

Saint Anselm College
Staff Handbook

Revised November, 2000

Welcome to the Saint Anselm College community. As a Benedictine, Catholic liberal arts college, we place special value on the human person as our greatest resource. To be employed at our College is to share responsibility for fulfilling the College's mission to engage its students in the fullest experience of a liberal arts education and to graduate men and women who will lead creative and generous lives. We believe every member of the College community can make a contribution to this effort and that, in fact, you have come here precisely because you wish to participate in that challenging opportunity.

We suggest that you become familiar with the contents of this handbook and keep it on hand for easy reference. The discussion of benefits in this handbook is merely a summary of our programs, which are subject to change. You should always consult with the Office of Human Resources for the specifics and the complete terms of your benefits.

I again welcome you to the College. I look forward to our mutual cooperation and hope that your employment will be an enjoyable and rewarding experience.

Sincerely,

(Rev.) Jonathan DeFelice, O.S.B.
President

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This is your personal copy of Saint Anselm's ("the College") Staff Handbook. This Handbook is designed to acquaint you with the College and provide information about working conditions, employee benefits, and some of the policies affecting your employment. You are required to understand and comply with all provisions in the Handbook. This Handbook describes many of your responsibilities as an employee and outlines the programs developed by the College to benefit employees. You are required to read this Handbook and to keep a copy of it and any subsequent changes or revisions for future reference.

This Handbook provides current information for the convenience of employees and may be changed by the College at any time. No employee handbook can anticipate every circumstance and question about policy. In order to retain necessary flexibility in the administration of policies and procedures, the College reserves the right to revise, supplement or rescind any policies or portion of the Handbook from time-to-time as it deems appropriate, in its sole and absolute discretion. However, no individual can bind the College to any changes to the policies stated herein except with written authorization from the Office of Human Resources.

This Handbook supersedes any previously issued personnel rules, policies or Employee Handbooks. All policies in this Handbook are effective immediately.

This Handbook is not an employment contract and does not create or describe obligations of the College. Employment with the College is not for any fixed term or definite period and may be terminated at any time by either the employee or the College, with or without cause and with or without notice or warning.

In addition to this Handbook, the College may use a variety of other methods to keep employees informed of policies and procedures including, but not limited to, bulletin boards, memorandums, newsletters, and meetings. Employees should review material on bulletin boards on a regular basis.

It is only through a dedicated, conscientious effort that the College can continue to flourish and its employees continue to prosper. Please talk to your supervisor and/or the Director of Human Resources if you have any questions regarding this Handbook or any matter not covered by this Handbook.

HISTORICAL BACKGROUND

For over a millennium, the Benedictines have been engaged in the work of preserving, enriching, and extending the secular learning and religious thought of the Western World. Benedictine monks of Saint Mary's Abbey, Newark, New Jersey founded Saint Anselm - College in 1889. It was dedicated to the educational ideals of the Order of Saint Benedict and continues in this commitment. The College is named in honor of one of the great Benedictine scholars of the eleventh century, whose creative thinking in philosophy and theology, as well as his pastoral zeal for truth as Archbishop of Canterbury, makes him a patron singularly worthy of emulation by an academic community

In response to the invitation of Bishop Denis Bradley, first Bishop of Manchester, a six-year classical course, with curricula in philosophical and theological studies, was organized and opened to qualified students. Shortly before formal instruction was scheduled to commence, the original building burned. A second building was completed in 1893. In 1895, the General Court of the State of New Hampshire empowered the new institution to grant the usual academic degrees.

The College continued to be administered by the Benedictines of Saint Mary's Abbey until 1927, when the local community assumed full academic and financial responsibility for the College. The period which followed has been characterized by steady improvement of facilities. After World War II, the College gradually expanded to meet the needs of veterans and of an increasing College population. In 1960, Saint Anselm undertook what was, at the time, the largest physical plant expansion for a Catholic college of its size in the United States. Subsequent building programs have enabled the College's facilities to continue to meet the needs of its students and faculty.

The physical growth has been paralleled by expansion and improvement of the academic program. In the mid-1970's the College accepted a grant from the National Endowment for the Humanities and revised its program of core curricular studies for the freshmen and sophomore years. The Humanities Program, Portraits in Human Greatness, has become nationally recognized for its excellence. In addition to its basic courses in the liberal arts, the College also offers several pre-professional programs and a baccalaureate degree in Nursing.

From its beginnings, Saint Anselm College has been, and desires to remain, a small college. The school is moved to this decision not only because it wishes to accept only those students whom it can efficiently prepare for their life's work but also because it wishes to retain the community spirit characteristic of a Benedictine institution. Therefore, the enrollment is held to under 2000 undergraduate students.

As a liberal arts college, Saint Anselm does not specialize in any particular area or curriculum, but seeks to give its students a broad liberal education in a context of Christian ideals as an integral part of sound preparation for their chosen careers. The College stands open to receive students, faculty members and staff of every race and creed.

II AIMS, GOVERNANCE, AND ORGANIZATION

Aims and Objectives

Saint Anselm College is a Catholic liberal arts college in the Benedictine tradition. It is the purpose of Saint Anselm to offer its students access to an educational process which will encourage them to lead lives that are both creative and generous. Saint Anselm challenges its students to engage in the fullest experience of a liberal arts education—to free themselves from the strictures of ignorance, illiteracy and indecision and to dedicate themselves to an active and enthusiastic pursuit of truth. It is through an appreciation of the several kinds of truth—the scientific, the technical, the poetic, the philosophic and the theological—that students may learn to challenge resourcefully both personal and social problems.

Saint Anselm seeks to admit students who are capable of benefiting from the liberal arts education which it offers. The College stands open to receive students of every race and creed. Indeed, the College seeks to enroll a student body which reflects a variety of religious, racial and cultural backgrounds. As a Catholic, Benedictine institution, Saint Anselm observes and promotes Christian standards of value and conduct. The College accepts and retains students on the condition that they observe these standards.

Governance

Saint Anselm College is a private institution related to the Catholic Church through The Order of St. Benedict of New Hampshire. The Order is the corporate organization which founded and has operated the College by virtue of the charter granted to it by the General Court of the State of New Hampshire on August 1, 1889, then amended by the General Court on February 25, 1895, and further amended by an act of the legislature on April 10, 1925.

The Governing Board of the College consists of the Abbot of Saint Anselm Abbey as Chairperson and eight other members. Four are appointed by the Chairperson and four are elected annually by the members of the Corporation. Major extraordinary expenditures and major policy decisions are referred to the members of the Corporation, that is, to all solemnly professed Benedictines of Saint Anselm Abbey.

The Abbot of Saint Anselm Abbey is the Chancellor of the College. The Chancellor exercises ultimate authority in the formulation of the major principles which guide the College.

Since 1957 a lay Board of Trustees of Saint Anselm College has provided advice and guidance in the conduct of the affairs of the College. It consists of no more than thirty-five members. No member of the Corporation of the order of St. Benedict of New Hampshire may be a voting member of the lay Board of Trustees. Appointments to membership are made by the Chancellor of the College. Nominations are presented to the Governing Board by a nominating committee composed of the President of the College and two members selected by the Chairperson from the Board of Trustees of the College. The lay Board of Trustees of Saint Anselm College is an advisory board.

Contributed Services

Contributed services is a major factor in the continued financial integrity of Saint Anselm College. This concept may be explained by noting that the services to the College by the monks of Saint Anselm Abbey are paid at the same rates as for laity in comparable positions—whether administrators, faculty, support or service personnel. These sums are credited to the Abbey accounts. Then, after the expenses of the Abbey are met, a grant is made to the College. This annual gift is the equivalent of income from a fairly sizable endowment.

Since 1968, Benedictine Sisters from St. Benedict's Priory, St. Joseph, Minnesota, have served the College community in faculty, administrative, and staff positions. They make a financial contribution to the College after the expenses of the Sisters' Community have been met.

