

Saint Anselm College Staff Handbook

Revised August 2016

Welcome to the Saint Anselm College community.

As a Catholic, Benedictine, liberal arts college, we place special value on the human person as our greatest resource. As an employee of Saint Anselm College, you are recognized as an important member of the Anselmian family comprised of the monastic community, faculty, staff, students and thousands of alumni.

As an institution of higher learning we must constantly ask ourselves one fundamental question: Are we doing our best to serve our students and our community? This question must be answered affirmatively with regard to experiences inside the classroom, during athletic competitions, in the residential environment, among social settings and in faith formation. That task lies in our hands, as does the future of our mission to engage 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,

A handwritten signature in black ink, appearing to read "Steven R. DiSalvo". The signature is written in a cursive style with a large initial "S" and "D".

Steven R. DiSalvo, Ph.D.
President

I. INTRODUCTION

INTRODUCTORY STATEMENT

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. 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 and comply with all provisions in the Handbook. See the college Web site for the most current Handbook at <http://www.anselm.edu/Faculty-and-Staff/Human-Resources/Faculty-and-Staff-Handbooks.htm>.

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 Staff Handbooks. All policies in this Handbook are effective immediately.

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, e-mail, memorandums, and meetings. Employees should review the Handbook 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.

II MISSION STATEMENT AND GOVERNANCE

Mission Statement

Saint Anselm is a Catholic, Benedictine College providing all its students a distinctive liberal arts education that incorporates opportunities for professional and career preparation. It does so in a learning community that encourages the lifelong pursuit of the truth and fosters intellectual, moral and spiritual growth to sustain and enrich its graduates' personal lives, work, and engagement within local, national, and global communities.

Mission Statement approved by the Board of Trustees on October 25, 2010 and members of the Corporation on November 16, 2010.

Governance

Saint Anselm College is a private, Catholic, Benedictine institution of higher education established by the charter originally granted to the Order of Saint Benedict of New Hampshire 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 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. The Members of the Chapter of Saint Anselm Abbey in good standing are the Members of the Corporation and retain certain reserved powers such as changes to and interpretation of the fundamental mission and identity of the institution. The Chancellor and the Members exercise their roles in accordance with the bylaws of Saint Anselm College, adopted on January 27, 2009.

The Board of Trustees exercises its authority by supporting the College's mission and ensuring that the College is fulfilling its mission and purposes as well as by its general, academic and financial policy-making functions and its responsibility for the College's financial health and welfare in accordance with the bylaws of Saint Anselm College.

The Board of Trustees is comprised of the following:

- the Chancellor of the College and President of the College *ex-officio*
- six elected Members of the Corporation
- no more than 32 other persons

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

It is the policy of Saint Anselm College, while reserving its lawful rights where appropriate to take actions designed to ensure and promote the Benedictine, Catholic principles that sustain its mission and heritage, to comply with all applicable laws prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, marital status, age, sexual orientation, or veteran status in its employment, programs, or activities.

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.

Harassment Policy

Policy Statement

As a Benedictine Catholic institution of higher education, Saint Anselm College strives to create an environment in which the dignity and worth of all individuals are respected. It is the policy and commitment of the College not to discriminate or harass on the basis of race, religion, color, age, sexual orientation, sex, disability, veteran or military status, marital status or national origin in its educational programs, activities, admissions or employment policies and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended; Title VII of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; the Violence Against Women Act of 1994; Section 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (as amended by the ADA amendments Act of 2008); and pertinent law and regulations of the State of New Hampshire, and other applicable state and federal statutes.

In accordance with Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 *et. seg.* and its implementing regulations, 34 C.F.R. Part 106, Saint Anselm College does not discriminate on the basis of sex in any of the College's educational programming and activities. This extends to employees of and applicants for admission to Saint Anselm College. The College

is committed to preserving an educational and employment environment that is free from gender-based discrimination, gender based harassment, sexual harassment, sexual violence, and relationship violence and stalking.

Accordingly, the College maintains comprehensive policies and procedures to ensure that all students, faculty and staff are afforded all of the rights available under Title IX. Inquiries concerning the application of Title IX may be referred to the college's Title IX Coordinator at (603) 641-7150 or titleXcoor@anselm.edu, or to the Office of Civil Rights of the United States Department of Education at <http://www2.ed.gov/about/offices/list/ocr/index.html>.

This policy applies to all members of the College community – students, faculty and staff – whenever they are serving as representatives of the College on - or off - campus. Harassment of College guests, including opposing sports teams, speakers, visiting students or others, is also prohibited. Vendors who do business with the College are expected to comply with this policy. All members of the community should immediately report concerns about - or incidents of - harassment. Any student or employee who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to one of the following College representatives: Dean of Students, Dean of the College or the Director of Human Resources.

The College encourages the timely reporting of any incident(s) of discrimination or sexual harassment/sexual violence. The Title IX Coordinator, or her designee, will investigate all complaints that arise under Title IX, as set forth in the Complaint Procedure section below. All reports of harassment and/or discrimination that do not arise under Title IX will be investigated by the Dean of Students, Dean of the College or the Director of Human Resources, as set forth in the Complaint Procedure section below. The College hereby provides notice that it reserves the right to use third parties to investigate claims of harassment. Persons found to be in violation of this policy may be subject to disciplinary action up to and including dismissal from the College or its employment.

Harassment is a violation of trust and a form of intimidation or exploitation which undermines the atmosphere of respect that is essential to a healthy work and academic environment. Therefore, harassment of or by students, staff or faculty violates the mission of the College and is prohibited.

The College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This harassment policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

Retaliation against a person who reports harassment, assists someone with a report of harassment, or participates in any manner in an investigation or resolution of a harassment report is prohibited. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to education or employment.

Individuals who make reports of harassment that are later found out to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action in accordance with the applicable disciplinary procedure. Reports are expected to be made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The College will determine the scope, nature, extent, and timing of an investigation, and reserves the right to terminate an investigation, or to undertake a further proceeding, when in its judgment it is necessary or appropriate to do so.

I. UNLAWFUL HARASSMENT & DISCRIMINATION (Other Than Under Title IX)

Definitions: Harassment is unwelcome conduct or behavior, connected to an individual's characteristics or status that denies or limits a student's ability to participate in or benefit from educational opportunities at the College. If harassment is unwelcome and is severe or pervasive, it may be unlawful and may subject the College and the individuals who engage in the harassment to significant liability. This policy specifically prohibits harassment on any of the following bases: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex (Title VII), (7) sexual orientation, (8) marital status, (9) pregnancy, (10) physical or mental disability, (11) gender identity, and (12) veteran status.

