity to review their benefits upon leaving Bryn Mawr College and to bring their Human Resources records up-to-date. Their ID card, keys, and all College property issued to the terminating staff member must be returned no later than the last day worked on campus.



## Appendix B

### POLICY ON DRUG-FREE SCHOOLS

The unlawful possession, use or distribution of illicit drugs and alcohol poses a threat to the health and safety of all members of the Bryn Mawr College community and is not permitted.

The sanctions for the unlawful possession, use or distribution of illicit drugs and alcohol are defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. Sections 780-101 to 780-144); Controlled Substances Forfeiture (42 Pa.C.S. Sections 6801-6802); the Pennsylvania Crimes Code (18 Pa. C.S. 6307-6314); the Pennsylvania Motor Vehicle Code (75 Pa. C.S. 1546-1547; 3715, 3731); and the Lower Merion Township Code (Article IV, Section 111-4). These statutes are on file at the reference desk in Canaday Library. A summary of federal law and relevant sanctions is also on file.

The College's policies on disciplinary sanctions for students are stated in this handbook. Policies on sanctions for faculty and staff are stated in the handbooks appropriate to them.

This policy is instituted effective immediately, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. #101-226). No institution will receive federal financial assistance of any kind after October 1, 1990, unless it has certified that it has "adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and staff members."

The College will conduct a biennial review of its program to determine its effectiveness, implement needed changes, and ensure that it is consistently enforced.

### POLICY ON A DRUG-FREE WORKPLACE

The College, as an employer, and students as employees of the College have obligations under the Drug-Free Workplace Act of 1988 (41 U.S.C. Section 701). The College's statement of compliance is reproduced here.

The use of illegal drugs poses a threat to the health and safety of members of the Bryn Mawr College community. Therefore, the illegal use, possession, dispensation, distribution or manufacture of controlled substances (as defined in federal statutes) by any faculty, staff or student employees in the workplace is not permitted.

As a condition of College employment, every employee shall abide by the terms of this policy, and he or she shall notify his or her supervisor of any criminal conviction for a violation occurring in the College workplace no later than five days after such conviction.

Any employee found in violation of these prohibitions and regulations may be required to participate in a drug-abuse assistance or rehabilitation program and shall be subject to disciplinary action, which action might include dismissal. Information regarding such assistance or rehabilitation is available through the Health Center, the campus physician and Crossroads. All of the insurance programs offered to staff, faculty and students through the College provide some form of support to persons in various forms of treatment for substance-abuse problems.

This policy is instituted, effective immediately, to comply with federal laws and regulations. Federal agencies cannot legally award any contract over \$25,000 or any grant monies without certification that the College has implemented a drug-free workplace program.

The College also complies with the Drug-Free Schools and Communities Act of 1989 (P.L. #101-226). Information on federal and state law imposing sanctions for unlawful possession, use or distribution of illicit drugs and alcohol is available at the reference desk of Canaday Library and in the Dean's Office.

Information on counseling, treatment and rehabilitation programs is contained in the College's drug and alcohol policies.

This handbook's statements on policies and procedures relating to alcohol and controlled substances form part of the College's compliance with the Drug-Free Schools and Communities Act.