III EMPLOYMENT POLICIES

Employment At-Will

As is common throughout New Hampshire, employment with the College is at-will. This means you are free to resign from employment at any time, and you may be separated from employment without notice, for any or no reason, at any time, regardless of length of service, with or without cause. No employee or other representative of the College is authorized to make verbal representations or agreements that modify any employee's at-will status with the College. However, the President of the College may enter into written agreements with employees as he, in his discretion, deems appropriate.

Policy on Non-Discrimination

Saint Anselm College is committed to the principle and practice of equal opportunity for all its students, faculty, employees, and applicants for admission and employment. For that reason, the College provides equal employment opportunities to all of its employees and applicants for employment without regard to the individual's race, color, sex, national origin, marital status, age, disability, sexual orientation, or veteran status, in accordance with state and federal laws, or any other characteristic protected by law.

The College absolutely prohibits, forbids, and will not tolerate any verbal, physical or other conduct that belittles or demeans any individual on the basis of the above-listed statuses. All employees, managers, supervisors and job applicants are guaranteed the same employment opportunities. No person or employee, no matter what his or her title or position, has the authority expressed, actual, apparent or implied to discriminate against any employee of the College.

This policy governs all aspects of employment, including but not limited to, selection, job assignment, compensation, discipline, termination and access to benefits and training.

If you have any questions, problems, or complaints regarding a violation of the *Policy on Non-Discrimination* or discrimination in general, you must communicate your concerns to your immediate supervisor. If you feel uncomfortable doing so or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to your supervisor's supervisor or the Office of Human Resources.

Disability Accommodation

The College is committed to complying fully with the Americans' with Disabilities Act (ADA) and insuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. However, it is the responsibility of the employee/applicant to notify the College of the existence of any qualifying disability and any reasonable accommodation necessary to perform the essential functions of the job. Requests for reasonable accommodations should be made to your supervisor or the Office of Human Resources.

Sexual and Other Unlawful Harassment

The College will not tolerate the harassment of any employee or visitor on the basis of sex or any other unlawful basis. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical and nonphysical conduct of a sexual nature when:

- * submission to such conduct is made explicitly or implicitly a term or condition of employment; or
- * submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation, promotion, or assistance; or
- * such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive environment in which to work.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional, verbal or physical. No person, employee, or third party, no matter what his or her title or position has the authority, expressed, actual, apparent, or implied, to commit sexual harassment.

This policy prohibits all of the aforementioned activities whether engaged in by a supervisor, agent of the College, co-worker, or non-employee who is on the College's premises or who comes in contact with College employees.

Management, supervisors, employees, and those in positions of authority should be sensitive to questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional relationships are involved.

In addition, the College explicitly prohibits, forbids, and will not tolerate the harassment of any student, employee, manager, visitor, male or female, or the creation of a hostile or intolerable working environment by exhibiting, committing or encouraging an act such as the following:

- * Material such as pornographic or sexually explicit posters, screen savers, calendars, graffiti or objects;
- * Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
- * Intentional or malicious physical conduct that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling up against another individual's body or clothes; and
- * Physical assaults on other employees, including, but not limited to, rape, sexual battery, molestation, or any attempts to commit such acts of assault.

In addition, the College will not tolerate the harassment of any student, employee, visitor or any other third party on the basis of race, color, religion, sex, national origin, age, disability or other unlawful reason.

Sexual and other harassment is a violation of the College's policies and is prohibited by state and federal law. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so. Any individual who believes that he or she has been subject to unlawful harassment must report the harassment to their supervisor immediately. If you feel uncomfortable doing so or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to your supervisor's supervisor or the Office of Human Resources. If neither of these alternatives is satisfactory to you, then you may direct your questions, problems, complaints or reports to the Executive Vice President. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed above.

In addition, retaliation against an employee who complains about sexual or other unlawful harassment is a violation of the College's policy and is prohibited by state and federal law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment.

The College will determine what constitutes harassment based on a review of the facts and circumstances of each situation. The College reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. All employees, including supervisors and managers, will be subject to severe disciplinary action up to and including discharge for any act of harassment they are believed to have committed.

Safety

As a Benedictine Catholic liberal arts college, Saint Anselm places a special value on the human person as its greatest resource. Consequently, the safety and health of all college employees is of utmost and primary concern. The Joint Loss Management committee (or

Safety committee, as it is sometimes referred to), comprised of administrators, faculty, non-exempt staff and students, has been established to promote work safety and health throughout the college community.

The safety and health of all employees is everyone's responsibility and must be accomplished by the promotion and enforcement of safe work practices and of a safe work environment. The participation of every member of the College community, working together, is necessary to accomplish these goals. We rely on all employees to follow college safety rules and to report unsafe conditions and accidents to their immediate supervisors.

For the safety and well-being of everyone on campus, any employee who has an active restraining order out against another individual must notify the Office of Safety and Security as soon as it is practicable to do so.

New Employees

Usually, on the first day of employment new employees report to the Office of Human Resources for an orientation. During that orientation employees will complete all required documentation, including the W-4 and I-9 forms, and will receive the following information: Handbook for Exempt and Non-Exempt Staff, Campus Safety Brochure, Drug Free Workplace Agreement, and Workers' Compensation Insurance information.

Federal Law requires that any person being employed by the College must complete an Employment Eligibility Verification form (I-9) within the first three days of employment. The employee must show appropriate, original documentation for review and verification to the Office of Human Resources. Failure to provide the proper documents may delay the start of employment or be cause for termination.

Employment of Minors

The College follows state and federal laws governing the employment of minors. A Parent/Guardian Work Authorization form must be on file with the employee's record in the Office of Human Resources before employment actually begins.

Under no circumstances may a person under the age of 16 be employed at Saint Anselm College. Youths of 16 or 17 years of age, who are enrolled in school are limited to work a certain amount of hours and consecutive days. More information about the employment of minors is available in the Office of Human Resources.

Employment of Relatives

Saint Anselm College promotes the employment of relatives. However to prevent potential conflicts, the following guidelines apply for all regular full and part-time jobs.

Relatives may not have supervisory responsibility, salary, or career influence over each other.

Relatives may not be assigned to jobs where they are involved in cross-checking, processing, or influencing each other's work in any way.

Relatives should not be employed in the same unit. Specific guidance will be provided and policy decisions made by the Director of Human Resources in unusual cases.

For the purposes of this policy, the term "relatives" includes spouse, parents, children, siblings, in-laws, grandparents, aunts, uncles, nieces, nephews and first cousins.

This policy does not apply to summer jobs or temporary positions lasting less than three months.

Employment Status

At Saint Anselm College, an employee has one of the following status categories:

* Regular: An employee will have regular status if hired into a position that is expected to last at least nine months in a continuing capacity, year after year, and the work schedule meets the following requirement:

> Full-time - Regularly scheduled hours of at least 30 hours a week

OR

> Part-time - Regularly scheduled hours of fewer than 30 hours a week

* Temporary: Temporary employment is a special classification under which an individual receives a wage or salary for temporary services performed. Temporary employees are covered by Workers' Compensation, Social Security, and Employment Security. They are not eligible for any fringe benefits.

Employees are also defined as being either non-exempt or exempt. Non-exempt employees are those employees who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA) or applicable state law. Employees in this category will receive overtime pay for actual time worked in excess of forty (40) hours in a workweek. Exempt employees are those employees who are classified as exempt from the overtime provisions of the FLSA and any applicable state law. Exempt employees do not receive overtime pay as their salary represents compensation for all work performed in a pay period.

An employee's status as an exempt or non-exempt employee could change during the term of employment. Employees who are uncertain about their status as a full-time, part-time or temporary employee or as an exempt or non-exempt employee, should contact the Office of Human Resources.

Work Schedule

Daily and weekly work schedules are determined by the College based on the requirement of each department. Such schedules may be changed at the discretion of the College to suit varying conditions.