Regarding sexual harassment, the College will not tolerate the harassment of any employee, student, or other individual on the basis of sex.

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;
- 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 a favorable employment opportunity, evaluation, or assistance; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or school, or creates an intimidating, hostile, or offensive work or learning environment.

Examples: Examples of prohibited harassment include but are not limited to conduct or comments that threaten physical violence; offensive, unsolicited remarks, unwelcome gestures or physical contact that relate to any of the bases listed above; display or circulation of written materials or pictures degrading to any gender, racial, ethnic, religious or other group listed above; and verbal abuse or insults about, or directed at, any employee or group of employees because of their membership in any of the groups listed above.

Prohibited 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 behavior emphasizing sexual identity. Indirect and unintentional conduct may violate this policy as well. Employees and students are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

This policy prohibits all of the activities discussed above, whether engaged in by a faculty member, agent of the College, co- worker, or non-employee who is on our premises or who comes in contact with the Company's employees or students.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses or discriminates against another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Reporting Procedure for Harassment/ Discrimination - other than under Title IX

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No person in this organization is exempt from our policies prohibiting harassment and discrimination.

- Any person who believes that he/she has been discriminated against or harassed should immediately notify the Dean of Students, Dean of the College, or the Director of Human Resources.
- Department chairs, directors, managers and supervisors who become aware of discriminating or harassing conduct and/or a complaint of discrimination or harassment must report the conduct and/or complaint immediately to the Dean of Students, Dean of the College, or the Director of Human Resources. Failure to carry out this responsibility may be grounds for disciplinary action.
- The College will investigate every reported incident promptly and in a discreet manner. All complaints will be considered confidential, and disclosure will be limited to those with a need to know in order to investigate the complaint and/or take corrective action.

Any person who has been found to have violated our policies or otherwise acted inappropriately will be subject to disciplinary action, up to and including immediate termination of employment. The College will also take other corrective or remedial actions, when appropriate.

We encourage reporting of complaints so that we may appropriately address and correct any problems. Any person who participates in good faith in any investigation under this policy has the College's assurance that it will not tolerate any retaliation against him/her as a result of bringing the complaint or otherwise participating in the process. All individuals are expected to be truthful, forthcoming, and cooperative in connection with a complaint investigation.

Complaint Resolution Procedures (Not Title IX)

The procedures outlined in this policy are designed to resolve a situation fairly, prevent further harassment, and mitigate harm to, first and foremost, the complainant, and also to the spirit of the College community.

Support services are available on and off campus for any individual who wishes assistance in dealing with harassment experiences. Please see the "Campus and Community Resources" section for further information.

There are three potential avenues to resolve a complaint of harassment or discrimination that does not arise under Title IX:

A. Independent Course of Action

Sometimes the type and nature of the harassing behavior can be effectively stopped and dealt with by directly informing the harasser that the behavior in question is unwelcome and must cease. The complainant may take independent actions, orally or in writing, addressing the harassing behavior with clear and precise communication, indicating the specific nature of the objectionable behavior and the desire/need for it to cease.

If an individual takes this course of action, the circumstances should be documented and the documentation kept (personal notes recording the relevant incidents and conversations, including date, time, place, witnesses or individual (s) to whom one told immediately of the incident, what was said and done). If the complainant takes action by letter, the writer should keep a dated copy of the sent letter as well as advise a trusted second party that such an action was chosen and taken.

In some circumstances the independent course of action may not be feasible, may be uncomfortable to initiate, or may have proven unsuccessful. In this case, the individual should report the offending behavior as soon as possible or within a time period that is reasonable so that the College can take the necessary steps to resolve the situation.

An individual is not obliged to undertake this independent course of action before reporting the unwelcome behavior(s).

B. Intervention for Resolution

The purpose of intervention is to ensure that the alleged offending behavior ends and that the matter is resolved promptly. When this purpose is achieved, the complaint is considered resolved.

All complaints will be taken seriously and will be investigated and addressed expeditiously. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

The process of investigation may include interviews with the complainant and alleged harasser (or elsewhere "respondent") to determine the facts and nature of the behavior. If the complaint is determined to be valid, the College will take a) remedial actions, including but not limited to changes to academic, living, transportation and working conditions, reasonably calculated to be effective and appropriate in ending the inappropriate activity, and b) measures to prevent recurrence. The College may also, in appropriate circumstances, seek to mediate a resolution that is satisfactory to the parties involved without reaching a conclusion as to the validity of the complaint.

Should the complainant elect to proceed formally, s/he may elect to stop the informal process at any time and proceed through the formal process.

C. Formal Resolution

A complainant may file a formal complaint with either the Director of Human Resources, Dean of the College, or Dean of Students without first using the independent course of action or the intervention for resolution procedure. A formal complaint should include the following: the respondent's name and position; the times, dates, places, and circumstances surrounding the allegation of harassment; the names of any witnesses to the incident(s), and any other information believed to be relevant. All complaints will be taken seriously and will be investigated and addressed expeditiously by the Dean of Students, the Dean of the College, or the Director of Human Resources as appropriate.

Investigations of reports of harassment or discrimination shall incorporate the following standards:

1. The Director of Human Resources, Dean of the College or Dean of Students, and/or their designee, shall conduct formal investigations of allegations of harassment or discrimination and coordinate College response(s) to complaints of the same. The College reserves the right to use an independent third party investigator.
2. The individual(s) accused of conduct violating the College policy prohibiting harassment or discrimination shall be informed of the substance of the allegations. If the individual(s) accused cannot be located, attempts at notification shall be documented,
3. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate.
4. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Those conducting an investigation should remain cognizant of the confidentiality of the investigation. Those conducting investigations may ask witnesses to refrain from sharing information regarding an investigation in appropriate circumstances.
5. At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the policy prohibiting such conduct.
6. The investigation shall be completed as promptly as possible and in most cases within 30 working days of the date the written complaint was received. In the event that an investigation cannot be completed within 30 working days, the parties shall be notified in writing.
7. Any individual who has engaged in harassment or discrimination or otherwise violated our policies will be subject to appropriate disciplinary action, up to and including immediate discharge. When appropriate, the complainant may be informed of the outcome of the investigation.

Appeal (Non Title IX): Rights of appeal under this process are found in the appropriate Student, Staff and Faculty Handbooks.

No Retaliation: Retaliation against an individual who in good faith complains or participates in an investigation about sexual and other unlawful harassment is a violation of the College's policy and is prohibited by state and federal law. Retaliation is a form of harassment and will be handled in the same manner as other forms of harassment. Any participant who believes s/he has been subjected to retaliation s/he should contact the Vice President for Human Resources & Administration; the Dean of Students; the Dean of the College; or the Director of Human Resources. Anyone found to be in violation of this retaliation provision may be subject to disciplinary action.

False Allegations/Information: No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this Policy and may be a basis for disciplinary action, including expulsion or termination. Evidence of false complaints or information should be referred to the Dean of Students if a student is involved, the Dean of the College if a faculty member is involved, or to the Director of Human Resources if a staff member is involved.

II. TITLE IX

A. Policy Against Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence and Stalking (Title IX Violations)

The College declares and affirms a commitment to maintaining a healthy and safe learning, living and working environment for all members of the Saint Anselm community. The College does not condone and will not tolerate sexual harassment or sexual violence of any kind. Gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and stalking are reprehensible wrongs that violate another person's rights and constitute unacceptable behavior. The College prohibits rape, domestic violence, dating violence, sexual assault and stalking as well as discrimination or harassment based on sex.

The College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This Title IX policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

All members of the community should immediately report concerns about - or incidents of - gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking. Any student or employee who believes that he or she has been the subject of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking should report the incident or incidents to one of the following College representatives: Title IX Coordinator, Dean of Students, Dean of the College or the Director of Human Resources. The College encourages the timely reporting of any incident(s) of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking. The Title IX Coordinator, or her designee, will investigate all complaints that arise under Title IX, as set forth in the Complaint Procedure section below. The College hereby provides notice that it reserves the right to use third parties to

investigate claims of Title IX violations. Persons found to be in violation of this policy may be subject to disciplinary action up to and including dismissal from the College or its employment.

If the College becomes aware of incidents of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking, the College will take immediate action to eliminate the discrimination, harassment, or violence, prevent its recurrence, and address its affects.

During new student orientation, sexual assault awareness month, and throughout the academic year, a variety of educational programs focusing on sexual assault, sexual violence, sexual harassment, prevention and awareness will be presented to inform students about these issues and the steps that can be taken to prevent such issues from occurring.

Faculty and staff will also be provided training on issues related to Title IX.

B. Definitions

Gender-Based Discrimination refers to the unfair treatment of one person with respect to others in the same work or academic role, in terms of, including but not limited to, hiring, promotion, retention, grading, etc., because of that person's gender, including, but not limited to, pregnancy, gender identity, or failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment includes, but is not limited to, acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if these acts do not involve conduct of a sexual nature.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
- 2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing; or
- 3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment.

The first two conditions are defined by the EEOC as quid pro quo harassment and the third condition is defined as hostile environment harassment.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see definition of "consent" below) due to the complainant's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including, but

not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Sexual coercion refers to forcing an unwilling person to touch another's intimate parts.

Sexual Assault refers to an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape is defined as the penetration, no matter how slight, of any orifice of another person without consent. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Sexual assault is committed against a person's will, as evidenced by refusal, lack of consent, or the use of force, threat or intimidation. A respondent's level of intoxication shall not diminish his/her responsibility for sexual assault.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse, or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the family or domestic violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Examples of stalking behaviors or activities include, but are not limited to: (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, social media postings, written letters, gifts, or any other communications that are unwelcome; inappropriate use of online, electronic or digital technologies, including, but not limited to, posting of pictures, or text in chat rooms or on websites, sending unwanted/unsolicited email or talk requests, and posting private or public messages on Internet sites, social networks, and/or school bulletin boards; (3) pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation including staring or "peeping;" (5) gathering information about an individual friends, family or co-workers; and (6) accessing private information through unauthorized means.

Consent means an informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological or any altered state (i.e. inebriation). A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct. Impairment due to drugs or alcohol does not diminish each party's responsibility to obtain consent.

A reasonable person's test is the standard by which an objective, reasonable person would find conduct to be abusive or hostile *and* the complainant also finds it to be abusive or hostile.

Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of gender-based harassment, gender-based discrimination, sexual harassment, sexual violence, relationship violence or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Any time a member of the College Community sees another person in trouble or in harm's way, they should call the Office of Campus Safety and Security at (603) 641-7000 as soon as possible.

C. SEXUAL VIOLENCE: REPORTING

1. Preservation of Evidence

The preservation of evidence in incidents of sexual violence is critical and particularly time-sensitive. The College administrator, faculty or staff member who first hears such an incident from a complainant will inform the complainant of the importance of preserving evidence by taking the following actions:

1. Seek medical assistance at the hospital, ideally within 72 hours of the incident;
2. Do not shower, bathe, wash hands or face, or douche;
3. Try not to urinate;
4. If oral contact took place, refrain from smoking, eating, drinking, or brushing teeth; and
5. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence).

2. How to Report Incidents of Sexual Violence to the Local Authorities

The College encourages full reporting of sexual assault and/or sexual violence as well as the full use of all available campus and off-campus resources. The College also recognizes that someone who believes that s/he has been sexually assaulted and/or experienced sexual violence has the

right in most circumstances to decide whether to report the incident to College authorities and/or law enforcement and to decide what campus or community resources to use. The College cooperates with all investigative agencies. The College will do its best to comply with the wishes of someone who believes that s/he has been sexually assaulted and/or experienced sexual violence.

Goffstown Police Department: “911”, or “555” from a campus landline for an emergency; otherwise (603)497-4858 for the office

3. **How to Report Incidents of Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence or Stalking to the College**

Any person who believes that s/he has experienced a Title IX violation should contact the Title IX Coordinator, the Dean of Students, the Dean of the College or the Director of Human Resources.

Please note: if a person makes a report to a faculty or “responsible” staff member, federal law requires that the information be reported to the Title IX Coordinator. Reports include the name of the individual who reported that s/he has been assaulted/violated, residence hall assignment (if applicable), date, time and the location of the incident.