In most departments, the work hours are normally Monday through Friday from 8:30 a.m. to 4:30 p.m. with a one hour unpaid lunch period for non-exempt employees. Because of special situations, a few departments operate on different shifts; in some departments a 40 hour work week is standard with a 30 minute unpaid lunch period for non-exempt employees. By nature, exempt positions do not conform to a specific work schedule.

Certain employees working a full twelve month schedule, such as in Dining Services, may be assigned work in other areas of the College as required, usually during the summer months.

Rest Periods

Non-exempt employees are allowed a fifteen (15) minute coffee/rest period for each four (4) hours worked, provided such interruption in work does not interfere with the performance of responsibilities or the efficiency of the department. These periods of relaxation are intended as a change of pace from daily duties. They may not be accumulated nor applied to the lunch period nor the beginning or end of the work day.

Attendance Standards

Employees are expected to come to work regularly and on time. Absenteeism and/or tardiness often causes an undue burden on co-workers and adversely affects a department's ability to function effectively. When it is determined that an employee's occasions of absence

or tardiness have become excessive, disciplinary action, up to and including termination of employment, may be warranted.

Employees who are absent for any reason, other than pre-approved time off, must call their supervisor no later than one half hour after their regularly scheduled start time. Successive days of absence must be called in daily. Failure to do so may result in termination of employment.

Employees (either full or part-time) needing an extended medical leave of more than 5 working days must complete a *Leave of Absence Request* form. Medical documentation will be required to substantiate the request.

Absence without Notification

Except in cases of pre-approved absence (such as vacation time or leave of absence), employees must notify their supervisor each day they are absent. If such notification is not provided for three consecutive work days, the College will consider the employee to have abandoned their job and voluntarily terminated employment without notice.

Inclement Weather Days

Since Saint Anselm College is an educational institution with a predominantly resident student population, it is expected that normal operation will take place on a regular basis. However, if inclement weather necessitates that classes be canceled and the College be closed, local radio stations will broadcast this information during the early morning hours. Employees who have voice mail (VM) are encouraged to call into their VM boxes to obtain information about whether or not the College is open. Those employees who do not have VM may call 641-7000 for updated information. Employees are expected to report to work unless notice is issued that the College is closed. When it is necessary for the College to close, employees scheduled to work will be paid for their regularly scheduled hours.

Non-exempt employees who are required to work when the College is closed will be paid their standard pay for that day and will also receive additional hourly pay for the hours actually worked. Time and a half will be paid when the total hours actually worked for the week exceed 40 hours.

If the College remains open, employees are urged to use their good judgment, as conditions can vary widely from one location to another. An employee unable to report for work due to inclement weather may have this absence treated as an unpaid day or apply vacation time to receive pay.

Note that some departments have procedures in addition to those stated in this policy. All employees should check with their supervisor to be certain they are familiar with special needs of their position or department.

Announcement of Position Vacancy

Internal Job Posting notices are usually displayed on various bulletin boards on campus, such as in Human Resources, Coffee Shop, Dining Services, Business Office, Library, and Physical Plant. Job Postings are normally displayed for a minimum period of three (3) working days. Listings of current position vacancies are also available on the Jobline, (603)641-7378 and on College's web site (www.anselm.edu).

In addition to internal job postings, the College may choose to advertise a position externally in one or more publications. In the event of an interdepartmental promotion, appointment by the President or other circumstance, the College may choose to fill vacant positions immediately without internal or external announcements.

Position Transfer

Employees who are interested in applying for a position vacancy must complete a *Position Transfer Request* form, available in the Office of Human Resources. A cover letter and updated resume, if appropriate, will be forwarded to the hiring manager, along with the *Position Transfer Request* form. An employee's current supervisor will be contacted only if/when the employee is considered a finalist for the position.

A request for transfer will not usually be considered unless the employee has accumulated at least nine months of continuous service in the current position. An employee with more than nine months of service may apply for a vacant position at any time; however, no employee is guaranteed placement in or advancement to a vacant position. Saint Anselm College seeks to employ the most qualified candidate whose education, background and experience are most closely aligned to the needs of the College and the department in which the vacancy is located.

Voluntary Termination of Employment

Resignation is a voluntary separation of employment initiated by the employee. All employees are required to submit a letter of resignation to their supervisor/manager, stating the anticipated last day of work. It is customary for non-exempt employees to give a notice of two (2) weeks and for exempt staff to give a notice of one (1) month. The letter of resignation will be forwarded to the Office of Human Resources for inclusion in the employee's file. Keys, identification cards, uniforms and other College property must be turned in to the employee's supervisor/manager on the last day of employment.

When appropriate, the Office of Human Resources will schedule an Exit Interview with the employee to discuss benefits information and the like. Upon termination of employment an employee will receive pay for any earned, unused vacation time. Accumulated sick leave is not reimbursable or convertible at the time of termination of employment.

Employees will be asked to complete a confidential *Exit Interview Questionnaire*. Information provided via the questionnaire will be combined with that from other employees and shared with senior management in report form only. Completion of the questionnaire assists the College in evaluating current policies and procedures.

Complaint Procedure

It is the intent of the College to provide active employees with an effective means to discuss and bring to resolution any work related problem or concern by using the following steps:

1. Employees should promptly bring any problem or complaint to the attention of their immediate supervisor.
2. If employees prefer not to discuss the situation with the supervisor, or the supervisor does not address the issue satisfactorily, employees may choose to speak to the department manager or department head.
3. If the manager or department head is unable to address the problem satisfactorily, or employees do not wish to discuss the issue with him or her, they may choose to speak to the Director of Human Resources.
4. If the employee has discussed the complaint or problem with the Director of Human Resources and remains dissatisfied with the results of the conversation, he/she may then request a meeting with the Executive Vice President whose review and decision will be final.

Corrective Action

Standards of work performance, personal conduct and attendance must be maintained to assure the orderly, effective operation of the College.

Occasionally, discussions between the employee and the supervisor must occur to correct certain deficiencies. Generally, the following steps will be adhered to when corrective action is necessary. However, the College retains the right to omit any steps and to terminate the employment relationship at any time, for any or no reason, with or without warning at its sole discretion.

Generally, the supervisor will verbally review any deficiency with the employee and discuss expected changes. The discussion will be documented. Failure to improve may result in a verbal warning.

VERBAL WARNING: During the verbal warning, the continued work problem will be reviewed and expected changes will be defined. The conversation will be documented by the supervisor and the documentation placed in the employee's personnel file. Failure to show lasting improvement may result in a written warning.

WRITTEN WARNING: A written warning will include a description of the particular job performance issues and expectations for improvement. The supervisor and employee will further discuss acceptable standards and methods of achieving them. The employee will sign and receive a copy of the written warning. A copy of the warning will also be placed in the employee's personnel file.

Continued deficiencies may result in termination of employment.

Employee Records and Privacy

It is the policy of Saint Anselm College to respect individual privacy, and to maintain in confidence all information and records pertaining to its employees to the extent practicable in keeping with the College's interest.

Official employee records are maintained in the Office of Human Resources. Access to those records is limited to official need by members of Human Resources or other College officials. An employee has the right to review and/or obtain a copy of his or her personnel file during regular office hours. Neither the file, nor sections of the file, may be removed from the Office of Human Resources. Employees who are interested in receiving a copy of their personnel file or who wish to make an appointment to review their file should contact the Office of Human Resources.

In general, salary and other information about an employee will not be released without the prior written consent of the employee or an appropriate legal process. Upon request the Office of Human Resources will provide to third parties confirmation of employment, i.e. dates of employment and position held.

Drug and Alcohol Policy

The College is committed to maintaining a healthy, wholesome environment that is conducive to the pursuit of learning. The welfare and success of the College depends largely upon the physical and psychological health of its employees. The use of drugs and alcohol poses a serious threat to the College and its employees. It is for this reason that the College has established the following drug and alcohol policy:

- * The possession, use, or sale of alcohol, unauthorized or illegal drugs or the misuse of any prescription drugs on/in college property or while on college business is prohibited

and constitutes grounds for immediate disciplinary action up to and including immediate termination of employment.

- * Any employee under the influence of drugs or alcohol while on/in college property or while on college business may be subject to disciplinary action up to and including immediate termination of employment.
- * Employees are responsible for promptly reporting to their supervisor any use of prescribed medication which may affect their judgment, performance or behavior.

The College will take whatever steps it finds appropriate to effectively enforce this policy. This includes, but is not limited to facility searches, drug/alcohol testing and other measures when there is reason to believe that drugs or alcohol are present, employee performance is impaired or other behavior indicating drug/alcohol use is evident. Refusal to cooperate with such procedures may result in disciplinary action up to, and including, immediate termination of employment.

The unlawful manufacturing, dispensing, possession, or use of a controlled substance is prohibited. Employees are prohibited from being under the influence of a controlled substance while at work. Further, the unauthorized use, dispensing, and/or possession of alcohol on the Saint Anselm campus or in connection with the College's activities is prohibited.

Any employee violating this policy will be subject to disciplinary action including but not limited to warning or termination of employment.

Communicable Disease

Saint Anselm College seeks to protect the health and safety of each individual, as well as the college community. This policy applies to the students, faculty and staff of the College, and it aims to reduce everyone's risk of exposure to any communicable disease. Communicable diseases referred to in this policy, as well as the mandatory reporting of such, are defined by the New Hampshire Division of Public Health Laws.

In an effort to protect the health of all members of the college community, the College has set up specific entry requirements with regard to immunization and testing for entering students, as related to communicable disease. These requirements are in accordance with the latest State of New Hampshire and Federal guidelines. Employees of the College will comply with all State of New Hampshire and Federal regulations as well as college requirements regarding infection control.

In the event that a Saint Anselm College student develops a communicable disease, the disposition of each case will be determined by guidelines dictated by the New Hampshire Department of Public Health, the Director of Health Services and the Medical Director. Individuals have a statutory right of confidentiality under NH RSA 329:26. In order for any information to be released, the client must sign a consent authorization.

Solicitation Policy

In order to protect our employees from interference in the course of their work and to prevent distractions or confrontations, solicitations will not be permitted during work time. Employees are not permitted to distribute literature, printed materials or printed products, or to sell products, solicit monetary contributions or solicit for any organization or cause during work time or in work areas. Non-employees are not permitted to solicit or distribute material on/in College property at any time.

Smoking on Campus

All College buildings and facilities are considered nonsmoking areas.

Enforcement of this policy is the responsibility of the individual and an individual's supervisor under the general provisions of Saint Anselm College policies and procedures, as outlined in the Faculty Handbook, the Staff Handbook, and the Student Handbook.

Signs posted throughout the buildings on campus advise occupants that smoking in these enclosed spaces is prohibited. All employees and students are requested to assist in maintaining the beauty and cleanliness of the College campus. Those who choose to smoke outside of buildings are asked to place the remains of tobacco products in proper receptacles.

IV EMPLOYEE CONDUCT

Personal Conduct

A high standard of personal conduct and a cooperative spirit by the employee are important qualities in the work setting of the College. Any action by an employee which breaches confidentiality, shows disrespect for the rights and safety of others, disregard for College property, or is in conflict with the mission and goals of the College, will not be tolerated and may be grounds for the termination of employment or other disciplinary action. Notwithstanding this provision, all employees remain employees at will.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. However, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- * Theft or inappropriate removal or possession of college property
- * Falsification of timekeeping records
- * Working or reporting to work under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Unauthorized use of telephones, mail system, technology or other employer owned equipment
- * Undesirable work habits including, but not limited to, carelessness, negligence or sleeping on the job.

Use of Equipment and Vehicles

Equipment and vehicles essential to accomplishing job duties are expensive and may be difficult to replace. When using college property, employees are expected to exercise care, perform required maintenance, and to follow all operating instructions, safety standards, and guidelines. Use of equipment and vehicles is permitted by assigned personnel only.

Employees should notify their supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting could prevent deterioration of equipment and possible injury to employees and others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, may result in disciplinary action, up to and including termination of employment.

Use of Information Technology Resources (policy summary)

The complete *Use of Information Technology Resources* policy may be found in the Appendix. The following is a summary of this policy.

The information technology resources at Saint Anselm College are provided to support its students, faculty and staff in the mission of the College. Appropriate use of these resources includes student and faculty instructional use, scholarship, and the official work of the offices, departments, recognized student organizations, and the agencies of the College. People who use the Saint Anselm College computing facilities do so as guests of the College and are expected to conduct themselves according to the stated mission of the College. Saint Anselm College is likewise a guest on the Internet, and those who make use of the Internet represent Saint Anselm College by the way in which they conduct their network activities.

Responsible use requires that users not interfere with the normal and proper operation of the College's computing facilities or the Internet; not adversely affect the ability of others to use our equipment or services; and not conduct themselves in ways that might be harmful or offensive to others. Activities that interfere with the normal operation of the College's information technology resources are prohibited.

College Records

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

Privacy

The staff of the Office of Information Technology has the responsibility to make every reasonable effort to maintain the privacy of a user's files, electronic mail, and phone mail.

Student files that are kept on Saint Anselm College mainframe are considered "educational records" as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code, also referred to as the Buckley Amendment). Every effort is made to preserve the confidentiality of these records. A copy of the Institutional Policy for the Implementation of the Family Educational and Privacy Act of 1974 is provided in the Appendix.

The College will not monitor electronic mail as a routine matter, but it may do so to the extent permitted by law and as the College deems necessary for purposes of maintaining the integrity and effective operation of the College's electronic mail system.

All users should be aware that even when data, a message, or document has been “erased” or “deleted” it may still be possible to retrieve it and therefore, even erasure or deletion does not render private the information, data, message, etc.

The equipment, services, and technology provided to access the Internet remain at all times the property of Saint Anselm College. As such, the College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Monitoring is performed with the utmost respect for individual privacy and confidentiality, and exclusively for the purpose of maintaining secure, smooth functioning of technology. Only authorized College personnel may perform monitoring. Users must not impede this monitoring or make any attempt to monitor the communication of others. Because Saint Anselm College is sensitive to the legitimate privacy rights of students, faculty and staff, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Software licensed to the school may not be moved, copied or removed without the express permission of the Office of Information Technology. Students, faculty or staff are not allowed to install software on computers in the College’s computer laboratories. IT does not support software on faculty or staff computers that was not installed by the College. The Information Technology staff will move proactively to remedy any violations of copyrights as they are discovered.

To safeguard the technology systems and enforce this policy, the Information Technology staff may limit or restrict any account holder’s usage of the computing facilities, and may remove or otherwise alter any data, file, or system resources that may undermine the proper use of that system. Persons who abuse the information technology facilities, resources or policies may also be subject to further disciplinary action by the College, in the same manner as violators of other College policies. In some cases, they may also be liable for civil or criminal prosecution.

Dangerous Articles

The College prohibits possession of firearms or any other weapons on/in the College’s property or while on College business. Violation of this policy may result in disciplinary action, up to and including, immediate termination.

In addition, any employee who has an active restraining order out against another individual must notify the Office of Safety and Security as soon as it is practicable to do so.

Personal Appearance

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

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Employees who have questions about what constitutes appropriate attire are encouraged to consult their supervisor.

College Sponsored Functions

From time-to-time, the College sponsors a function, such as a holiday party. Attendance at these functions is usually voluntary. If the event includes the availability of alcohol, employees should be responsible about their consumption and are strongly encouraged to make appropriate transportation arrangements, such as, using a designated driver. Any

other impromptu or regular employee gatherings outside of work time are not sponsored by the College.