D. INTERIM MEASURES DURING AN INVESTIGATION AND RESOLUTION OF A REPORT OF A TITLE IX VIOLATION

Anyone who believes that s/he has experienced a Title IX violation may:

- Choose to report the incident and press charges through the local law enforcement agency and/or file a report with the Office of Campus Safety & Security
- Utilize Campus Safety to be escorted on Campus if feeling unsafe
- Utilize counseling services as set forth in the Campus and Community Resources below

For Students, the following interim measures may be implemented to the extent they are deemed reasonable, feasible, and necessary based on the circumstances:

- Request a change, when possible, to his/her campus housing assignment or the campus housing assignment of respondent
- Request a change, when possible, to his/her class schedule or the class schedule of respondent
- Request a restriction be placed on entrance into certain campus areas or buildings
- Request escort services while on campus
- Request a no contact order with respondent(s)
- Request Academic Support
- Request counseling services through College Health Services

To request an interim measure, students may contact the Dean of Students, the Associate Dean of Students, or their designee.

For Employees, the following interim measures may be implemented to the extent they are deemed reasonable, feasible, and necessary based on the circumstances:

- Request a change, when possible, to his/her office location or the office location of the respondent

- Request a change, when possible, to employee's supervisor
- Request a no contact order with respondent(s)
- Request escort services while on campus
- Request a leave of absence from the College for the complainant or respondent

To request an interim measure, faculty and/or staff may contact the Title IX Coordinator.

Procedures

Due to the extremely private nature of sexual assault and/or sexual violence incidents, the College will not normally pursue charges of sexual assault and/or sexual violence unless the person who believes s/he has been sexually assaulted/violated is involved in the process.

However, the College reserves the right, in its sole discretion, to pursue an incident of sexual assault to its conclusion in cases where not pursuing the incident would constitute a danger to the College community.

Actions by the police or the criminal courts do not in any way prejudice the right of a person to bring a charge using the College's disciplinary procedures described below.

If a report is made to the Office of Campus Safety & Security, the Title IX Coordinator will be notified that a report of sexual assault and/or sexual violence has been made. This notification will usually include the names of the persons involved in the alleged sexual assault and/or sexual violence and the nature of the allegations.

All complaints of sexual assault and/or sexual violence will be investigated.

E. COMPLAINT RESOLUTION PROCEDURES

The procedures outlined in this policy are designed to resolve a situation fairly, prevent further Title IX violations, and mitigate harm to, first and foremost, the complainant, and also to the spirit of the College community.

Individuals who are aware of or who have experienced an incident of gender-based harassment, gender-based discrimination, sexual harassment, sexual violence, relationship violence or stalking should promptly report the occurrence to the Title IX Coordinator, Dean of Students, the Dean of the College or the Director of Human Resources. Each of these individuals will listen to the facts and review, with the reporter, the options for further appropriate action under the circumstances.

Any individual who receives a report of misconduct or a violation of this policy should immediately report the misconduct and/or violation to the Title IX Coordinator, Dean of Students, the Dean of the College or the Director of Human Resources. *The College requires the following individuals to report*

any instances or allegations of potential violations of this policy: department chairs, directors, faculty, supervisors and administrators at all levels. Failure to carry out this responsibility may be grounds for disciplinary action.

The confidentiality of all individuals involved, including the complainant, respondent and any witnesses, will be protected to the extent possible. Only relevant information will be disclosed to those people with a need for information regarding the investigation and/or resolution of the complaint. Dissemination of information relating to these cases is limited so as to insure, as fully as possible, the privacy of the individuals involved. Additionally if the complainant wishes to remain anonymous, or not pursue a formal complaint, the complainant should be advised that the College's response may be limited. However, because of the College's obligation to maintain a safe environment for all members of the College community, the College may have an obligation to pursue an investigation without the complainant's cooperation. In such cases, the College will take preventative measures to preserve confidentiality to the extent permissible by applicable law.

The College will not retaliate against an individual for his/her participation in the investigation or hearing of a harassment complaint. The College does, however, reserve the right to use information obtained from any source in the course of an investigation or hearing as the basis for further investigation and, potentially, disciplinary proceedings.

Related Alcohol and Drug Violations: The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence -- including but not limited to domestic violence, dating violence, stalking, or sexual assault -- occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

Because the College strongly encourages students to report gender-based misconduct, it has adopted the following policy: A student (including a bystander), acting in good faith, who discloses any incident of gender-based misconduct to a College employee will not be subject to disciplinary action for violations of alcohol and/or drug policies occurring at or near the time of the gender-based misconduct.

Support services are available on and off campus for any individual who wishes assistance in dealing with harassment experiences. Please see the "Campus and Community Resources" section for further information.

The Complaint

A formal complaint should include the following: the respondent's name and position; the times, dates, places, and circumstances surrounding the allegation of harassment; the names of any witnesses to the incident(s), and any other information believed to be relevant.

All complaints will be taken seriously and will be investigated and addressed expeditiously, usually within sixty (60) working days of receipt of the complaint by the Title IX Coordinator or her representative, the Dean of Students, the Dean of the College, or the Director of Human Resources as appropriate. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

Investigation

Investigations of reports of sexual harassment or sexual misconduct/violence pursuant to Title IX shall incorporate the following standards and is a prompt, fair, and impartial process from the initial investigation to the final result:

1. The Title IX Coordinator and/or her designee conduct formal investigations of allegations of sexual harassment or sexual misconduct/ violence, and coordinate College response(s) to complaints of the same. The College reserves the right to use third parties to investigate claims of Title IX violations.
2. The individual(s) accused of conduct violating the College policy prohibiting sexual harassment or sexual misconduct/violence shall be informed of the substance of the allegations. If the individual(s) accused cannot be located, attempts at notification shall be documented,
3. The individual(s) conducting the investigation shall be familiar with the policy prohibiting harassment and discrimination and have training and/or experience in conducting investigations.
4. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate.
5. Once the College determines that it is undertaking a formal investigation (as distinct from a preliminary inquiry in response to a complaint or information), it will inform a complainant and respondent that they may be accompanied to any complaint- related proceeding including but not limited to fact-finding investigations and meetings, formal or informal, by the advisor of their choice. The principal role of an advisor is to serve as a support to a complainant or respondent, and not as a representative or advocate in interactions with College officials. Advisors may communicate with the student in a quiet and non-disruptive manner but are not permitted to speak on behalf of the parties during any such proceeding.
6. Students are obligated to cooperate in an investigation and respond to questions and requests for information fully and truthfully. A student who declines to cooperate as required may be subject to disciplinary action, and the College may draw an adverse inference based on the refusal to cooperate.
7. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. All participants in an investigation, including advisors, shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation and will be advised to refrain from discussing the pending investigation.
8. At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the policy prohibiting sexual misconduct.
9. The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the written complaint was received. In the event that an investigation cannot be completed within 60 working days, the parties shall be notified in writing.

10. Upon conclusion of the investigation, the Title IX Coordinator (after consultation with the Deputy Title IX Coordinator for cases *involving student complaints against students*) may appoint a 3-member Conduct Review Panel or may determine an alternative procedure for addressing the complaint in circumstances he/she determines to be appropriate.

Hearing (Student complaints against students)

Both the respondent and complainant will be permitted a “read only” opportunity to review the available information which the other will be providing the Panel.

The investigator will present discovered fact and materials to the hearing panel, who may question the investigator, the complainant, and/or the respondent.

The complainant and respondent are both permitted to have an advisor of choice present at the hearing. An advisor may attend a hearing to provide advice and support to either the complainant or respondent, but is not permitted to speak on behalf of or advocate for the complainant or respondent, make statements to the hearing panel or question participants. If an advisor attends the hearing, the advisor is permitted to communicate with the complainant or respondent quietly and in a non-disruptive manner, but may not be directly involved in the proceeding. The Chair of the hearing panel has discretion to place limitations or conditions on the advisor’s presence or participation, and in extreme cases, where an advisor fails to adhere to this policy and disrupts a hearing, the advisor can be dismissed from the hearing.

Complainants and respondents are required to notify the Deputy Title IX Coordinator, who in turn will notify the Chair of the Conduct Review Panel, 24 hours in advance if the advisor will be present. A student should select an advisor whose schedule allows attendance at the scheduled date and time for any hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. Advisors are required to preserve the confidentiality of the proceedings.

Any cost associated with the participation of an advisor is the sole responsibility of the individual seeking the advisor’s assistance.

The hearing panel will determine, based on a preponderance of the evidence, whether the respondent violated the Policy. The Chair of the Conduct Review Panel will then notify the Title IX Coordinator (and the Deputy Title IX Coordinator as appropriate) of the panel’s decision and assigned disciplinary actions. Additionally, after a decision is made concerning resolution of the complaint and any disciplinary actions to be imposed, the Chair will notify simultaneously the complainant and the respondent in writing of the outcome.

Generally, a hearing outcome will result in a written document that includes a statement of the allegations and issues, a determination as to whether College policy has been violated, and any disciplinary actions, if appropriate, including but not limited to educational programs, counseling/coaching, mediation, remedies for the complainant, and a referral to other disciplinary procedures, as appropriate.

The complainant shall be informed of the findings and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the respondent. The respondent shall be informed of the findings and of actions taken or recommended to resolve the complaint and shall be notified generally of referrals for disciplinary action and recommended disciplinary action.

No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this Policy and may be a basis for discipline, including expulsion or termination. Evidence of false complaints or false information shall be referred to the Dean of Students if a student is involved, the Dean of the College if a faculty member is involved, or to the Director of Human Resources if a staff member is involved.

The outcome of a proceeding, and evidence and information gathered in the course of an investigation and hearing, may be used in, and serve as a basis for, other related proceedings, such as subsequent complaints, investigations, grievances, and/or disciplinary actions.

Copies of the outcome and sanctions will be provided to those College administrators, academic leaders, and supervisors who are directly responsible for implementing measures to correct any sexual harassment or sexual misconduct/violence. General information and aggregate data may be provided at regular intervals to enact preventions and create a campus culture aimed at preventing conditions for sexual harassment and sexual misconduct/violence.

Regardless of the method of resolution or the outcome, complainant is at all times free to pursue a complaint with the Equal Employment Opportunity Commission, the New Hampshire Commission for Human Rights, the United States Department of Education (Office for Civil Rights), the United States Department of Labor (Office of Federal Contract Compliance Programs), or by consulting an attorney at her or his own expense.

Sanctioning

If the respondent is found to have violated the Policy, action will be taken to eliminate the sexual harassment or sexual misconduct. Disciplinary sanctions and/or corrective actions may include, but are not limited to any of the following: a warning, a reprimand, required attendance at an educational workshop, counseling or evaluation; no contact order; restitution, transfer, suspension, job termination, or dismissal of the respondent or anyone knowingly making a false complaint or providing false information.

In situations where the respondent is found to have violated the Policy by committing stalking, the recommended sanctions include no contact order, suspension, transfer, or in some extreme situations and at the discretion of the College, discharge or dismissal from the College.

In situations where the respondent is found to have violated the Policy by committing sexual assault, rape, domestic violence, or dating violence, the recommended sanction will be suspension or dismissal from the College.

The College reserves the right to modify sanctions depending on the facts and circumstances of the particular incident.

Additional sanctions, up to and including termination/dismissal, may be imposed in the event that the respondent fails to comply with the initial disciplinary sanctions imposed.

Appeals

The complainant and the respondent shall be informed simultaneously in writing of the completion of a disciplinary proceeding (whether before the Conduct Review Panel or otherwise). The complainant and the respondent will also be informed of the procedure and timing for appeal of the outcome.

Either party has the right to appeal a decision and/or sanction in a disciplinary case. The complainant or respondent will have five (5) working days after the receipt of the outcome to file an appeal. Appeals must be based on one of the following conditions:

- (1) alleged procedural errors substantially affecting the decision;
- (2) the introduction of newly discovered evidence that was not reasonably available prior to the decision and of a nature that would likely have had a direct and significant impact upon the decision; or
- (3) the sanction is disproportionate to the severity of the violation. Disclosure of the sanctions will be made in accord with the context noted above (directly related to) and the FERPA guidelines.

The appeal must be in writing, signed by originating complainant or respondent and submitted as outlined in the handbook appropriate to the individuals (i.e., faculty, the Faculty Handbook; staff, the Staff Handbook; and students, the Student Handbook).