Return of College Property

Employees are responsible for all College property, materials, or written information issued to them or in their possession or control. Employees must return all College property immediately upon request or upon termination of employment. Where permitted by applicable laws, the College may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The College may also take any/all action deemed appropriate to recover or protect its property.

V PAYROLL PRACTICES

Time Sheets

The Federal Wage and Hour Law requires that all non-exempt employees keep a true and accurate record of hours worked. Time of arrival and departure must be clearly indicated on the time sheet, as well as non-compensable time for meal breaks. Any absence from work is explained by noting the reason, such as sick leave, holiday, or vacation. It is essential that each time sheet accurately reflect actual hours worked. Completed time sheets must be signed by both the employee and the immediate supervisor, prior to being submitted to the Business Office. Time sheets are due in the Business Office by 9:30 a.m. on the Monday of a payday week.

Workweek and Pay Periods

The workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 a.m.

Non-exempt employees are paid on a bi-weekly basis with paychecks normally issued on alternate Thursdays, for work performed during the preceding two-week period.

Exempt employees are paid on a semi-monthly basis, on the 15th and last working day of the month. If the 15th of the month falls on a weekend, payday will be the preceding available workday.

If a holiday falls on a normally scheduled payday, paychecks will be issued the preceding available workday.

Wage/Salary Increases

Salary increases are not automatic, and are given by the College only with the supervisor's consent. Any salary increase usually becomes effective July 1. For employees who are employed only during the academic year, salary increases become effective when returning to work after July 1, usually late August or early September.

Employees who are hired between May 1 and June 30 of any given year will generally not be eligible to receive an increase until July 1 of the subsequent year.

Overtime Pay

Work is organized and scheduled in such a way that, normally, overtime work is not needed. However, it may sometimes be necessary to ask certain non-exempt employees to work additional hours. When this is the case, the supervisor will try to notify employees of the need for overtime as far in advance as possible. Every reasonable effort will be made to accommodate those employees who, for personal reasons, may on occasion have difficulty complying with the overtime request. However, employees should be aware that the College has the right to require

reasonable amounts of overtime work. Except in an emergency, an employee may not work in excess of regularly scheduled hours without prior approval from the supervisor.

A non-exempt employee is paid at one-and-one-half (1½) times the regular rate for all hours actually worked in excess of forty (40) hours per the employee's designated workweek (the College's workweek for payroll purposes is Monday through Sunday). Overtime work is paid in the paycheck for the payroll period in which it occurred.

A non-exempt employee called back to work for an emergency need is guaranteed a minimum call-in period of four hours. The employee is expected to work four hours on site, or may choose to leave when finished and receive compensation for the actual hours worked. A minimum of two hours will be paid regardless of the number of hours worked.

By law, the College is not permitted to provide non-exempt employees with compensatory ("comp") time off unless the time is used within the same workweek as the hours worked. Exempt positions are exempt from the Fair Labor Standards Act and as such are not paid overtime.

Administrative Pay Corrections

The College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should bring the discrepancy to the attention of their supervisor, the Payroll Specialist or to the Office of Human Resources, so that corrections can be made as quickly as possible.

VI VACATIONS, HOLIDAYS, LEAVES OF ABSENCE

Vacations

Full-time employees accrue vacation in the following manner (note: "Month" is defined as full calendar month):

Non-exempt Employees - Earning Rate per Month & Year

Year 1 through 4 years	1 day/month	12 days annual max.
Year 5 through 15 years	1.25 days/month	15 days annual max.
Year 16 & over	1.66 days/month	20 days annual max.

Exempt Employees -Earning Rate per Month & Year

Year 1 through 1st year	1 day/month	12 days annual max.
Year 2 through 5 years	1.25 days/month	15 days annual max.
Year 6 & over	1.66 days/month	20 days annual max.

Note that the total number of days an employee can earn in a year is governed by the number of months worked. If, for example, a non-exempt employee has three years of full-time service and works a ten-month schedule, that employee would earn 10 vacation days a year. The vacation earning rate is based on length of full-time continuous years of service.

Earned vacation time must be taken before June 30 of that fiscal year which follows the fiscal year in which the vacation time is earned. It may not accumulate beyond this time frame.

If a paid holiday or holy day occurs during a vacation period, the employee receives an extra vacation day that may be taken at another time.

Requests for vacation time must be submitted to the supervisor for approval as far in advance as possible. A reasonable effort will be made to grant an employee vacation at the time requested, but efficient operation of the department and staffing needs may cause the supervisor to schedule vacation at a specific time.

Accrual of vacation time ceases during any leave of absence and resumes with the first full calendar month worked upon return. Upon termination of employment an employee will receive pay for any earned, unused vacation time.

Holidays and Holy Days

Saint Anselm College observes the following annual paid holidays for full-time employees:

- | | |
|------------------|---------------------------------------|
| New Year's Day | College Holiday (Observed in October) |
| Memorial Day | Thanksgiving Day |
| Independence Day | Friday after Thanksgiving Day |
| Christmas Day | |

Generally, if a holiday falls on Saturday, it is observed on Friday; if a holiday falls on Sunday, it is observed on Monday. Holidays are observed on the day legally observed by the Federal Government. Newly hired full-time employees are immediately eligible for paid holidays and holy days.

Saint Anselm College grants the following annual holy days to its full-time employees:

- | | |
|--|-------------------------|
| Good Friday | |
| Feast of the Ascension | Forty days after Easter |
| Feast of the Assumption | August 15 |
| Feast of All Saints | November 1 |
| Feast of the Immaculate Conception | December 8 |

Holy days are observed as days off with pay provided that the Church feast is actually celebrated on a weekday.

Pay for holidays and holy days is based on the regular hourly rate, or straight time. Generally, a non-exempt, full-time employee scheduled to work on a holiday or holy day is paid for the time actually worked at the regular rate of pay, in addition to holiday or holy day compensation. In lieu of holiday pay, compensatory time for hours worked on holidays and holy days may be used with the supervisor's prior approval, within the same payroll period.

Based on the academic calendar or workload, some departments may remain open on a holiday or holy day (Dining Services or Physical Plant, for example). In such circumstances, non-exempt, full-time staff will be paid for the time actually worked and receive their "holiday/holy day" paid time off at a later date.

Employees who are absent from work for reasons including, but not limited to, disability, FMLA, Workers' Compensation or Maternity Leave will not receive holiday/holy day pay. If a paid holiday or holy day occurs during a vacation period, the employee receives an extra paid vacation day.

Sick Leave

Sick leave is granted to full-time employees for absences due to illness of either the employee or an immediate family member. Sick leave can be used in hourly increments to allow usage for illness-related appointments: however, excessive absences, tardiness or early departures may be cause for disciplinary action up to and including termination.

A full-time employee accrues sick leave (to a maximum of four hours per month) at the rate of one-half the usual scheduled hours per day for each month the employee is scheduled to work at least 50% of the month. Sick leave time is paid at the regular straight time rate. Any absences beyond the accrued sick time will not be paid unless the employee applies vacation time or qualifies for Short Term Disability benefits.

Sick Leave Accrual Rates

Scheduled Hours/Week	Hours Worked per Day	Hours Sick Leave Earned per Calendar Month
40	8	4
35	7	3.5
30	6	3

For other than unforeseeable or unexpected emergencies, a *Leave of Absence Request* form must be completed and approved in advance for any sick leave lasting more than five working days. Medical documentation will be required to substantiate the request. Absences must be called in to the supervisor on a daily basis unless a leave of absence has been pre-approved.

Accrual of sick leave ceases during any leave of absence and resumes with the first full calendar month worked upon return.

The maximum sick leave time that may be accumulated is 40 days. Earned, unused sick leave is not reimbursable or convertible at the time of termination of employment.