Retaliation

Retaliation of any kind is prohibited. Anyone who reports an actual or suspected incident of harassment, discrimination or violence based on sex, or who participates in an investigation, will not be subjected to retaliation. If a Complainant or witness believes s/he has been subjected to retaliation s/he should contact the Title IX Coordinator; the Dean of Students, the Dean of the College or the Director of Human Resources. Anyone found to be in violation of this retaliation provision will be subject to disciplinary action.

TITLE IX COORDINATOR

The Saint Anselm College Title IX Coordinator is responsible for coordinating the efforts of the College to comply with Title IX. The Title IX Coordinator for the College is:

Patricia Shuster, Vice President for Human Resources & Administration

Saint Anselm College; Box 1699; 100 Saint Anselm Drive;
Manchester, NH 03102 (First floor of Alumni Hall)

Email: titleXcoor@anselm.edu

Phone: (603) 641-7150

Fax: (603) 222-4015

Students, faculty, and staff may contact the Title IX Coordinator's Office to inquire about their rights under the College's policies, request counseling, or to seek information about filing a complaint.

Campus and Community Resources

College Health Services (for Students) (603) 641-7000 after business hours
Cushing Ctr. (ground floor) & later in AY16-17, trailer behind CShop 641-7028

Campus Safety & Security (603)641-7000 after business hours
(603) 641-7260

Employee Assistance & Work/Life Program 1-800-647-9151
Anthem Employee Assistance Program

Domestic and Sexual Violence Advocacy, Support groups and Emergency
YWCA Hot Line: (603)668-2299
72 Concord Street (24 hour crisis line)
Manchester, NH 03101 Office: (603) 625-5787

Bridges: Domestic & Sexual Violence Support 603-883-3044 (24 hour hotline)

Pastoral Counseling Services (603)627-2701
2013 Elm St., Manchester

Elliot Hospital (603)669-5300
One Elliot Way, Manchester NH 03103

Catholic Medical Center Emergency (603)668-3545
100 McGregor Street, Manchester, NH, 03102

Mental Health of Greater Manchester (603)668-4111
401 Cypress Street, Manchester, NH 03103

The Samaritans Crisis: (603)622-3836

Other Locations throughout Southern NH

Bridges Domestic & Sexual Violence Support (office) 603-672-9833
16 Elm St., Milford, NH

Rape & Domestic Violence Crisis Center 603-225-7376
Concord, NH

NH Statewide Sexual Assault (24hr hotline) 1-800-277-5570

Legal Assistance
NH Legal Assistance 668-2900 or 1-800-562-3174
Legal Referral Service 1-800-639-5290

INTERPERSONAL RELATIONSHIPS

Faculty/Staff and Student Relationships

The relationship between a faculty or staff member and a student at the College is one which exists primarily to encourage and advance the intellectual development of the student. The relationship is meant to be formative and always to promote the academic and personal development of the individual student. Introducing romantic or sexual elements into that relationship is fraught with the potential for exploitation and can potentially damage or undermine that development. Furthermore, the respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make suspect a claim of voluntary consent by the student. Therefore, romantic relationships between faculty or staff and students are ill-advised and strongly discouraged. This policy, and its reporting obligations, applies whether or not a student has a formal academic or institutional relationship with a faculty member (such as a student in a faculty member's class.)

In the event that a romantic relationship does develop, the person in the position of authority is immediately required to:

1. Discontinue exercising any authority over the student.
2. Report the relevant facts to his or her own supervisor (if a faculty member, the Dean of the College or if a staff member, his or her supervisor or the Director of Human Resources).
3. Confer with his or her own supervisor with respect to any necessary transfer of authority to another.

The Dean of Students will also be informed of the relationship by the Dean of the College or the Director of Human Resources.

Prompt action is mandatory in fulfilling these requirements. Otherwise the person in authority is in violation of the College's harassment policy and may be disciplined in accordance with it.

Faculty and staff should be aware that they possess or may be perceived to possess authority over students. Thus if a charge of sexual harassment is subsequently made by the student in a romantic relationship, it will be extremely difficult to prove mutual consent.

The foregoing does not apply in the same manner to individuals whose consensual relationship antedates their enrolling or being employed at the College. If a prior relationship exists between a faculty or staff member and a student, this relationship must be disclosed to the Dean of the College in the case of faculty and to the Director of Human Resources in the case of staff members, and alternative means of professional responsibility must be implemented. It should be noted that the circumstances of the relationship may change, and conduct previously welcome may become unwelcome. Even when both parties have consented at the outset, this past consent does not remove the grounds for a charge based on subsequent unwelcome conduct.

Supervisor and Employee Relationships

The power differential inherent in a relationship between an individual who either directly or indirectly supervises an employee compromises the employee's ability to decide freely. Professionalism is threatened by a romantic or sexual relationship where one party has professional responsibility over the other. Moreover, relations in which one party is in a position to review the work - or influence the career - of the other may provide grounds for complaints from third parties when that relationship gives or is perceived to give undue access or advantage and/or restrict opportunities. Professionalism within the College demands that those with authority not abuse - nor seem to abuse - the power with which they have been entrusted. Therefore, romantic or sexual relationships between these parties are prohibited.

Isolated Behaviors

Isolated behavior which does not rise to the level of harassment but which, if repeated, could rise to such a level, demonstrates insensitivity that may warrant remedial or corrective action. Academics or administrators who become aware of such behaviors in their areas should counsel those who have engaged in the behavior. Such counsel should include a clear statement that the behavior is not acceptable and should cease, information about the potential consequences if such a behavior persists, and a recommendation - as appropriate - to undertake an educational program designed to help individuals understand the harm caused by such behavior. After such counsel, if a person continues to engage in the identified, inappropriate behavior, said individual may be deemed to have engaged in harassment and may be disciplined in accordance with this policy.

Inclusiveness Statement

In order to realize our mission as a Catholic, Benedictine, liberal arts college, Saint Anselm College is committed to sustaining an intentionally inclusive environment that will benefit all constituencies. In particular, the college is committed to providing students with the richest opportunities to learn, both in the classroom and within the environment of the college community as a whole.

We accomplish this, in part, by fostering understanding, experience, and appreciation of the world's diversity through the academic curriculum, with its spirit of scholarly inquiry and respectful discourse; through a variety of service, co-curricular, religious, and academic activities and support mechanisms; and through the different perspectives and backgrounds of the members of our community.