Sick Leave Conversion

An employee who has accumulated a total of 40 sick leave days may convert a maximum of 10 days to additional vacation days, with one sick day equivalent to one-half a vacation day. Thus, 10 sick days can be converted to an additional 5 days of vacation, and 30 sick leave days be retained. The employee then can continue to accrue sick leave to a maximum of 40 days.

Converted sick leave days must be used within 12 months of the conversion. Converted sick leave is not reimbursable at time of termination.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 provides eligible employees a maximum of twelve (12) work weeks of leave during a twelve (12) month period, for the specific reasons outlined below. The twelve (12) month period is defined as the twelve (12) months preceding the first day of the requested Family and Medical Leave (FML). Any leave, with or without pay, that is designated as leave under FMLA will count against the employee's FMLA allotment.

To be eligible for FML an employee must be employed by Saint Anselm College for at least twelve (12) continuous months and have worked at least 1,250 hours during the twelve (12) month preceding the first day of FML. Employees may apply for a FML by completing a *Leave of Absence Request* form and submitting the form to the Office of Human Resources.

FML will be granted for any of the following qualifying events:

- * to care for the employee's child after birth, adoption or foster care placement; or,
- * to care for the employee's spouse, child, or parent, who has a serious health condition as documented by a Medical Doctor (MD); or,
- * for a serious health condition that makes the employee unable to perform the functions of their job, documented by a Medical Doctor (MD)

During the FML the employee's coverage under the College's group health insurance and dental reimbursement plans will continue on the same contributory basis as if the employee were not on leave. If the FML is unpaid, employee contributions to health, dental and/or

supplementary life insurance premiums must be prepaid on a monthly basis for the duration of the leave. Employees who are using either vacation or sick time, or, who are receiving Short Term Disability benefits during the FML may pay benefit premiums via payroll - deduction. Accrual of vacation and sick time ceases during any leave of absence and - resumes with the first full calendar month worked upon return.

Upon return from the FML, an employee is entitled, with limited exceptions, to be reinstated to the position they held before the FML, or to an equivalent position with equivalent benefits and pay. Normally, the employee will return to the position held prior to the FML. In certain circumstances such a situation may not be possible and the employee may be reassigned to an equivalent position.

Maternity Leave

Employees are entitled to a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth and related medical conditions. When the employee is physically able to return to work, they will be reinstated to the position they held before or to a comparable position, unless business necessity makes this impossible or unreasonable. Time on maternity leave will be counted toward any Family and Medical Leave entitlement. If an employee requires a leave of absence during a pregnancy related condition, they must complete a *Leave of Absence Request* form and submit it, along with supporting medical documentation, to the Office of Human Resources.

Medical Leave of Absence (non-FMLA eligible)

Employees needing an extended medical leave (more than 5 working days) must complete a *Leave of Absence request* form. Medical documentation will be required to substantiate the request. Failure to provide such documentation will delay the receipt of any paycheck due for allowable paid absences.

Though a reasonable effort will be made to hold an employee's position open during a leave of absence, the College does not guarantee the employee a job when their leave is over. When able to return to work, an effort will be made to reinstate the employee in the same position or a comparable position, provided such position is available. If no such position is available employment will be terminated effective the day the employee is eligible to return to work.

If the Medical Leave is unpaid, employee contributions to health, dental and/or supplementary life insurance premiums must be prepaid on a monthly basis for the duration of the leave. Employees who are using either vacation or sick time, or, who are receiving Short Term Disability benefits during the Medical Leave may pay benefit premiums via payroll deduction. Accrual of vacation and sick time ceases during any leave of absence and resumes with the first full calendar month worked upon return.

Personal Leave of Absence (non-FMLA eligible)

Employees who do not qualify for Family and Medical Leave and who need to be absent from work for personal or family reasons may apply for an unpaid Personal Leave of Absence, by completing a *Leave of Absence Request* form. Leaves may not exceed three (3) months and must not interfere with the efficient operation of the department.

Health, dental and/or supplemental life insurance benefits will continue only if the employee prepays the full portion of the employee contribution for the duration of the leave. The College's contribution to the employee's 403(b)retirement account will cease during this time. Accrual of vacation and sick time ceases during any leave of absence and resumes with the first full calendar month worked upon return.

Though reasonable effort will be made to hold an employee's position open during a Personal Leave of Absence, the College does not guarantee the employee a job when their leave is over. When able to return to work, effort will be made to reinstate the employee in the same position or a comparable position, provided such position is available. If no such position is available employment will be terminated effective the day the employee is eligible to return to work.

Military Leave

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

The leave will be unpaid, however, employees may use any available accrued vacation time for the absence.

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

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

Employees returning from military leave will be reinstated to the position held before the leave, or to an equivalent position, depending on the length of service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service with Saint Anselm College.

Bereavement Leave

In case of death in the immediate family, a full-time employee may be excused from work with pay for a maximum of three (3) consecutive work days. One day leave with pay may be granted an employee to attend the funeral of a close relative or friend, at the discretion of the supervisor. For the purpose of this policy, immediate family is considered to be: husband, wife, daughter, son, father, mother, brother and sister; father-in-law and mother-in-law, grandchildren and the employee's own grandparents.

Jury Duty Leave

The College encourages employees to fulfill their civic responsibilities by serving on jury duty when required. A full-time employee serving on jury duty will be paid the difference between the compensation received for jury duty pay and the regular straight time (or holiday/holy day, if applicable) pay, after presenting a certificate of court service and payment.

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

VII EMPLOYEE BENEFITS

Benefit Eligibility

Saint Anselm College is committed to providing a comprehensive benefit program as an integral part of each regular full-time employee's total compensation. Some benefit programs require contributions from the employee, but others are fully paid by the College. The College reserves the right to change benefits at its discretion.

Part-time and temporary employees are not benefit eligible, except as required by law, but are covered under Social Security, Workers' Compensation and unemployment insurance.

Flexible Benefits

The College's Flexible Benefits Plan allows eligible employees to achieve federal income tax savings on the College's group insurance programs. Employees may pay their share of premiums for group health, dental and life insurance with pre-tax dollars.

Employees may also elect to set up an account from which they may receive reimbursement on a tax-free basis for such health and dependent care expenses as vision, dental, and child and/or elder care. Additional information regarding this benefit is available from the Office of Human Resources.

Health Insurance

Health insurance is available to full-time employees, according to the provisions of the most recent Group Health Insurance Plan Certificate(s). Eligible employees may begin participation in the College's Group Health Plan(s) on the first of the month following 30 days of full-time employment or at the beginning of the Plan Year (currently January 1). In certain limited circumstances, and in accordance with the current Group Health Insurance Plan Certificate(s), an employee may be allowed to begin participation after the Plan Year has begun.

Extension of Health Insurance Benefit

In accordance with New Hampshire State Law employees and their qualified dependents are given the opportunity to continue health insurance coverage under the College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are termination of employment, or death of an employee; a change in employee status from full-time to part-time; an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirements.

Under the extension of health insurance benefit, the employee or beneficiary pays the full cost of coverage at the College's group rate plus an administration fee.

Dental Reimbursement Plan

Full-time employees are eligible to participate in the College's Dental Reimbursement Plan on the first of the month following a year of continuous employment. Employees will be notified of their eligibility to participate and must complete the appropriate enrollment form.

This plan provides partial reimbursement for basic dental services and for specialized procedures, as specified by the Plan. Participants may visit the dentist of their choice without restriction.

Life Insurance

Full-time employees are eligible for Basic Term Life and Accidental Death and Dismemberment (AD&D) insurance coverage according to the provisions of the Saint Anselm College Life Insurance Group Plan. Coverage begins on the first day of the month following 30 days of full-time employment. Premium costs for Basic Term Life and AD&D insurance are paid by Saint Anselm College.

Employees may elect to purchase Supplemental Term Life insurance for themselves, their spouse and dependent children. Eligibility for coverage and benefits are pursuant to current insurance plan provisions.