Committed to our Catholic mission, Saint Anselm College aspires to bring together a faculty, staff, and student body that enhances this educational endeavor with diverse scholarly interests, ideas, beliefs, experiences, talents, and racial, ethnic, and socioeconomic backgrounds.

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 information relevant to employment.

Federal Law requires that any person being employed by the College must complete an Employment Eligibility Verification Form I-9 on the first day and provide IDs 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 allows 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 department. 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 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 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 paid 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. These breaks may not be accumulated, nor combined, nor applied to the lunch period, nor at the beginning of the work day, nor at the end of the work day. Breaks must be taken on campus as employees are "on the clock".

Attendance Standards

Employees are expected to come to work regularly and on time. Absenteeism and/or tardiness often cause an undue burden on co-workers and adversely affect 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 5 or more working days must complete a *Leave of Absence Request* form and provide medical documentation in order to return to work.

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, there may be times that inclement weather necessitates that classes be canceled and that the College be closed. The decision for closing, delayed opening, or early dismissal is made by the Vice President for Human Resources & Administration consulting with the Dean of the College, the President, and the Director of Campus Safety and Security.

The following communication methods to inform the community will be utilized in the event of the college closing for the day or a delayed opening or an early dismissal:

- A text message to the individual's cell phone will be available to all students, faculty and staff who register for SAC alerts
- Media – WMUR, WBZ, Storm Center and WZID Radio
- Campus email blast and posting on the College's Web site

We strongly encourage faculty and staff to register for the College's emergency alert system, through the Office of Campus Safety and Security, which will deliver messages to your cell phone.

Employees are expected to report to work unless notice is issued that the College is closed. 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.

Closing

On those days when the storm is occurring during the morning commute, a decision to close will be made no later than 6:00 a.m. When it is necessary for the College to close, full and part-time employees normally scheduled to work will be paid their standard pay for that day.

Full and part-time non-exempt personnel who are required to work will receive their standard pay plus premium pay for the hours actually worked. Premium pay is paid one-and-one half (1 ½) times the regular pay rate.

Delayed Opening

A decision to delay opening will be made by 6:00 a.m. and will follow the process indicated above. Employees scheduled to work who arrive to work at the delayed time, will be paid their regular rate of pay for scheduled time up until the delayed time for that day. Full and part-time non-exempt personnel who are required to work prior to the delayed time will be paid for their standard pay plus premium pay (1 ½ times the regular rate) for time actually worked from the time the delay was announced until the delayed opening time.

Early Dismissal

A decision for early dismissal due to inclement weather will be communicated via College email and SAC Alert. Employees scheduled to work who leave due to early dismissal, will be paid their regular rate of pay for time after dismissal up until the end of their regularly scheduled work shift. Full and part-time non-exempt personnel who are required to work after early dismissal will be paid for their standard pay plus premium pay (1 ½ times the regular rate) for time actually worked from the time the early dismissal commences until the end of their shift that day.

Announcement of Position Vacancy

Internal job openings are posted on the Employment Opportunities page of the Human Resources Web page (www.anselm.edu/hr). Anyone interested must express their interest directly on-line. Postings are usually displayed on various bulletin boards on campus, such as in Human Resources, Coffee Shop, Dining Services, and Physical Plant. Job Postings are normally displayed for a minimum period of three (3) working days.

In addition to internal job postings, the College may choose to advertise a position externally on one or more on-line job boards or in newspapers. 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

A position 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 returned 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. 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 shared with senior management with permission from the employee. 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 Vice President for Human Resources & Administration 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 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 information will not be released without 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 (Summary)

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.

The policy, in its entirety can be found at: <http://www.anselm.edu/Faculty-and-Staff/Human-Resources/Policies/Drug-Prevention-Program.htm>

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 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. 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 employee develops a communicable disease, the disposition of each case will be determined by guidelines dictated by the New Hampshire Department of Public Health and the Director of Health Services. 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 as per NH law (Indoor Smoking Act (ISA) RSA 155:64-77).

Signs posted throughout the buildings on campus advise occupants that smoking in these enclosed spaces is prohibited. Employees 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 established policies, procedures and guidelines. Use of equipment and vehicles is permitted by assigned personnel only. All personnel who drive a college vehicle must complete the college's Driver Safety Course.

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

The Acceptable Use of Technology, Faculty/Staff Telephone, and Official Communication with Students policies may be found at: <http://www.anselm.edu/Faculty-and-Staff/Information-Technology/Policies.htm>. 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 are considered "educational records" and are confidential and must be treated as such by all staff members. See Saint Anselm College's institutional policy for F.E.R.P.A. at: <http://www.anselm.edu/Documents/Registrar/ferpa.pdf>.

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.

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 of legal drinking age 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, vacation, bereavement, jury duty, etc. 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 Payroll. Time sheets are typically due in Payroll by 9:30 a.m. on the Monday of a payday week (refer to payroll schedule on Web site). Falsification of time sheets will result in disciplinary action up to and including termination.

Workweek and Pay Periods

Typically the workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.

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 either the 15th or the last day of the month falls on a weekend or a holiday, payday will be the preceding available workday.

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

Exception Reporting

Exempt employees must report time off (sick, vacation, bereavement, jury duty) in full day increments on a monthly basis. Failure to do so will result in disciplinary action up to and including termination.

Wage/Salary Increases

Salary increases are not automatic, and are given by the College based on employee job performance. 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.

For employees hired during the fiscal year prior to May 1, increases will be prorated. 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

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.

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 (flex time). Exempt positions are exempt from the Fair Labor Standards Act and as such are not paid overtime.

Flex Time

Flex time is at the discretion of a supervisor. For example, an employee works 10 hours on Monday and the supervisor permits the employee to come in later than regularly scheduled on Tuesday.

Call In

A non-exempt employee called back to work for an emergency 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 per NH law.

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, Payroll, or 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. Employees must work the entire calendar month **or**, for those whose work schedule is less than twelve months, two entire half months totaling a month of time in order to accrue vacation.

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 ten full calendar months, 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. Vacation is earned and usage is tracked by fiscal year (July 1 – June 30). You may carry over one year's maximum accrual into the following year to be used that year.

If a paid holiday occurs during an employee's vacation period that day is counted as a holiday, not a vacation day.

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 for the time requested based on department and staffing needs.

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.

Part-time employees are allowed to take unpaid vacation with supervisor approval.