Short Term Disability Insurance

After one year of full-time employment, a full-time employee is eligible for short term disability (STD) benefits in cases of prolonged illness or infirmity. STD benefits are funded by Saint Anselm College.

For the first fifteen (15) consecutive days of absence from work, the employee is required to use available sick time. If sick time is exhausted the employee may use available vacation time or be without pay. Employees are not eligible to receive holy day/holiday pay during this period or while receiving short term disability pay. Beginning with the sixteenth (16) workday of illness the employee may continue using sick or vacation time, or may apply for STD benefits. STD benefits currently provide payment at sixty percent (60%) of base earnings, up to a maximum of \$5,000.00 per month, and may continue for up to twenty-three (23) weeks of disability.

While receiving short term disability benefits an employee's coverage under the College's group health insurance and dental reimbursement plans will continue on the same contributory basis as if the employee were not on leave. Employees may continue to contribute to their 403(b) retirement accounts, but the College's contribution to an employee's account ceases during this time and resumes when the employee is back to work. Accrual of vacation and sick time also ceases during this period and resumes with the first full calendar month worked.

Certain types of disability are excluded from coverage including, but not limited to, those covered by Worker's Compensation Insurance, self-inflicted injuries, or substance abuse. Requests for short-term disability payments should be made in writing and must be submitted with supporting medical documentation to the Office of Human Resources for approval.

Long-Term Disability Insurance

After one year of full-time employment, a full-time employee is eligible for insurance protection in the event of total disability. Premium costs for long-term disability insurance are paid by Saint Anselm College. Benefits are pursuant to current insurance plan provisions. The Office of Human Resources will provide information, forms and guidance to employees who need to apply for this benefit.

Retirement Program

Eligible employees may participate in the Tax Deferred Annuity Retirement Plan at any time but must be at least age twenty-one with two years of qualifying service to receive the benefit of the College's contribution.

The College contributes a percentage of an employee's regular base earnings to the plan. Eligible employees may make voluntary tax deferred contributions to the plan up to the

maximum allowed by law. All contributions to the plan will be fully vested and interest earnings on the account will be tax deferred until time of withdrawal.

Tuition Benefits

Employees with at least one year of continuous full-time employment may attend courses at the College and receive full (100%) tuition remission. Course work must not conflict with the work hours of the employee, unless prearranged with the supervisor. Missed work hours must be made up within the same pay period.

The College also offers a generous tuition remission benefit at Saint Anselm College for the spouse and/or dependent children of full-time employees. Dependent children may also be eligible for tuition remission benefits through the New Hampshire College and University Consortium or other tuition exchange programs. For more information or for details regarding tuition benefits employees should contact the Office of Human Resources.

Employee Assistance Program

An Employee Assistance Program (EAP) is available to all employees and their eligible family members as part of the College's program to help ensure the health and well-being of all employees. The EAP is a voluntary, confidential counseling service that provides assistance with a variety of issues such as: marital/family issues; legal/financial concerns; substance abuse; emotional distress; or, relationship issues. The EAP also offers a Child Care Resource and Referral Program to help parents find suitable child care and/or after school and vacation programs.

Employees may voluntarily seek assistance by contacting the EAP directly (information is available in the Office of Human Resources) or they may be referred by the College following evidence of the employee's failure to function satisfactorily on the job.

Information related to participation in the Employee Assistance Program is confidential and is protected by the code of ethics and rules of client/agency confidentiality.

The decision to use the Employee Assistance Program is voluntary and personal, but if an employee chooses not to take corrective steps to solve his or her problems, and if these problems affect the performance of job duties while at work, appropriate disciplinary action up to and including termination may be necessary.

Workers' Compensation Insurance

In accordance with the provisions of the Workers' Compensation Law of New Hampshire, all employees are covered by Workers' Compensation insurance. Workers' Compensation is an insurance program that pays necessary medical and disability (for missed work time) benefits to employees for work-related injuries and diseases. The cost of providing this insurance is paid by the College.

An employee has an obligation to report a work related injury without delay. Notification of the injury should be made to their supervisor or the Office of Human Resources. Requirements of the law make it mandatory that employers file certain reports within five days of the reported injury to the insurance company and the NH Department of Labor.

Employees who are on leave due to a work related injury, must complete a Leave of Absence form. During an approved leave of absence, the employee's coverage under the College's group health insurance and dental reimbursement plans will continue on the same contributory basis as for active employees. Premium payments for health, dental, and/or supplementary life insurance must be prepaid on a monthly basis for the duration of the leave. The College's contribution to an employee's 403(b) retirement account ceases during

this time and resumes when the employee is back to work. Accrual of vacation and sick time also ceases during this period and resumes with the first full calendar month worked.

Temporary Alternative Duty

As required under New Hampshire Workers' Compensation law, N.H. RSA 281-A:23-b, the College will seek to provide temporary alternative duty to employees who suffer a compensable injury under New Hampshire Workers' Compensation law. The Office of Human Resources is responsible for implementation of the College's temporary alternative duty program. Employees who suffer a work-related injury and are subsequently released to return to work in any capacity, even if it is not their original position, should notify Human Resources so consideration can be given to allowing the employee to return to work on a temporary alternative duty assignment. Employees are required to keep Human Resources apprised of their work capacity while out of work due to an alleged work-related injury and must provide Human Resources with updates from their treating physician as to their ability to return to work.

Unemployment Insurance

An employee discharged from work at Saint Anselm College may be eligible for unemployment compensation, in accordance with the laws in the State of New Hampshire. To apply for unemployment benefits, the employee must personally contact the Department of Employment Security. The full cost of this insurance is paid by Saint Anselm College.

Social Security

Saint Anselm College participates in the Social Security program which provides retirement, survivors, and disability benefits. In accordance with the Federal Insurance Contributions Act (F.I.C.A.), the College contributes a specified percentage of employee earnings each calendar year; the employee also contributes a specified percentage of earnings by means of an automatic payroll deduction.

VIII SERVICES AND PRIVILEGES

Parking

All employees of Saint Anselm are required to register their vehicles and obtain a parking decal. Decals should be displayed on the left rear side window of cars and vans or on the driver's side rear window of pick-up trucks.

Employees may park on campus, free of charge, providing all parking policies are followed.

Parking permits, registration of vehicles, and information on campus parking policies are available at the Office of Safety and Security, located in the Daley Building. An automobile parked in an unauthorized parking area may be ticketed or towed at the owner's expense.

Telephone Usage

As is true of all technical resources at the College, telephones are provided to employees to support their work on behalf of the College. Generally, in non-emergency situations employees are discouraged from making or receiving personal telephone calls during work hours. However, the College recognizes that employees occasionally need to use the phone to make personal appointments, check-in at home and the like. New full-time employees are assigned a personal Forced Authorization Code (FAC) to be used when making personal calls. There is no charge for local calls but employees are billed monthly for any long distance personal calls. Phone bill payments are accepted at the cashier window in the

Business Office. It is expected that employees will pay any outstanding phone bills they may have prior to terminating employment with the College.

Pre-Retirement Counseling

The Office of Human Resources provides information and confidential counseling to assist an employee approaching retirement. The service record of the employee is reviewed and various insurance and benefit plans are discussed. Retirement plan participants are encouraged to directly contact either TIAA-CREF (1-800-842-2888) or Mutual of America (1-800-468-3785) for specific information related to their 403(b) retirement accounts.

Athletic Events And Facilities

Employees and their families are invited to attend the sports events on campus and to use the Carr Center, according to the guidelines issued by the Department of Athletics.

Art Exhibits

Employees and their families are invited to attend art exhibits sponsored by the College in the Chapel Art Center.

College Library

The facilities of the Geisel Library are available for employees of the College, as well as for members of their immediate family.

Lectures, Movies, and Performances

Employees and their families are invited to attend lectures and movies, which are scheduled throughout the year, usually in the Cushing Center or Dana Center.