Holidays

Saint Anselm College observes the following holidays:

New Year's Day	
Good Friday	College Holiday (usually in October)
Easter Monday	Day before Thanksgiving
Memorial Day	Thanksgiving
Independence Day	Day after Thanksgiving
Labor Day	Christmas

Holidays are paid time off for full-time employees only. 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 (although Saint Anselm College does not observe all federal holidays). Newly hired full-time employees are immediately eligible for paid holidays.

Pay for holidays is based on the regular hourly rate, or straight time. Generally, a non-exempt, full-time employee scheduled to work on a holiday is paid for the time actually worked at the premium rate of pay, in addition to regular pay. For exempt employees required to work on a holiday, flex time may be used with the supervisor's prior approval, within the same payroll period.

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 for non-exempt employees 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. Part-time employees may use sick time, but it is unpaid time off; excessive absences may be cause for disciplinary action.

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. Employees must work the entire calendar month **or**, for those whose work schedule is less than twelve months, two entire half months totaling a month of time in order to accrue sick leave. 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 by the end of the fiscal year in which it was converted. 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:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

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, flexible spending, or supplementary life insurance premiums must be paid 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.

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 his/her 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, flexible spending account, and/or supplemental life insurance premiums must be paid 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 will pay benefit premiums via payroll deduction. The College's contribution to the employee's 403(b) retirement account will cease during this time if the leave is unpaid. 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, flexible spending account, and/or supplemental life insurance benefits will continue for the duration of the leave. Employees are responsible for their portion of the premium. The College's contribution to the employee's 403(b) retirement account will cease during this time if the leave is unpaid. 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 his/her 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, an employee may be excused from work 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. Full time employees will be paid for bereavement leave; part time employees will be excused from work without pay. 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 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 regular straight time (or holiday, if applicable) pay. Once the employee receives his/her juror fee check it should be signed and forwarded to Human Resources as reimbursement to the College.

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.

Section 125

The College's Section 125 Plan allows eligible employees to realize 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. Due to the College's Section 125 status, once an employee is enrolled in health, dental, or flexible spending he/she cannot drop coverage outside of open enrollment without a qualifying event.

Flexible Benefits

Employees may 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 14 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 Insurance

Full-time employees are eligible to participate in the College's dental insurance plan on the first of the month following 30 days of employment or at the beginning of the Plan Year (currently January 1). In certain limited circumstances, and in accordance with the current Dental Insurance Plan, an employee may be allowed to begin participation after the Plan Year has begun.

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

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. Short-term disability encompasses the entire time away from work.

The first fifteen (15) consecutive days of absence from work is the elimination period of short-term disability leave and 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. Beginning with the sixteenth (16) workday of illness the employee may continue using sick or vacation time, or may apply for STD pay benefits. STD pay benefits currently provide payment at sixty percent (60%) of base earnings, up to a maximum of \$7,000.00 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 insurance 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. Accrual of vacation and sick time 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. A time of service waiver is available for employees who have accumulated two years of full time service at an institution of higher education within the previous five years.

The College contributes a percentage of an employee's 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 exchange benefits through the New Hampshire College and University Council or other tuition exchange programs. For more information or for details regarding eligibility for tuition benefits employees should contact the Office of Human Resources. The Office of Financial Aid manages the tuition remission/exchange programs and can assist with program-specific information.

Employee Assistance Program

An Employee Assistance Program (EAP) is available to all employees and members of their household 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 and referral service that provides assistance with a variety of issues such as: marital/family issues; legal/financial concerns; substance abuse; emotional distress; or, relationship issues.

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 his/her supervisor and/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.

During an approved workers' compensation absence, the employee's coverage under the College's group health, dental, flexible spending account, and/or supplemental life insurance

plans will continue on the same contributory basis as for active employees. Premium payments for health, dental, flexible spending account, and/or supplementary life insurance must be paid 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 permit. Permits 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 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 Office of the Controller. It is expected that employees will pay any outstanding phone bills they may have prior to terminating employment with the College.

Athletic Events

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

Fitness Center

Employees and their families are invited to use the Fitness Center. All employees must show a valid Saint Anselm ID at the front desk. Family members are required to fill out a guest waiver in order to work out in the fitness center. This waiver will be kept on file at the front desk for future visits.

Art Exhibits

Employees and their families are invited to attend art exhibits sponsored by the College in the *Alva de Mars Megan* Chapel Art Center.

Geisel Library

Geisel Library plays a central role in the academic life of the College by supporting the teaching, learning and research needs of students, faculty, staff and the Monastic community. The collections include ever-growing and selective access to more than 325,000 physical and online titles, covering primarily scholarly books, journals, newspapers, databases, Web sites, microforms, archives and audio/visual publications. All library resources are described in GeiselCat, the Library's online catalog, or on the Library's Webpages where access from off-campus computers is also often possible.

With significant support from the Office of Information Technology, some of the newer services include scanning, multi-media editing, color printing, quick-print stations, a closed-captioned news television, Help desk support, laptop borrowing, and "Media:scape" stations for laptop display and collaboration on presentations and other documents.

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 are eligible to receive a 10% discount on regularly priced texts, supply and general merchandise purchases at the College Bookstore. Some exclusions may apply. Employee ID is required.

APPENDIX A

Saint Anselm College policies are published on the Web site for all employees to review and reference as needed. As some are multiple pages or may change over time, the best practice is to know where these policies reside, to see the most current version, and to view them in their entirety.

Human Resources

<http://www.anselm.edu/Faculty-and-Staff/Human-Resources/Policies.htm>

- Non Discrimination Statement
- Bloodborne Pathogens Policy
- Drug Prevention Program

Faculty and Staff Handbooks

<http://www.anselm.edu/Faculty-and-Staff/Human-Resources/Faculty-and-Staff-Handbooks.htm>

- Faculty Handbook
- Staff Handbook
- Employee Reference Guide
- Harassment Policy
- Non-discrimination Statement

Information Technology

<http://www.anselm.edu/Faculty-and-Staff/Information-Technology/Policies.htm>

- Acceptable Use of Technology
- Faculty/Staff Telephone Policy
- Official Communication with Students

APPENDIX B

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which requires institutions to notify students annually of their privacy rights under the law.

To see in its entirety please go to <http://www.anselm.edu/Documents/Registrar/ferpa.pdf>