A wide variety of performances are scheduled at the Dana Center. Special consideration is given to employees and their families wishing to attend these events.

Bookstore

Employees of the College receive special consideration on most items sold at the College Bookstore.

APPENDIX

Use of Information Technology Resources

The information technology resources at Saint Anselm College are provided to support its students, faculty and staff in the mission of the College. Appropriate use of these resources includes student and faculty instructional use, scholarship, and the official work of the offices, departments, recognized student organizations, and the agencies of the College. Individuals who use the Saint Anselm College computing facilities do so as guests of the College and are expected to conduct themselves according to the stated mission of the College. Saint Anselm College is likewise a guest on the Internet, and those who make use of the Internet represent Saint Anselm College by the way in which they conduct their network activities.

Responsible use requires that users not interfere with the normal and proper operation of the College's computing facilities or the Internet; not adversely affect the ability of others to use our equipment or services; and not conduct themselves in ways that might be harmful or offensive to others. Activities that interfere with the normal operation of the College's information technology resources are prohibited. Examples of inappropriate activities include, but are not limited to:

- **Interfering with system security or integrity by:**
 - Violating the integrity of the system or exploiting security weaknesses
 - Introducing viruses into the system
 - Tapping the phone or computer network

- **Obstructing users from authorized services by:**
 - Monopolizing computing resources or computer access
 - Running of unauthorized servers
 - Obtaining, possessing, using, or attempting to use someone else's user account, password or data without notification or permission

- **Harassment**
 - Sending unsolicited inappropriate e-mail, junk mail, or propagating chain letters, "spamming"
 - Ethnic, racial, religious and sexual harassment

- **Forging electronic information**
 - Attempting to obscure or change personal identification or using a false email or IP address

- **Disregard for the intellectual property rights of copyright holders**
 - Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, unlicensed copying or pirating of software

- **Violating the regulations as stipulated in the Family Education Rights and Privacy Act as amended in 1974 (Buckley Amendment*) with regard to the release of confidential information to a third party.**

Faculty and employees seeking clarification or interpretation of the law can receive guidance from the Registrar of the College. A copy of this policy is provided in the Faculty Handbook and Handbook for Administrative and Hourly Staff.

- **Using College computing and networking resources to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job related matters**

Saint Anselm College may limit or cancel accounts and access privileges of those users found abusing the services provided. Users who violate these guidelines are subject to disciplinary action up to and including expulsion or termination.

Intellectual Property Concerns (adapted from EDUCOM)

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

College Records

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

Privacy

The staff of the Office of Information Technology has the responsibility to make every reasonable effort to maintain the privacy of a user's files, electronic mail, and phone mail.

Student files that are kept on the Saint Anselm College mainframe are considered "educational records" as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232(g) of the United States Code, also referred to as the Buckley Amendment). Every effort is made to preserve the confidentiality of these records.

The College recognizes the special status of academic freedom and supports the American Association of University Professors statement *on Academic Freedom and electronic communications*. (which states in part): One overriding principle should govern such inquiry: Freedom of expression and academic freedom should be limited to no greater degree in electronic format than in printed or oral communication, unless and to the degree that unique conditions of the new media warrant different treatment. While expression in cyberspace is obviously different in important ways from print or oral expression—for example, in the far greater speed of communication, and in the capacity to convey messages to far wider audiences—such factors do not appear to justify alteration or dilution of basic principles of academic freedom and free inquiry within the academic community.

The equipment, services, and technology provided to access the Internet remain at all times the property of Saint Anselm College. Although the College will not monitor electronic mail as a routine matter, Saint Anselm College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and

stored in our computer systems. Monitoring is performed with the utmost respect for individual privacy and confidentiality, and exclusively for the purpose of maintaining secure, smooth functioning of technology. Only authorized College personnel may perform monitoring. Users must not impede this monitoring or make any attempt to monitor the communication of others. Because Saint Anselm College is sensitive to the legitimate privacy rights of students, faculty and staff, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

All users should be aware that even when data, a message, or document has been “erased” or “deleted” it may still be possible to retrieve it and therefore, even erasure or deletion does not render private the information, data, message, etc.

The College reserves the right to inspect and disclose the contents of electronic mail and computer files:

1. in the course of an investigation triggered by indications of misconduct or misuse;
2. as needed to protect health and safety of the College community;
3. as needed to prevent interference with the academic mission; or
4. as needed to locate substantive information required for College business that is not more readily available by some other means.

The President, or his appropriate designee, will authorize the Director of Information Technology to perform this inspection.

Although the use of the College’s electronic communication system(s), phone mail, computer system hardware (personal, server and mainframe) is not private, electronic mail is generally protected from access by other users. However, electronic mail may pass through other systems over which the College has no control. Electronic mail that is incorrectly addressed, or encounters other delivery problems, is normally routed to local postmasters so it can be processed manually. All College personnel who deal with undeliverable mail are required to treat this mail as confidential and may not disclose the contents of any mail message. According to the Federal Electronic Privacy Act, interception of electronic communications to enforce a policy or law (absent a warrant) is not permitted. But that under some circumstances, reading mail for the purpose of resolving problems is permitted, provided that the contents are not disclosed, unless a law is found to be broken, in which case the contents may be disclosed to the appropriate authorities.

The Information Technology staff maintains logs of the source and destination of all electronic mail messages for the purpose of network traffic analysis. All user files are regularly backed up to ensure system integrity.

Non-compliance

Devices not complying with campus network standards will be immediately disconnected from the network until the device is brought into compliance with established standards. This will be done to prevent disruption of network services.

Users who deliberately misuse the network will be denied access to network facilities.

Software licensed to the school may not be moved, copied or removed without the express permission of the Information Technology (IT) staff. Students, faculty or staff are not allowed to install software on computers in the College’s computer laboratories. The Office of Information Technology does not support software on faculty or staff computers that was not installed by the College. The IT staff will move proactively to remedy any violations of copyrights as they are discovered.

To safeguard the system and enforce this policy, the Information Technology staff may limit or restrict any account holder's usage of the computing facilities, and may remove or otherwise alter any data, file, or system resources that may undermine the proper use of that system. Persons who abuse the information technology facilities, resources or policies may also be subject to further disciplinary action by the College, in the same manner as violators of other College policies. In some cases, they may also be liable for civil or criminal prosecution.

Institutional Policy for the Implementation of The Family Educational and Privacy Act Of 1974, as amended

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Saint Anselm College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, or to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Education records do not include (a) records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except the record maker's temporary substitute (b) records of the Campus Security Department (c) student health records (d) employment records or (e) alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Within the Saint Anselm community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, Office of the Dean, Office the Dean of Students, Treasurer's Office, Financial Aid Office, Admissions Office, and academic personnel within the limitations of their need to know and those others employed by the College in an administrative, supervisory, academic, research, or support staff position. Attorneys hired by the College to act on its behalf will also have access to education records.

At its discretion the College may provide Directory information in accordance with the provisions of the Act to include: student name, address, telephone number(s), date and place of birth, major field of study, dates of attendance, degrees and awards received (including the Dean's List of Scholars), the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory information by notifying the Office of the Registrar on the appropriate form within two weeks after the first day of class for the fall semester.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory information must be filed annually in the Office of the Registrar.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar of Saint Anselm College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files; and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with these exceptions: a copy of the academic record for which a financial "hold"

exists, a transcript of an original or source document which exists elsewhere. The fee for an official transcript is listed in the current "Catalogue."

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to the part of the record which pertains to the inquiring student. The College is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the custodian of the record in question or the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Executive Vice President who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels which will adjudicate such challenges will be appointed by the Executive Vice President.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges was unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the College to aid them in filing complaints with the Family Educational Rights and Privacy rights Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and college policy warrant.

Adopted in 1993. Copies of this policy are available in the Office of the Registrar, Saint Anselm College, Manchester, NH, 03102